



Elizabeth Woodville School



Human Resource Manager/PA to Head of School

37 hours a week, 42 weeks a year

Permanent contract

Grade H, points 14 to 21 (actual salary: £27362 to £30699pa)

Elizabeth Woodville School is an aspirational and inclusive secondary school with approximately 600 students. Our school is located in Roade in Northamptonshire.

We are a thriving community school looking to appoint a HR manager/PA to head of school. You will work with school staff under the support of the School Business Manager.

Applicants should have good organisational and time management skills with strong administration ability. You will need to be able to communicate effectively with a wide range of staff and work with the Trust HR Department. Experience of working in an educational setting is helpful but not essential.

The successful candidate will:

- Have experience of working with various staff at all levels
- Be approachable and flexible
- Have strong communication and administration skills
- Be able to meet the person specification and will be required to apply for a DBS disclosure and sign up to the updates service
- Candidates must be eligible to live and work in the UK.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

How to apply: All documents including the full job description, person specification and application form are available on our website <http://ewsacademy.org.uk>. Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests or completed applications should be sent to **Hayley Richardson, School Business Manager**
E: HR@ewsacademy.org.uk

Closing date: 20 October 2025 9.00am

Interviews: 22 October 2025

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.