

**A great place
to work**

Candidate Pack

Human Resources Business Partner (HRBP)



Bright Futures



Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best for everyone, the best from everyone. We are an organisation that is underpinned by values of: community, integrity, and passion. In everything we do, we remember that we are accountable to the children, families, and communities that we serve.

Leadership



Integrity



Passion



Community



Equality



Resilience



Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: [About Us - Bright Futures Educational Trust \(bright-futures.co.uk\)](http://bright-futures.co.uk)

The Central Team includes the Executive Team: Lisa Fathers, CEO (Interim); Anna Sharpley, Chief Finance & Operations Officer; Sarah Schollar, Director of Education (Interim) and Jayne Carmichael, Director of Professional Development.

The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge, and support. In addition to the Executive Team, we have central operations for finance, communications and marketing, HR, educational psychology, and digital technologies. Please see our website brochure which explains our central operations: Why-Join-Bright-Futures

Professional Development Institute

Bright Futures Professional Development Institute is another important outward facing component of our organisation.

Underneath this umbrella we have several hubs. Bright Futures Training which provides school improvement services and CPD to over 700 schools, a North West Maths' Hub NW1 Maths Hub, providing mathematics training and coaching to 500 schools, and a SCITT (School Centred Initial Teacher Training) Bright Futures SCITT, which is the largest in the North West. Within the Development Institute, Bright Futures also has two Teaching School Hubs, serving Manchester, Stockport, Salford, and Trafford. Bright Futures Send Outreach is another service which we provide across the North West. We have also been designated as an Early Years Stronger Practice Hub to work across the North West as the Bright Futures Early Years Hub.



Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: Our Strategy.

Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, and treated fairly and with dignity and respect. Please see the Equality, Diversity, and Inclusion statement on our website.

Terms and Conditions

Salary	Bright Futures Grade 9 Point 36-40 (£47,181 - £51,356)
Holidays	26 days plus bank holidays, rising to 31 days plus bank holidays after 5 years service.
Contract	Permanent, 36.25 hours per week and working all year round. Term time working will be considered.
Pension	Local Government Pension Scheme
Location	Based at our Central Office 'The Hub'. Bright Futures Educational Trust, 144 Irlam Road, Flixton M41 6NA Flexible Working Opportunities
Other	We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions. We also offer opportunities for professional development.



A Great Place to Lead

At Bright Futures we offer endless opportunities to lead:

- Leadership coaching
- National Professional Qualifications (NPQ) and Early Career Framework (ECF) facilitation
- System leaders e.g., National Leaders of Education (NLEs)/Specialist Leaders of Education (SLEs)
- Involvement with school-to-school reviews
- Mentoring Early Career Teachers and trainee teachers
- Networks



How to apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equality and diversity.

NO AGENCIES PLEASE.

Our application form is available online, along with the disclosure of criminal background form. The portal link is: <https://mynewterm.com/trust/Bright-Futures-Educational-Trust/2437>

Alternatively, you can click Apply Now on this role via the current vacancies page of our website.

Closing Date: Sunday 1 March 2026

You will be notified after the closing date whether you have been shortlisted.

Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Data Privacy

You can read the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: [Applicant Privacy Notice](#).

Job Description

Human Resources Business Partner - Trafford

The post holder will be responsible for aligning people strategic with trust and school goals, supporting leaders and driving people transformation through effective people practices. Business Partners are assigned to a cohort of schools. In order to ensure the effective provision of the people team service, Business Partners will provide cover and support across all schools in the Trust as required. This role will take a lead responsibility for at least one Trust wide people strategy area. All advice will be driven by Bright Futures' values, policies, employment legislation, best practise and above all, be in the best interests of the pupils. This role forms part of the central HR team at Bright Futures Educational Trust.

Strategic Contribution

- Act as a trusted advisor to senior stakeholders across all people related topics, including culture development, management development, employee engagement, transformation and employee relations
- Develop a deep understanding of assigned schools plans and people priorities to identify workforce requirements
- Supporting the Senior Management Team of each school with people related aspects of school improvement plans, strategic plans and inspection preparations

Policy and training

- Using school insight to inform improvements, support the development of Trust policies and toolkits, embedding values, diversity and inclusion and employment law.
- Oversee full employee life cycle and provide feedback and contribution to the central team project improvement work where it is identified that improvement to process and systems is required
- Collaborating with the wider people team, design and deliver policy training and management development training to school management teams
- Support leadership teams in building staff capability, skills and engagement
- Regularly refresh the Trust induction programme to ensure that content is relevant support the effective onboarding of new starters

Employee relations

- Act as the lead HR professional with regards to employee relations (ER) with assigned schools and work with Principals to implement ER policies effectively and be responsible for statutory HR obligations to schools.
- Coach, advise and support schools on complex staffing issues in the areas of performance management, absence management, conduct and capability and other relevant ER areas
- Manage complex ER cases from end to end to achieve effective outcomes for schools and individuals, providing a high quality service throughout the process, including absence management, performance management, grievance and disciplinary.
- Provide cover and support investigations and panels at schools across the whole Trust as necessary
- Preparing tribunal documentation and attending/participating in the tribunal process

