

Our Mission and Vision

- **Mission:** To inspire and empower all to achieve their full potential and thrive in an ever-changing, dynamic world.
- **Vision:** Inspiring Excellence. Empowering Futures.

We will build a Trust known for educational excellence, transforming children's lives. We will create a vibrant community that inspires everyone to achieve their full potential and empowers all to manage their future with confidence and purpose.

At the **Great Learners Trust**, we recognise that it is "tough out there." But we will not be deterred. Our response will be rooted in our core values: **brave, bold, and ambitious**. These values will drive us to face challenges head-on, to innovate, and to set our sights high for every member of our community.

Levers for Lasting Change and Improvement

We know that sustainable improvement does not happen by chance. It requires a deliberate, trust-wide improvement plan, focused on four key levers:

1. **People** – We will invest in our staff through high-quality CPD, deliberate and consistent practice, and a culture of teaching for excellence. Trust-wide best practice and leadership coaching will ensure that every adult is empowered to deliver their best.
2. **Data** – We will use robust, evidence-based data to inform every decision, track progress, and identify where we can make the greatest impact.
3. **Happiness and Wellbeing** – We will prioritise the happiness and wellbeing of our pupils, staff, and wider community. By fostering positive mental health, resilience, and a supportive culture, we will create environments where everyone feels valued, motivated, and able to thrive.
4. **Community** – We will deepen our partnerships with families and the wider community, recognising that true transformation happens when we work together for the benefit of every child.

By harnessing these levers, we will drive lasting change and improvement across all our schools—ensuring that every child, every adult, and every community in the Great Learners Trust thrives.

GLT Strategic Vision

Trust Mission	To inspire and empower all to achieve their full potential and thrive in a dynamic world.		
Trust Vision	Inspiring Excellence. Empowering Futures We envision a Trust known for its educational excellence, transforming children's lives. A vibrant community which inspires everyone to achieve their full potential and empowers all to manage their future with confidence and purpose.		
Trust Values	Be Brave	Be Bold	Be Ambitious
Strategic Goals	Innovating to Inspire Happy Learners	Our People, Our Power	One Trust, Stronger Together
Operational Priorities	Leadership and Governance		
	Achievement for all Pupils		
	Pupil Behaviour, Safeguarding and Attendance		
	Staff and Parent Engagement and Communication		

HR and Payroll Officer

Location:	Hybrid - home working / office base Great Missenden (days TBC)
Hours:	30 hrs per week, 41 weeks per year, other part time hours considered
Pay:	GLT Scale 4-5 (21-30), £30,361 - £35,724 FTE
Reporting to:	Trust Business Manager

Job Purpose

This is a newly created role that offers a rare opportunity to shape and influence how HR and payroll operations are delivered across the Trust. We are looking for someone who is excited to design and embed new processes, strengthen consistency across our schools, and drive greater value from our systems. As we continue to grow, this role will play a key part in defining best practice, improving efficiency, and leading meaningful change that supports our long-term strategy.

Key Responsibilities

Payroll Administration

- Process monthly payroll for all staff, ensuring accuracy and compliance.
- Manage statutory payments (sick pay, maternity/paternity) and deductions.
- Administer Teachers' Pension Scheme and Local Government Pension Scheme contributions.
- Prepare payroll reports and reconcile payroll accounts.

HR Administration

- Maintain accurate employee records on HR systems.
- Support recruitment processes, including advertising, shortlisting, and onboarding.
- Prepare employment contracts and variation letters.
- Manage other payroll correspondence including annual salary statements.
- Monitor staff absence and turnover and produce reports for management.

Compliance

- Ensure adherence to employment legislation and MAT policies.
- Assist with safer recruitment checks, including DBS processing.
- Support GDPR compliance in handling staff data.

Communication & Support

- Respond to HR and payroll queries promptly and professionally.
- Liaise with managers and staff to provide guidance on HR and payroll matters.

- Undertake any additional tasks or responsibilities reasonably required to support the wider finance team and ensure the effective delivery of Trust-wide financial objectives.

Continuous Improvement

- Contribute to reviewing and improving HR and payroll policy and processes.
- Keep up-to-date with changes in payroll legislation and HR best practice.

Person Specification

Qualifications and Knowledge	Essential	Desirable
GCSEs (including Maths and English) or equivalent	✓	
Knowledge of payroll processes and HR administration	✓	
Understanding of employment law and pensions	✓	
CIPD or CIPP qualification		✓
Experience with Teachers' and LGPS pension schemes		✓
Knowledge of MAT structures and education sector		✓
Experience	Essential	Desirable
Experience in payroll and HR administration (preferably in education or multi-site organisation)	✓	
Familiarity with HR and payroll systems	✓	
Skills	Essential	Desirable
Excellent organisational and time management skills	✓	
High level of accuracy and attention to detail	✓	
Strong IT skills (Excel, HR/payroll software)	✓	
Effective communication and interpersonal skills	✓	
Personal Attributes	Essential	Desirable
Confidentiality and integrity	✓	
Ability to work independently and as part of a team	✓	
Commitment to safeguarding and equality	✓	

Why Join the Great Learners Trust?

At the Great Learners Trust, we believe that excellence is built on collaboration, support, and opportunity. As part of our team, you'll be joining a group of highly skilled, loyal, and supportive professionals who are passionate about making a difference. Our culture fosters growth, values innovation, and celebrates success. Whether you're looking to advance your career, deepen your expertise, or contribute to a meaningful mission, the Trust offers a dynamic and rewarding environment where you can truly thrive.

What We Offer:

- **A Fantastic Team** – Work alongside a dedicated and experienced team of professionals and senior leaders who are committed to supporting each other and driving positive outcomes.
- **Professional Development** – Access bespoke training and development opportunities tailored to your career goals, ensuring you continue to grow and excel.
- **Career Opportunities** – Be part of a growing Trust with clear pathways for progression and the chance to make a lasting impact.
- **Generous Holiday Package** – Enjoy a competitive holiday entitlement that supports your wellbeing and work-life balance.
- **Pension Scheme** – Benefit from membership in the Buckinghamshire Local Government Pension Scheme (LGPS).