



Job Advert Trust HR and Payroll Lead

Contract type: Permanent, 37 hours per week, full year

Location: ELT Office at Gatley Primary School, Hawthorn Road, Gatley, SK8 4NB however, flexible working with core hours, and hybrid working options available

Required from: As soon as possible

Salary: Leadership Equivalent: L3 – L7 (£54,394 - £60,145)

Closing date: Friday 20 March 2026

Interview date: Friday 27 March 2026

About the Role:

Are you ready to take your next steps as an HR/Payroll Lead within a growing Multi Academy Trust of two secondary and three primary schools in Greater Manchester? Would you welcome the opportunity to work in close partnership with our Chief Finance and Operating Officer (CFOO), Executive Team and Headteachers?

Education Learning Trust is seeking an experienced HR and Payroll professional to join our Trust.

Aligned to our core values, you will drive continuous improvement in HR and payroll delivery, ensuring accurate, compliant and efficient systems that support effective workforce planning across our schools.

This is a pivotal role, offering the opportunity to strengthen operational performance and contribute to the Trust's growth. Working closely with the Executive Team and school leaders, you will provide strong HR leadership, embedding robust processes and effective people management to deliver sustainable, high-quality HR and payroll provision. As we prepare for future growth, this role also offers the opportunity to further shape and develop the HR and payroll function.

For further details, including a job description and person specification, please see the recruitment pack.

About Education Learning Trust:

Education Learning Trust is a Multi-Academy Trust, educating over 3500 pupils from age 2 to 16 in the Greater Manchester area. We are very proud of our inclusive ethos to Collaborate, Empower and Achieve and provide over 490 employees with an inspiring and innovative place to work, with exceptional training and development opportunities.

As a valued member of our Trust, you'll enjoy a comprehensive and rewarding benefits package. This includes a highly competitive salary, a respected and generous pension scheme, and outstanding opportunities for career progression and professional development.

We are also committed to supporting your health and wellbeing, offering access to our award-winning employee assistance programme and a wide range of employee discounts.

Our vision at ELT is to create an exceptional learning journey for all, by providing:

- exciting, innovative and challenging learning communities
- school improvement strategies arising from evidenced based research and professional enquiry
- opportunities for professional development and leadership
- a celebration of the diversity and uniqueness of individual settings
- innovation in practice by recognising the value of learning partnerships, both locally and nationally

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures that promote safeguarding and safer working practices. This is in line with statutory guidance including Keeping Children Safe in Education and The Education Act 2002.

All offers of employment are subject to a safer recruitment process, including the disclosure of criminal records, online checks and vetting checks.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

We are committed to fulfilling our Equality Duty obligations, including valuing equality and diversity and expect all staff and volunteers to share this commitment.

We are committed to employment practices that promote diversity and inclusion in employment regardless of age, disability, gender reassignment, sex, marriage and civil partnership status, pregnancy and maternity status, race, religion or belief.

We expect the successful candidate to have the necessary standard of spoken English, as described under Part 7 of the Immigration Act 2016, the Public Sector fluency duty that requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English (or English or Welsh in Wales).

Candidates should apply by completing the ELT application form, CVs alone will not be accepted in accordance with Keeping Children Safe in Education (KCSIE).

Please send completed applications with your covering letter to [**hr@educationlearningtrust.com**](mailto:hr@educationlearningtrust.com) for the attention of **Tracey Payton, Trust Business Lead**