Job Description

Organisational change

- Build strong stakeholder relationships, guiding schools through change
- Have oversight and understanding of the headcount budget for assigned schools, supporting finance colleagues with budget process
- Collaborate with key stakeholders to design and deliver effective workforce plans for assigned schools
- HR lead for organisational change and restructures in assigned schools

Data and reporting

- Compile a monthly people report for each school and undertake monthly 1-1s with principals to review trends and ensure actions are in place to address concerns
- Review all staff survey data for their respective area and work with Principals to ensure action plans are in place
- Capture details on live cases in the People Team case tracker
- Contribute to the development of executive and board people papers as necessary

Line Management

- Line manage HR Assistant in assigned school cohort (Cedar Mount of Altrincham Grammar School for Girls)
- Undertake annual appraisals and co-create development plans and opportunities for the HR Assistant
- Act as mentor to support the HR Assistant through their apprenticeship journey
- Manage HR queries, ensuring HR Assistants and HR contacts provide accurate guidance on HR policy, process and operating procedures for colleagues and managers

Lead Responsibilities

- Approve all recruitment campaigns in assigned schools
- Provide advise on complex or senior recruitment in schools
- Lead specific Trust wide People Projects and initiatives aligned to the Trust Strategy (eg apprenticeships, wellbeing)

General Responsibilities

- To use initiative in time management to organise own workload in order to meet deadlines.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as they arise.
- To ensure equal opportunities for all.
- To attend and participate in relevant meetings as required.
- Help to identify own personal development needs.
- Work to the 'Nolan Principles' of public life: Selflessness, Integrity Objectivity, Accountability, Openness, Honesty, Leadership.
- A commitment to maintaining confidentiality and acting with discretion at all times.

Person Specification

Category	Essential	Desirable	Means of Identification
Relevant Experience, qualifications and training	<ul style="list-style-type: none"> • A minimum of five GCSEs, including Maths and English • CIPD Level 5 Qualified 	<ul style="list-style-type: none"> • CIPD Level 7 (or MCIPD) • Relevant degree or further education • Coaching qualification 	Application Certificates
Knowledge, skills, abilities	<ul style="list-style-type: none"> • A proven track record of leading complex ER cases, including capability and disciplinary • Direct experience of employment tribunals and preparing case bundles • Strong organisational change experience with the ability to manage multiple restructures • Excellent literacy, numeracy and advanced Microsoft skills (Excel, Word, PowerPoint) • A practical, solutions-focused mindset and be able to anticipate issues will be key • Proven experience supporting organisations through significant change and transformation programmes. • Demonstrated ability to partner with and influence senior leaders and stakeholders on a broad range of people priorities and change initiatives. • Skilled in interpreting, analysing, and communicating highly complex, sensitive, or contentious information to diverse and influential audiences. • Strategic thinker with the ability to anticipate issues, plan effectively across multiple time horizons, and adapt priorities and resources as circumstances change. • Extensive strategic HR experience within a complex, fast-paced, and evolving organisational environment. 	<ul style="list-style-type: none"> • Experience working in HR in Education Sector 	Application Interview

Person Specification

Category	Essential	Desirable	Means of Identification
Knowledge, skills, abilities	<ul style="list-style-type: none"> • Experience in designing and delivering organisational development or workforce planning initiatives. • Strong understanding of talent management, management development and succession planning processes • Strong analytical and problem-solving skills with the ability to respond effectively to unexpected and challenging situations. • Proven capability to evaluate complex situations, identify and appraise multiple options, and make sound, evidence-based decisions. • Experience of designing and delivering training • Experience of designing HR policies and toolkits • Line management experience 		Application Interview
Other	<ul style="list-style-type: none"> • Self-motivated with a drive to complete tasks to the required time scales and quality and compliance standards • Flexibility to adapt to changing workload demands • Personal commitment to the CIPD's professional conduct code • A commitment to further training and a willingness to participate in relevant CPD. • A positive approach to challenges, seeks solutions to problems and addresses difficulties with cheerfulness and good humour 	Driving licence and access to a vehicle.	Application Form Interview Task

Safeguarding	<ul style="list-style-type: none">• Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people	<ul style="list-style-type: none">• Knowledge of 'Keeping Children Safe In Education' (KCSIE) and 'Meeting Digital and Technology Standards in Schools and Colleges' government guidelines	<p>Application Form Interview Task</p>
Our Values	<ul style="list-style-type: none">• Leadership• Integrity• Passion• Equality• Community• Resilience		<p>Interview Tasks</p>
Pre-Employment Screening	<ul style="list-style-type: none">• Enhanced DBS check• Two satisfactory employment references, from the last two employers• Evidence of the right to work in the UK• ID Check• Online Screening• Section 128 checks		