



TRUST HR AND PAYROLL LEAD JOB DESCRIPTION

INTRODUCTION	
Status:	Permanent (subject to probationary period)
Location:	Main head office base – Ewood Campus, Clod Lane, Haslingden BB4 6LR. Regular travel between Trust sites in Blackpool, Haslingden, and Preston is expected. It is envisaged that this full time, year-round, role will be undertaken through a blended approach of working in our academies/college, at home and at the Trust's central office in Rossendale.
Job Overview:	This role ensures the delivery of a high-quality, compliant, and efficient HR and payroll service across the Trust. You will lead and manage the Trust HR system (Sam People), recruitment portal (Sam Recruit) and assist in preparing for the move to Sam People payroll in April 2026. You will ensure legal and regulatory compliance, assisting all staff who use the systems, to ensure operational efficiency across all Trust settings. You will work closely with the COO, Trust Business Lead and Academy Business Leads, whilst also liaising with our external HR service.
Line Management:	Reporting to – Chief Operating Officer Responsible for – at present no line management responsibility, but may change in line with future growth and development
Liaising with:	CEO, the central Trust Team, School Headteachers and Senior Leadership Teams.
Working time:	37 hours per week All year round Flexible working with core hours, and hybrid work options available
Salary /Grade:	H2 (based on market forces) £41,771 to £46,142
Disclosure Level	Enhanced
Main Duties and Responsibilities	
Strategic Leadership and Planning <ul style="list-style-type: none"> Lead and manage the Trust's HR and Payroll systems Be a champion for the HR and payroll system, ensuring structures and employee records are maintained in line with expectations Assist the COO in developing the Trust People Strategy Lead and manage the delivery of the services legal and regulatory compliance and reporting including; Gender Pay Gap Report, Facilities Time Report, Apprenticeship Report, Business and Pecuniary Interest Register, Employment Contracts, Single Central Records, School Workforce Census In conjunction with the external HR service, provide professional, efficient, confidential and proactive guidance and support to Trust and Academy Leaders in areas including disciplinary matters, grievance, absence management, restructuring, redundancies and change management that comply with HR policies and procedures Produce quality work that meets deadlines and is accurate and professionally presented Lead, manage and develop further the internal suite of HR reporting; you will be required to deliver training or briefing in the use of such reports to a range of staff and governance personnel 	

- Lead, manage and evaluate internal and external surveys and reporting as required, establishing and delivering relevant actions
- Contribute to the Trust's risk register for HR related matters

Recruitment

- Oversee the recruitment, selection and induction processes for all settings within the Trust
- Promote and develop the use of Sam People/Recruit system to ensure efficient and consistent working practices across the Trust
- Develop and assist in producing core recruitment information packs for each setting that are consistent across the Trust
- Train staff on the use of the system, including any new schools that may join the Trust
- Develop KPIs to measure delivery and customer satisfaction
- Monitor trends across the Trust including exit interview data, turnover and equality metrics
- Organise and support at Trust recruitment events
- Ensure diversity and inclusion is reflected in all recruitment practices
- Ensure consistency of staff onboarding across all settings
- Manage the submission of new or revised job descriptions to the job evaluation panel

HR and Payroll Operations and Infrastructure

- Promote and develop the use of the Sam People HR and Payroll systems to ensure efficient and consistent working practices across the Trust
- Issue all staff contracts/SOPS centrally for all Trust staff
- Manage centrally the HR and recruitment systems including updating templates and pay scales when appropriate
- Anticipate future needs, identifying proactive solutions
- Check all Academy month end returns to ensure accurate feed into the payroll system
- Process annual pay increments for teaching and support staff
- Ensure all documentation complies with the latest safer recruitment requirements
- Identify and record continuous service
- Work with our Employee Assistance Programme and Occupational Health provider, feeding into the Trust Wellbeing group where required
- Secure effective Records Management and GDPR compliance across all HR records across the Trust
- Monitor staff absence levels across the Trust, providing reports to Central Team, Headteacher Board, Trustees and Governors
- Responsible for continuous improvement and system optimisation
- Support in the internal and external audit process in providing information requested by the auditors in a timely manner

People and Resource Management

- Oversee the appraisal system across the Trust
- Implement and coordinate a cross Trust bank of supply staff and manage daily
- Coach and mentor team members to build a high-performing HR and payroll function
- Oversee recruitment and workforce planning in line with organisational needs

Safeguarding

- Support safeguarding practices across the Trust through the use of effective HR systems, including safer recruitment and safeguarding checks

Other Responsibilities

- Stay current with HR legal frameworks and trends
- Act as a role model for professional standards and ethical behaviour in HR practice
- Participate in working groups and contribute to policy development
- Promote and embody the Trust's values and vision
- Undertake other duties consistent with the nature and scope of the role

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

This Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

PERSON SPECIFICATION

TRUST HR AND PAYROLL LEAD

* Evidence – A Application Form - I Interview - R Reference -

	Essential or Desirable	Evidence *
Qualifications & Training		
Educated to Degree level or equivalent, or relevant extensive experience	E	A
Membership of the Chartered Institute of Personnel and Development (CIPD) or willingness to work towards	E	A
Evidence of and commitment to ongoing professional development	E	A
Full UK driving license and access to a vehicle with business insurance to travel between Trust sites	E	A
Experience, knowledge and understanding Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post		
Recent and relevant experience at level appropriate to the post that evidences the ability to lead and manage HR and Payroll services	E	A/I
Evidence of successful work at a level appropriate to the post within Education or a similar or comparable setting	E	A/I
Experience in managing HR and payroll across multiple sites	D	A/I
Experience In organising events	E	A/I
Experience of commissioning services from third parties and managing relationships with suppliers and contractors	E	A/I
Experience of managing competing priorities and working to tight timescales	E	A/I
Experience in implementing or transitioning to new HR/payroll systems	D	A/I
Experience of handling difficult situations and conversations successfully with discretion, tact and confidentiality at all times	E	A/I
Personal Skills, Abilities and Competencies Applicants should be able to provide evidence that they have the necessary skills and abilities required		
Experience in managing HR, with up to date knowledge of employment law, best practice and safeguarding legislation	E	A/I
Ability to translate strategic goals into operational plans	E	A/I
Organisational and administrative skills	E	A/I
Experience of using HR information systems, (desirable, ideally Sam People and/or Arbor)	E	A/I
The ability to contribute to corporate strategy and policy development	E	A/I
Personal Qualities		
Innovative thinker with attention to detail	E	A/I/R
Customer-focused and committed to service excellence	E	A/I/R
Excellent interpersonal and communication skills, with the ability to engage effectively with senior stakeholders, clients, and diverse user groups, both verbally and in writing	E	A/I/R
Self-motivated with strong time and task management	E	A/I/R
Reflective and receptive to feedback	E	A/I/R
Ability to understand, demonstrate and apply the Trust Values	E	A/I
Commitment to equality, diversity and inclusion	E	A/I
Application		
Well-written and accurate application form with relevant experience	Y	A
Supporting Statement which addresses person specification, evidence in application and supporting information	Y	A
High standards in grammar, spelling and writing	Y	A