



Post Name	People Business Partner
Reporting To	Head of People – Employee Engagement
Location	Hybrid working/flexible
Salary Scale Point	NJC point 30 to NJC point 34 (full time equivalent) £40,777- £45,091 To be appointed on a 5-point band within this range depending on experience
Weekly Hours	52 weeks 1 FTE / 37 hrs a week
Contract Type	Permanent

Main Duties
<p>Core Purpose:</p> <p>The People Business Partner (PBP) will build strong relationships with senior leaders and department heads to provide HR support across schools and central service areas. The role includes advising on workforce planning, employee relations and performance management.</p> <p>Primary Duties & Responsibilities</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Provide tailored HR support to schools, ensuring HR strategies align with school needs. • Establish trust and credibility with leaders and employees by providing guidance on HR related issues and educating employees on HR policies and processes. • Collaborate with senior leaders in schools to drive performance, culture, and employee engagement initiatives. • Support recruitment, talent development, and succession planning across the schools and central services. • To lead and drive change management initiatives to ensure smooth transitions and minimal disruptions. • Advise and lead where appropriate on employee relations issues, including grievance, discipline, absence and capability matters.

- Work collaboratively with the Resourcing & Talent Development team on leadership development and organisational change initiatives.
- To utilise HR data and analytics to report absence statistical data to the Head of People – Employee Engagement.
- To report other associated employee engagement statistical information to the Head of People – Employee Engagement.
- Manage and resolve complex employee relations cases in line with Trust policy and best practice.
- Ensure that HR policies and procedures are adhered to within the Trust.
- Be able to collaborate with cross-functional teams, HR operations and finance business partners.

Skills and Qualifications:

- CIPD qualified (or equivalent) with a good understanding of HR practices, particularly in a public sector environment.
- Strong stakeholder management skills with the ability to influence senior leaders.
- Experience in workforce planning, employee relations, and performance management.
- Ability to manage multiple priorities and work in a fast-paced environment
- Experience in human resource disciplines, employment law.
- Be able to maintain confidential information.
- Be a team player.

Supervision and Management

The role is graded to include line management, which will be added to your responsibilities as the Trust evolves with its centralised services

Working Environment

Flexible, hybrid working.

Other



Safeguarding Statement

Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

Equality & Diversity

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Health & Safety

The post holder must always carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post

	Essential	Desirable	How Identified
Education & Qualifications			Formal possession of an appropriate qualification to be verified at Interview or from records
CIPD qualified (or equivalent) with a good understanding of HR practices, particularly in a public sector environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Right to work in the UK.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Relevant Experience			Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g. presentation, group discussion.
Knowledge of UK employment law and public sector HR practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience in workforce planning, employee relations, and performance management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience working in HR and managing complex cases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience of a focused employee engagement, talent management, and organisational change approach.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Skills & Abilities			
Ability to manage multiple priorities and work in a fast-paced environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Strong stakeholder management skills with the ability to influence senior leaders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Commitment to equality of opportunity and the safeguarding and welfare of all pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Willingness to undertake training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
General & Specific or Legal knowledge			Application form and interview questioning and reference.
Ability and/or willingness to travel as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	