

Built on botheredness . . .

the

**enquire**  
learning trust

# **ENQUIRE LEARNING TRUST APPLICATION PACK**

## **JOB TITLE - HR ADVISOR**

REF Number: ELTMAR2633

Unit 18 Appleton Court, Wakefield,  
WF2 7AR



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# Welcome from the CEO...



Welcome to the Enquire Learning Trust. It is a privilege to lead a community of schools united by a shared commitment to excellence, equity, and opportunity. At Enquire, we believe in the power of education to transform lives—and we are proud to work alongside passionate professionals, dedicated governors, and engaged families to make that belief a reality every day.

**Darren Holmes - Chief Executive Officer**

Based in Wakefield, the Enquire Learning Trust operates 32 primary schools across the north of England. Each of these schools works collaboratively to ensure that all pupils receive the very best start to their education. We know that by working together, we can achieve more than any school could alone.

At the heart of our work is a deep sense of botheredness—a commitment to going the extra mile to secure the best outcomes for our pupils, colleagues, and communities. This ethos shapes a culture where care, ambition, and excellence are central to everything we do.

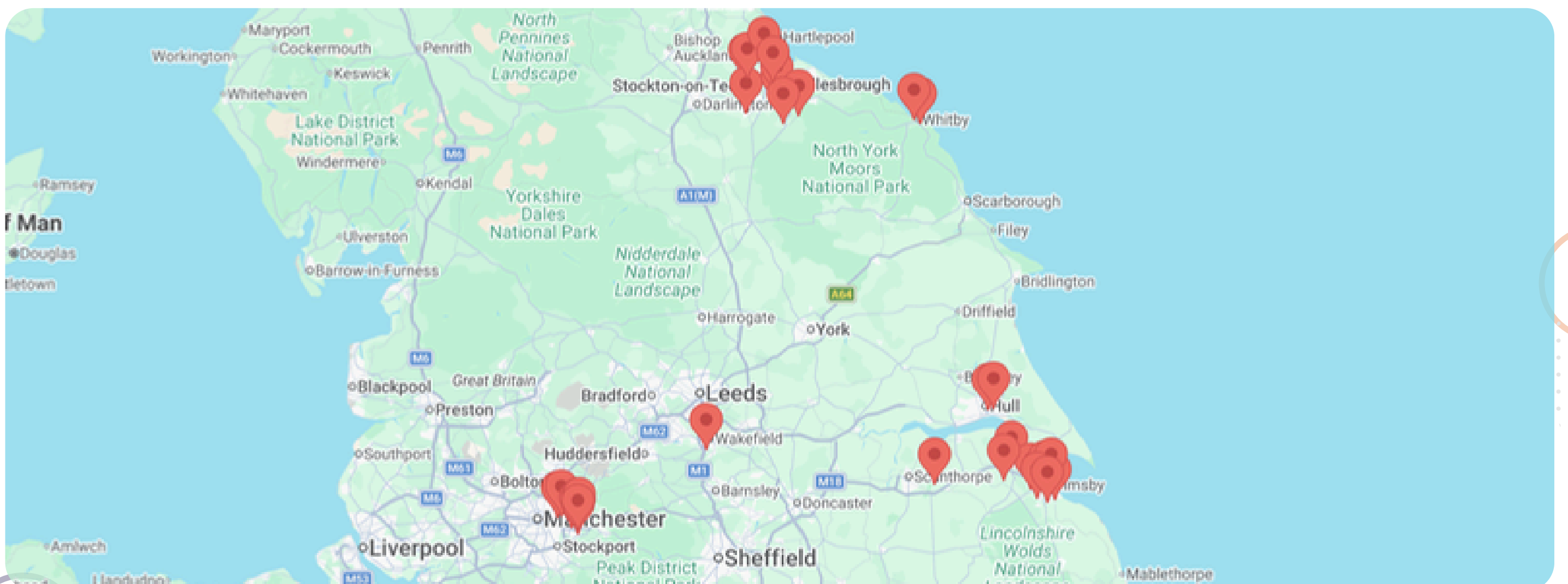
We are relentless in our pursuit of quality, believing that continual improvement is essential to delivering the highest standards in education. Through reflective practice, innovation, and collaboration, we ensure that our schools are always evolving to meet the needs of every learner.

