



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER

Applicant Information Pack

HR People Partner

Start Date:	As soon as possible
Closing Date:	12.00pm, Friday 2nd October 2026
Shortlisting:	Monday 5th October 2026
Interview Day:	Thursday 8th October 2026
Salary	NJC 27 to 31 (£38,510 to £43,149 FTE per annum)
Contract Term	Term Time plus 10 days – 41 weeks per year Permanent



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Welcome from the Chief Executive Officer

Dear Candidate,

A very warm welcome to Lydiate Learning Trust (LLT), I am delighted that you are considering this exciting opportunity to join our Trust as Head of Estates and Operations, a pivotal role as we continue to grow and evolve.

This role is central to ensuring that our learning environments are safe, efficient, and inspiring for all members of our school communities. As Head of Estates and Operations, you will lead on the strategic and operational management of our estate, health and safety, capital projects, and facilities services across all Trust sites.

We are looking for a strategic thinker with a strong commercial mindset, excellent people skills, and a deep understanding H&S, compliance, estates and facilities management ideally within an educational setting. You will need to be resilient, collaborative, and committed to delivering high standards across all areas of responsibility.

Lydiate Learning Trust currently includes two large secondary schools, Deyes High School (Sefton) and Childwall Sports and Science Academy (Liverpool) and two primary schools, The Grange Primary (Sefton) and Knotty Ash Primary (Liverpool). We also operate a thriving initial teacher training centre (AMP SCITT).

Lydiate Learning Trust has a very strong Board of Trustees who are exceptionally committed, giving long hours and offering challenge and support in equal measure. Their skills and professional background are diverse, and they work well together as a team. They have a clear vision, values and strategic direction. Please read more about them on the Lydiate Learning Trust website. Ultimately, it is correct to say that the Trustees share our vision that children only get one chance and deserve the very best start in life.

Our Trust is values-driven, and ambitious. We are proud of our inclusive culture and our commitment to staff development and wellbeing. You will be joining a strong and supportive team, and your work will directly contribute to the success and sustainability of our schools.

If you share our passion for creating outstanding environments for learning and want to make a meaningful impact, we would love to hear from you. Should you have any questions or require further information, please contact our People and Culture Team peopleassist@lydiatelearning.org.

I look forward to reading your application.

Warmest wishes,

Ann Stahler (CEO)

About Us

Our **mission** is to engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passions. We aim to **Engage, Enable** and **Empower** all learners, young and old, across Lydiate Learning Trust to ensure our schools are outstanding.

Our Values

Our values guide the decisions we make every day.

- **RESPECT FOR OTHERS** - Show respect for and value all individuals for their diverse backgrounds, experiences, styles, approaches, ideas and beliefs.
- **TRUST** - We build trust through responsible actions and honesty.
- **PERSONAL ACCOUNTABILITY** - Take personal accountability for behaviour, actions, words and results.
- **SOLUTION FOCUSED** - Focus on finding solutions and achieving great things.
- **CAN DO ATTITUDE** - Adopt a determined attitude and work hard to get the job done.
- **COLLABORATION** - We achieve more when we work together, support each other and collaborate.
- **COMMITMENT TO SELF AND OTHERS** - Personal commitment to success and wellbeing of others in your class or team.
- **RESILIENCE** - We strive harder and are more determined to overcome challenges.
- **PRIDE** - Be proud of being part of Team Lydiate, celebrating your own and others' success.

Our Aims

We pride ourselves on our values and always try to do what is right, so that all learners reach their full potential, regardless of their starting point.

ENGAGING

1. Engaging with all learners, breaking down barriers, to develop an intrinsic love of learning.
2. Engaging with staff so that they are highly valued and listened to.
3. Engaging with families so they can work alongside their child and school on the learning journey.

ENABLING

1. Enabling all of our staff, and those in other academies, to reach their potential through effective CPDL, providing first class quality experiences for all.
2. Enabling a happy, safe, supportive environment for all.

EMPOWERING

1. Empowering learners to take personal responsibility for their future, with a lifelong love of learning.
2. Empowering learners with the tools for academic success and happiness.
3. Empowering learners to develop the self-esteem and confidence which are necessary for a full and happy life.
4. Empowering learners to have a pride in their work, respect for their surroundings and good relationships with others at school and in the local and wider community.
5. Empowering leaders at all levels to lead ethically, with high levels of perseverance, proficiency and integrity.
6. Empowering the wider community to work alongside us to our mutual benefit.

What can we offer you

At Lydiate Learning Trust, we take pride in our inclusive culture. We believe in recruiting talented and capable individuals, developing them to achieve their career ambitions, and thereby engaging, enabling, and empowering our young people. Our staff play a crucial role in ensuring the future success of our students and our Trust. We are proud to have created an environment that prioritises young people and fosters growth and development for all.

Lydiate Learning Trust is forward-thinking, and if you join our team, your professional development will be as important to us as it is to you. We aim to equip our staff to deliver their best by offering a generous benefits and training package. We offer:

- ❖ A future vision map and professional development
- ❖ A highly competitive salary
- ❖ A staff development programme and appropriate CPDL
- ❖ Excellent occupational health and employer assistance programme
- ❖ Cycle and Technical salary sacrifice scheme
- ❖ Family friendly policies
- ❖ Union recognition
- ❖ A friendly Trust which looks after the wellbeing of its staff
- ❖ Coaching (internal and external to the Trust)
- ❖ A high quality and supportive onboarding programme
- ❖ A modern and relevant approach to appraisal
- ❖ Annual Flu Jabs
- ❖ An excellent Pension Scheme
- ❖ Personal recognition and reward

Safeguarding

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment and maintain a vigilant and safe environment.

All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures. All posts are subject to an enhanced DBS check and medical clearance.

Equal Opportunities

Lydiate Learning Trust is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete an [Equal Opportunities in Recruitment Monitoring \(Page 1 of 6\)](#) form which can be found on our Careers Homepage.



Job Description – HR People Partner

Main Purpose:	The HR People Partner provides a high-quality strategic and operational HR service across the Trust, acting as a key adviser and shoulder partner to leaders within the schools and central services team. The role is responsible for delivering effective people solutions that support school improvement, performance and a positive staff experience. This includes leading complex employee relations matters, ensuring compliance with employment and safeguarding legislation, strengthening people management capability, and driving initiatives that enhance recruitment, retention, wellbeing and staff engagement. Working collaboratively with senior leaders, the postholder ensures that HR policies, processes and practice are consistent, legally compliant and aligned to Trust values, while using data and insight to inform proactive workforce planning and continuous improvement across all Trust schools and services.
Reporting to:	Director of People and Culture
Liaising with:	CEO, Executive Team, Headteachers, Line Managers and 500+ Employees
Salary	NJC 27 to 31 (£38,510 to £43,149 FTE per annum) + Local Government Pension Scheme
Working Pattern:	37 hours per week. Working Term Time (39 weeks), plus 10 days during school holidays, total 41 weeks per year.
Working base:	The role is based at the Trust Central Office in Wavertree, Liverpool, with regular weekly travel to and attendance at Trust schools. Hybrid working and flexible hours will be considered, with an expectation of occasional out-of-hours or weekend work to fulfil operational duties.
Level of disclosure:	Enhanced
Main Duties:	Advice and Support • Work closely with leaders to identify people-related needs and provide proactive HR solutions. • Provide expert advice and guidance on all aspects of people management, aligned with CIPD best practice. • Lead and support leaders through organisational change and workforce development initiatives. • Work with the Executive Director of People and Development to enhance the staff experience across recruitment, onboarding, induction, performance and professional development. • Work in collaboration with people and culture team to ensure a high-quality, consistent and responsive HR service delivery. • Support leaders to develop capability, knowledge and confidence in people management. • Ensure timely, end-to-end delivery of HR processes, including changes to terms and conditions and contractual documentation. Employee relations (ER) • Lead on complex ER cases including absence management, disciplinary, grievance, performance and capability.

- Act as the escalation point for challenging or sensitive people matters across the Trust.
- Build effective relationships with key stakeholders including, school leaders, Trade Unions and external HR and legal advisers.
- Influence and challenge managers constructively, supporting their capability in handling ER issues.
- Manage ER cases end-to-end, ensuring timely, fair and consistent outcomes that reflect policy and best practice.
- Contribute to continuous improvement of ER systems, processes and standards.
- Support and conduct Trade Union consultations and negotiations as required.

Compliance

- Provide balanced, pragmatic and legally compliant HR advice aligned with Trust policies.
- Maintain up-to-date knowledge of employment legislation, statutory requirements and education-specific regulations.
- Regularly review and update HR policies, procedures and documentation in line with legislative and regulatory requirements.
- Ensure secure and compliant storage and handling of HR data in accordance with GDPR.
- Support compliance with Keeping Children Safe in Education (KCSIE), including auditing of the Single Central Record and Safer Recruitment processes.
- Ensure diversity, inclusion and wellbeing principles are embedded throughout the employee lifecycle.

Staff experience and wellbeing

- Lead initiatives and projects to enhance HR processes and staff experience, informed by staff voice and Trust strategy.
- Analyse staff data and survey results to identify trends and proactively address issues affecting employee engagement and lead initiatives to improve overall satisfaction.
- Work with senior leaders to design and implement staff wellbeing initiatives and professional development activities.

Recruitment and Talent Management

- Develop strategies to attract and retain a diverse and high-quality workforce across leadership, teaching and support roles.
- Ensure recruitment and selection processes are effective, fair and inclusive.
- Analyse recruitment data to monitor representation and drive improvement.
- Lead on talent management, succession planning and workforce planning aligned with School Improvement Plans.
- Support development and delivery of People Management training and workforce development initiatives.

Assessment and Reporting

- Provide accurate HR data, KPIs, reports and analysis to stakeholders using the HRIS.
- Work with the Executive team to interpret people and financial data and develop proactive people interventions.
- Support preparation and submission of the annual Workforce Census.
- Maintain understanding of reward and recognition including job evaluation, pay structures, equal pay and gender pay reporting.

Equal Opportunities:	We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work
Health and Safety:	All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statements of health and safety policy
Safeguarding Commitments:	The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

Person Specification – HR People Partner

Qualifications & Training	
CIPD Level 7 or equivalent professional qualification preferred.	E
Educated to degree level.	E
Experience	
Experience providing HR advice and support within the education sector, including schools, academies or multi-academy trusts.	D
Significant experience managing complex employee relations casework within unionised, regulated or similarly complex environments.	E
Proven end-to-end management of disciplinary, grievance, absence, performance and investigation processes.	E
Strong generalist HR experience with a thorough understanding of UK employment legislation and best practice.	E
Experience developing and updating HR policies, procedures and contractual documentation to ensure compliance	E
Experience designing and delivering Equality, Diversity and Inclusion initiatives and staff wellbeing programmes.	D
Knowledge and Skills	
Ability to manage a high-volume, fast-paced ER caseload while maintaining accuracy and professionalism.	E
Ability to analyse HR data, produce clear insights, and influence data-driven improvements to policy and practice.	E
Excellent verbal and written communication skills with the ability to engage effectively with a wide range of audiences.	E
Strong relationship-building skills and the ability to establish credibility across all staff groups.	E
Strong attention to detail with evidence of delivering high-quality outcomes within agreed timescales.	E
High proficiency in Microsoft Office and experienced in using HR, recruitment and payroll systems.	E
Personal Attributes	
A positive attitude with a solutions-focused approach with a proven track record of resolving challenging situations.	E
Professional, resilient and able to work collaboratively across multiple stakeholders.	E
Commitment to promoting fairness, inclusion, wellbeing and safeguarding across all HR activity.	E