



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

People & Culture Advisor

Central Services

Ashbourne & Nottingham

Permanent

37 hours per week, 52 weeks per year

Pay Scale 6: £31,870 - £34,032 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 Advisor to provide practical HR advice and operational support, helping schools manage staff effectively while ensuring compliance, consistency, and a positive employee experience across the Trust.

Who We're Looking For

We are seeking a highly organised and proactive People & Culture Advisor to join our central team, providing professional HR support across the Trust. The successful candidate will have experience in employee relations, recruitment and workforce administration, with the ability to offer clear, confident advice to leaders while ensuring compliance with policies and employment legislation. You will be an excellent communicator with strong attention to detail, capable of managing a varied workload and handling sensitive information with discretion. A collaborative and solutions-focused approach is essential, alongside a commitment to delivering a high-quality service that supports both staff and organisational effectiveness.

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 Learning Partnership?

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](#)

Closing date for applications: Sunday 6th September July 2026

Provisional Interview date: TBC

Potential Start date: ASAP

JOB DESCRIPTION

Post Title: People & Culture Advisor

Reporting to: Head of Talent & Culture

Grade: Scale 6

Disclosure Level: Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

The People & Culture Advisor provides high quality, proactive HR support across the Trust, bridging operational delivery and advisory support. The role supports People & Culture Business Partners with employee relations, workforce processes, and policy compliance, while maintaining responsibility for key operational HR functions.

Key Responsibilities

Employee Relations & Casework Support

- Coach managers on handling people issues appropriately and consistently.
- Support P&C Business Partners with routine employee relations casework (informal absence management, probation, conduct, early-stage capability).
- Prepare case documentation, meeting notes, evidence packs and correspondence.
- Provide first-line advisory guidance to leaders on the consistent application of policies.
- Escalate complex or high-risk cases to the People & Culture Business Partners.

Recruitment, Onboarding & Safer Recruitment

- Provide advisory support to hiring managers on recruitment processes.
- Support hiring managers with job design, shortlisting and interview coordination.
- Issue contracts, variation letters and onboarding documentation.
- Contribute to improvements in recruitment practice and candidate experience.

HR Systems, Workforce & Reporting

- Maintain accurate and timely HRIS data across the employee lifecycle.
- Produce reports for managers and the People Operations function (absence, turnover, compliance).
- Identify emerging workforce trends and escalate concerns for early intervention.

Payroll & Employment Lifecycle Administration

- Process starters, leavers, and contractual changes in line with payroll deadlines.
- Ensure accuracy and audit readiness of HR files and employee records.
- Liaise with payroll providers to resolve queries.

Policy, Compliance and Best Practice

- Support the consistent application of Trust policies across schools.
- Maintain strict confidentiality and comply with GDPR and safeguarding standards.
- Contribute to policy reviews and updates, supporting consultation and communication with schools.

Stakeholder Support & Customer Service

- Act as a trusted point of contact for routine HR queries from school leaders and administrators.
- Build constructive professional relationships with stakeholders.
- Support delivery of Trust-wide workforce initiatives, projects and organisational development

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
CIPD Level 3 or equivalent experience	✓		Application form, certificates
CIPD Level 5 or working towards		✓	Application form, certificates
Knowledge and experience			
Experience in an HR role providing advice and operational support	✓		Application form, selection process, references
Supporting employee relations casework	✓		Application form, selection process, references
Maintaining HR systems and producing reports	✓		Application form, selection process, references
Supporting recruitment and onboarding	✓		Application form, selection process, references
Building effective stakeholder relationships	✓		Application form, selection process, references
Handling confidential information appropriately	✓		Application form, selection process, references
Experience coaching managers		✓	Application form, selection process, references
Contributing to HR projects or policy development		✓	Application form, selection process, references
Multi-site or MAT experience		✓	Application form, selection process, references
Skills			
Strong communication and influencing skills, with the ability to advise and coach managers	✓		Application form, selection process, references

Clear, professional written skills (reports, letters, casework)			
Well-organised with the ability to prioritise a varied workload	✓		Application form, selection process, references
High attention to detail and accuracy	✓		Application form, selection process, references
Ability to analyse data and identify trends	✓		Application form, selection process, references
Confident using HR systems and MS Office	✓		Application form, selection process, references
Experience delivering briefings or training		✓	Application form, selection process, references
Knowledge			
Good working knowledge of HR policies and procedures	✓		Application form, selection process, references
Understanding of core employee relations processes (absence, conduct, capability, probation)	✓		Application form, selection process, references
Awareness of employment law and GDPR requirements	✓		Application form, selection process, references
Knowledge of education sector HR and safeguarding		✓	Application form, selection process, references
Personal Qualities			
Proactive, organised and solutions-focused	✓		Application form, selection process, references
Professional, discreet and trustworthy	✓		Application form, selection process, references
Strong customer focus and collaborative approach	✓		Application form, selection process, references
Resilient, with the ability to handle sensitive situations	✓		Application form, selection process, references
Exercises sound judgement, including when to escalate	✓		Application form, selection process, references
Committed to professional development, equality and safeguarding	✓		Application form, selection process, references
Interest in organisational culture and continuous improvement		✓	Application form, selection process, references