Our people are our greatest strength. We are committed to recruiting, developing, and retaining exceptional staff, and we recognise the vital contribution of every member of our workforce. From classroom to leadership, every role is valued and supported.

Strong, values-led leadership and committed governance provide the foundation for our success. Together, they create the conditions for sustained excellence and empower our schools to flourish.

We also know that education is most powerful when it is a shared endeavour. That's why we actively engage with parents and carers, building meaningful partnerships that support children's learning and wellbeing.

At Enquire, we strive to exceed expectations - because our children deserve nothing less.



## Our Values and Ambition

At Enquire Learning Trust, everything we do is driven by a clear and unwavering purpose: children come first. Across our academies, excellence is not just encouraged—it's expected. We foster a culture where curiosity, reflection, innovation, and discipline are the cornerstones of powerful learning.

We believe every child has the potential to be a powerful learner. And we're deeply committed—extraordinarily bothered, in fact—about making that belief a reality.

### Our Core Values

- **Our Purpose** – Children always come first.
- **Our Ethos** – We champion quality, curiosity, reflection, innovation, and discipline.
- **Our Mindset** – We act with intelligent urgency, embrace learning as essential, and care deeply about outcomes.
- **Our Commitment** – We pursue excellence with relentless determination.
- **Our Culture** – We are united in strength, yet always mindful of our collective responsibility—only as strong as our weakest link.

## Our Vision: Shaping Futures Through Excellence

Our vision is underpinned by bold, transformative ideas that guide our work and inspire our people:

- Total Quality – Excellence is embedded in every aspect of our Trust.
- Diversity, Inclusion & Equity – We ensure fairness and unlock potential for all.
- Professional Development – We invest in lifelong learning for individuals, teams, and the organisation.
- Technological Excellence – We embrace digital innovation to enhance learning.
- Nurturing Talent – We build meaningful careers and develop future leaders.
- Collaborative Advantage – We harness the collective strength of our Trust to drive improvement.
- Responsible Innovation – We tackle challenges with creativity and courage.
- Botheredness – We go above and beyond for our pupils and colleagues.
- Belonging – We cultivate strong, supportive relationships across our communities.
- Empowering Every Child – We ensure every learner has the opportunity to succeed

## Rooted in Community, Committed to Impact

Our academies are more than schools—they are pillars of their communities. Each one is unique, shaped by its local context and strengthened by deep-rooted partnerships. We actively involve parents and community members in our governance, with representation on our Trust Board and Academy Improvement Committees.

Together, we are building a future where every child is empowered to thrive—and every community is proud to be part of our journey.



# EAP Programme



As part of our ongoing commitment to supporting the wellbeing of all colleagues, the Trust provides access to a comprehensive Employee Assistance Programme (EAP) delivered by Health Assured. This service is designed to offer practical, emotional and mental health support whenever you need it, ensuring help is always available at difficult or stressful times. The programme is completely confidential and free for all Trust employees to use.

## Key Features Include;

### 24/7 Confidential Helpline:

Unlimited access to a round-the-clock telephone support line, offering immediate advice and guidance for personal or work-related concerns.

### Counselling Sessions:

Up to 10 structured counselling sessions, available face-to-face, by telephone or online, delivered by qualified professionals.

### Online Wellbeing Portal & Wisdom App:

A digital platform providing articles, videos, toolkits and interactive resources to support mental, physical and emotional wellbeing.

### Support for Family Members:

Coverage extends to your spouse/partner and dependants, ensuring your household can benefit from the service.

### Medical Information Line:

Access to reliable health information, including a library of medical articles, live and recorded webinars, and a wide range of wellbeing podcasts.

### Menopause Support:

Specialist guidance, resources and signposting to trusted platforms such as Menopause Matters, helping employees navigate menopause-related symptoms and concerns.

