



ATHENA
LEARNING TRUST

People Partner

Applicant Pack

Closing date:

14th January 2026

Interview date:

21st January 2026



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility**, and **be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:	People Partner
School Base:	Newport Shared Service Hub
Closing Date:	14/01/2026
Interview Date:	21/01/2026
Vacancy Start Date:	ASAP
Contract Type:	Full time, Permanent
Salary:	£37,856.86 - £42,036.46



Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Benefits: Enjoy access to various discounts, benefits, and rewards to enhance your lifestyle.

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

flexible working to promote work-life balance where possible



Role Summary

Delivering experienced and comprehensive operational people support across the organisation, responsible for providing expert guidance on people-related matters. This involves partnering with leaders and managers to develop and implement solutions to people matters, supporting the delivery and evolution of people policies and initiatives, fostering a positive and inclusive work environment, supporting managers at all levels with people queries and processes, managing complex employee relations issues and contributing to the overall alignment of people practices with the wider people team and the business objectives.

The role requires strong leadership, communication, and problem-solving skills, as well as a deep understanding of people related innovation and best practice to effectively support the organisation's growth and success.

What you will be doing

Build Knowledge

You will be responsible for building expertise around people matters within leadership and line managers, so that they are skilled in supporting and developing their people. Leading by example, you will build ownership within people managers across the trust, giving regular feedback to senior leaders. Continuously expanding your expertise in people practices, policies, and industry trends, you will stay up-to-date with the latest developments in HR, employment laws, and organisational dynamics, and will effectively translate this knowledge into actionable recommendations. By having a deep understanding of the HR landscape, you will be better equipped to provide informed insights and solutions to complex people-related challenges.

Build Trust

You will play a critical role in building and maintaining trust within the organisation. You will establish yourself as a credible and reliable partner by offering well-informed advice and solutions to leadership and employees alike. By actively listening, demonstrating empathy, and maintaining confidentiality, you will foster an environment where individuals feel comfortable seeking your guidance and collaborating on sensitive matters, ultimately enhancing overall employee engagement and satisfaction.

Prioritisation

You will be required to assess case logs, various people initiatives and tasks, align them with the organisation's objectives, and determine their level of urgency and importance. By skillfully managing your time and resources, you will focus on the most impactful activities, ensuring that your efforts contribute to the achievement of both short-term and long-term goals.

Clarity and Energy

Bringing clarity and energy to your interactions and initiatives is essential in this role. You will communicate people policies and processes in a clear and concise manner, ensuring that all stakeholders understand the rationale and implications. By infusing your interactions with enthusiasm and positivity, you will motivate others to actively engage in people initiatives, fostering a collaborative and inclusive work environment that supports employee well-being and organisational success.

Follow Up

Timely and effective follow-up is a crucial aspect of our people partner role. You will take ownership of people matters from start to finish, ensuring that issues, concerns, and projects are addressed and resolved in a timely manner. This involves tracking progress, providing regular updates to relevant parties, and confirming that actions have been taken as planned. By demonstrating reliability and accountability in follow-up, you will enhance trust and confidence in your role as a strategic people partner.

How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students
- Appropriately challenging to ensure we strive towards achieving an ambitious people vision, contributing to a culture of innovation and best practice.

Take Responsibility

- Supporting people managers and developing their expertise.
- Managing a varied caseload and working across schools in the trust.
- Being accountable for outcomes, taking decisive action when necessary, and guiding the organisation through changes with a sense of duty and reliability.
- Maintaining confidentiality of information acquired in the course of undertaking duties for the department.
- Ensuring Safeguarding and Health and Safety are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD as required.

Be Kind

- Through compassionate communication, you will navigate sensitive situations, providing guidance with empathy, and promote a culture of mutual respect and collaboration.
- By consistently embodying kindness, you will contribute to a positive workplace environment that enhances well-being, cooperation, and overall employee satisfaction.
- Through consistent and transparent policies and procedures, you will support people processes such as absence management, disciplinary, grievance.
- Work to promote and encourage acceptance and inclusion of all.
- Support positive strategies for promoting equality and for challenging racial and other prejudice

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- CIPD level 5 qualified or above (or equivalent)
- Degree Qualified (or equivalent)

Experience

Essential:

- Significant experience in an operational HR role dealing regularly with a range of people case work.
- Thorough and up to date understanding of employment law.
- Successful implementation of people initiatives that exemplify best practice.
- Exceptional communication and empathy skills.
- Ability to build and sustain relationships across all levels of the organisation.
- Confident use of IT within your role, including system management.
- Strong ability to problem solve.
- Commitment to confidentiality and a people first approach.

Desirable:

- Experience working collaboratively with Union members and representatives.
- In depth understanding of HR within an educational setting.

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference
in a rewarding and meaningful
career in education.