



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

People & Culture Assistant Central Services

Ashbourne & Nottingham

Permanent

37 hours per week, 52 weeks per year

Pay Scale 4: £26,736 - £28,475 FTE

Tapestry Learning Partnership is a new and ambitious education Trust with strong commitment to people, culture and wellbeing. We're building a connected, collaborative organisation where colleagues feel supported, valued and proud to belong. Joining us now means helping to shape that culture from the ground up.

Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes.

About the Role

We are looking for a highly organised and people -focused People & Culture Assistant to provide essential administrative and operational support across the Trust

This varied role covers all core HR processes including recruitment, onboarding, payroll changes, HR data, absence recording, compliance and first-line HR enquiries. You'll play a key part in ensuring our processes are accurate, efficient and aligned with safer recruitment, safeguarding and statutory requirements.

It's an excellent opportunity for someone looking to begin or grow a career in People & Culture/H.R, offering hands-on experience across the employee lifecycle, clear development pathways and support from an experience team.

Who We're Looking For

Someone who:

- Is organised, accurate and confident managing multiple tasks
- Communicates clearly and builds positive relationships
- Handles confidential information with professionalism
- Works well as part of a team but can work independently when needed
- Brings a positive, proactive and people-first mindset

Previous HR experience is helpful but not essential, we're looking for the right attitude, values and willingness to learn.

What We Offer

- A welcoming, collaborative, People & Culture Team
- Professional development and HR training opportunities
- Clear pathways to progress within the Trust
- A strong commitment to wellbeing and work-life balance
- Inclusive leadership and supportive, values-led culture

Why Join Tapestry?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing
- A welcoming, collaborative team
- Professional development and training
- Clear career pathways in People & Culture
- A commitment to wellbeing and work-life balance
- Inclusive, supportive leadership and trust-wide networks

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role. Please call Stuart Hardy (Head of People & Culture) on 01335 340830 ext. 10749.

Further details about our school can be found on our website: <https://www.tapestrylearningpartnership.org/>

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

JOB DESCRIPTION

- Post Title:** People & Culture Assistant
- Reporting to:** Head of Talent & Culture
- Grade:** Scale 4
- Disclosure Level:** Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

Provide high quality administrative and operational support across the People & Culture function. The role ensures the accurate delivery of HR processes, supports statutory compliance, and contributes to a positive employee experience across the Trust.

Key Responsibilities

Recruitment & Onboarding

- Administer end-to-end recruitment processes across multiple sites, ensuring full safer recruitment compliance (DBS, references, SCR updates).
- Prepare and issue contracts of employment and variation letters.
- Support onboarding and induction processes, ensuring a smooth and positive start for new employees.

Payroll & Employment Lifecycle Administration

- Process all starters, leavers, and contractual changes accurately.
- Prepare and submit monthly payroll change information in line with internal deadlines.

HR Systems & Data

- Maintain accurate employee records and updates within the HR Information System (HRIS).
- Assist in producing workforce data and compliance reports for internal and external requirements.

Absence Monitoring

- Track and record absence across the Trust.
- Produce routine absence reports for the People Operations team to support early intervention and case management.

Policy, Compliance & Confidentiality

- Ensure HR processes and documentation comply with Trust policies and statutory requirements.

- Maintain strict confidentiality and uphold GDPR, safeguarding, and safer recruitment standards at all times.

General Administrative Support

- Prepare letters, reports, and other HR correspondence.
- Act as a first point of contact for routine HR queries, escalating complex matters appropriately and in a timely manner.

General Requirements

- Maintain strict confidentiality and always adhere to data protection legislation and associated Trust policies.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

Person Specification

| Post requirements | Essential | Desirable | Evidence and Assessment |
|---|-----------|-----------|--------------------------------|
| Qualifications | | | |
| GCSE English and Maths A - C or equivalent | ✓ | | Application form, certificates |
| Level 3 in Business Administration or equivalent | ✓ | | Application form, certificates |
| Level 3 Certificate of Personnel Practice or working towards | | ✓ | Application form, certificates |
| Knowledge and experience | | | |
| Previous experience of HR administration | ✓ | | Application form, references |
| Detailed knowledge and understanding of HR policies and procedures | ✓ | | Application form, references |
| Knowledge of payroll and pensions issues. | ✓ | | Application form, references |
| Experience of staff recruitment and attendance management | ✓ | | Application form, references |
| Personal skills and qualities | | | |
| Excellent communication skills and time manager, able to negotiate competing demands and work to tight timescales | ✓ | | Application form, references |
| Ability to successfully work as a team member with a variety of stakeholders. | ✓ | | Application form, references |
| Able to promote a positive image of the Trust as an excellent employer | ✓ | | Application form, references |
| Able to work independently | ✓ | | Application form, references |