### Perks and Discounts:

Exclusive access to a variety of discounts, savings and offers on shopping, leisure, travel and everyday essentials.

### Anytime, Anywhere Access:

Online and mobile access enables you to use the service whenever and wherever you need it—at home, at work or on the move.

### Self-Help Tools:

A suite of digital tools including self-help guides, mood trackers, wellness trackers and personalised wellbeing plans.

Exciting features available  
**The official Wisdom app**



Wellbeing  
trackers



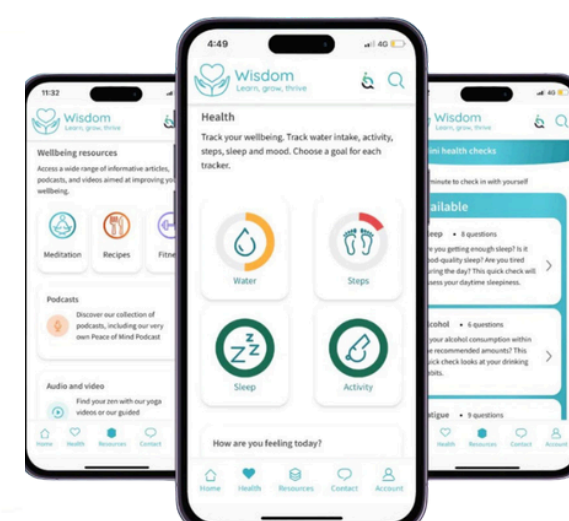
Breathing  
techniques



Four week  
health plans



Mini health  
checks



# Job Advert

## HR Advisor - Central Team

**Working Hours:** 37 hours per week  
**Working Weeks:** 52 weeks per year  
**Salary Scale Range:** NJC SCP 20 - 25  
**Contract Type:** Permanent  
**Start Date:** ASAP

**Location:** Whilst the role is primarily based at the central office in Wakefield, the role will require significant travel between each of our academies in Manchester, Hull, Grimsby and North Yorkshire. As such, the successful candidate must be willing (and able) to travel often with some visits requiring overnight stays.

We are seeking to appoint an outstanding HR Advisor to join our strong central team. The successful candidate will have significant generalist HR experience, be adaptable, flexible and have an ambition to make a significant difference to the success of the Trust and the lives of young people. The Enquire Learning Trust covers 32 academies and is a growing provider of primary education across the North of England, committed to providing each child with an excellent educational experience for future success.

### About the role:

The role will involve advising leaders on HR policies and employment law, managing a caseload of low and medium level employee relations matters, supporting recruitment and onboarding, maintaining the Single Central Record, coordinating occupational health referrals, and helping to facilitate Trust-wide HR processes such as Apprenticeships, ECTs, wellbeing initiatives and TUPE administration. You will also prepare HR data reports, support Ofsted readiness, and work closely with the wider central team as required.

### What we are looking for:

We are seeking a highly organised HR Advisor with strong knowledge of employment law, experience managing HR casework, and confidence in advising leaders. You should be skilled in recruitment processes, comfortable using HR systems, able to manage competing priorities, and capable of building positive relationships across the Trust. CIPD Level 5 (or equivalent) is essential. The ability to travel between academies is required so any applicants must have a full UK Driving Licence.

### What we can offer:

- Membership of local pension scheme
- Opportunities for development
- Employee Assistance Programme provided by Health Assured
- Cycle to Work Scheme
- Onsite Parking
- Lifestyle savings
- Annual leave entitlement follows NJC Terms and Conditions (all leave to be taken within designated school holiday periods)

### How to apply:

You can apply for this position by visiting [The Enquire Learning Trust](#) website

**Closing date and time:** 24<sup>th</sup> April 2026 12.00 noon

**Interview Date:** 13<sup>th</sup> May 2026

### DBS/Safeguarding Statement

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an Enhanced Disclosure from the DBS.

# Job Description - HR Advisor

**NJC SCP 20 - 25**

## **Purpose of the job:**

To support the aims and objectives of the HR function and contribute to the effective running of our academies through supporting and advising our Academy leaders on a range of employee relations matters.

## **Main responsibilities:**

- Provide professional advice and support on all aspects of HR policy, procedure, employment legislation and best practice to individual academies.
- Build effective relationships with academy leaders
- Assist with organisation, roll out and maintenance of HR related projects across the organisation ie employee wellbeing initiatives
- Handle own caseload of low and medium level employee relations casework discipline, grievance, sickness absence, probation and capability.
- Assist in administration of core HR processes including but not limited to contractual changes, wellbeing initiatives, flexible working processes and TUPE
- Administrate Apprenticeships across the trust
- Assist in administrating Early Career Teachers process across the Trust
- Undertake all 'Single Central Record' compliance checks for our academies
- Assist with Ofsted preparations
- Undertake HR induction for new school based business managers
- Maintain central team 'Single Central Record'
- Help to develop and maintain the Trust's HR system ensuring that effective record keeping is in place and processes are efficient and effective.
- Coordinate the occupational health service including arranging appointments, coordinating the relevant paperwork
- Assist in recruitment within academies including drafting job descriptions, writing job adverts, advertising posts, and assisting and advising with the onboarding process where necessary
- Support School Business Managers in their execution or administration of HR tasks
- Facilitate HR working group meetings
- Assist with organisation of actions arising from termly JCC meetings
- Collaborate with Payroll with regards to HR matters as required ie contractual changes
- Collate and organise monthly data to be shared with Trust Leadership
- Develop and maintain systems for collating employee statistics within the organisation including sickness, turnover etc. and issue reports directly to Trust leadership
- Provision of additional support to the Director of People where required.
- To undertake any other duties within the general scope of this role.

## **As an employee of the Trust:**

- Ensure all work is undertaken in line with Trust policies, procedures and guidance documents including (but not limited to); child protection, health, safety, equality, security and confidentiality.
- Pay particular attention to the Information Governance Policy and its subsequent policies and the guidance within, in relation to keeping information and data safe and understanding your individual and collective responsibilities.
- Take responsibility for reporting and acting upon any personal concerns held for the safety, security and appropriateness of data and information storage or processing.
- Ensure compliance with the Trusts Equality Policy at all times and promote the Trust values of equality and treat all employees and colleagues in a professional and respectful manner at all times.

## Person Specification

<b>Specification:</b>	<b>Essential:</b>	<b>Desirable:</b>
<b>Education/Qualification</b>		
Degree or equivalent knowledge and experience		X
Formal CIPD qualification (minimum Level 5 or equivalent)	X	
<b>Required Knowledge/Experience</b>		
Working knowledge of employment law and best practice	X	
Understanding of HR systems and their value/uses	X	
Comprehensive experience of HR casework management	X	
Experience working in a unionised environment		X
Knowledge of the terms and conditions specific to both teaching and non-teaching staff (burgundy book and green book).		X
Solid understanding of the contribution HR makes to the overall organisation, and how HR must link to other individual areas, particularly Payroll.	X	
Experienced in all aspects of the recruitment/selection process, including the legal elements	X	
Up to date knowledge of Safer Recruitment legislation		x
<b>Skills</b>		
Highly organised	X	
Able to demonstrate high attention to detail	X	
Able to communicate effectively at all levels of the organisation		
Able to effectively manage own workload	X	
Ability to build good working relationships with all stakeholders	X	
Proficient in the use of standard ICT packages	X	
Able to accurately collate and clearly present report information.	X	
Able to manage own HR caseload	X	
Ability to manage conflicting priorities effectively	X	
Strong attention to detail	X	
<b>Other</b>		
Commitment to valuing equality and diversity		
Able to travel to all Trust schools and event / training locations as required	X	

## Contact Details:

**Leah Collins (Director of People)**

**Email - [hr@enquirelearningtrust.org](mailto:hr@enquirelearningtrust.org)**

**Phone - 01924 792960**

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

### DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with [Keeping Children Safe in Education](#).

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations