

River Learning Trust

Job description:	Senior HR Business Partner
Date last reviewed:	May 2026
Grade of post:	14
Contract terms:	Full-Time and Part time including Term time options available for this role
Location:	Hybrid- Working (1 day per week in our Central Office at Rose Hill Primary School with the remainder either travel to schools within the Trust or homeworking)
Line Manager:	HR Director
Direct Reports	HR Business Partners
Disclosure Level:	Enhanced DBS

Summary

Reporting to the HR Director, the post holder will have lead responsibility for the delivery of a high quality, professional HR Business partnering service that is well respected across the Trust and is strategically aligned to organisation priorities to ensure the best outcomes for the schools and the Trust. With oversight of Employee Relations (ER) cases, the role also includes providing direct support, advice and guidance to your own group of RLT schools.

The role will require regular travel to RLT schools.

Key Responsibilities

- Line management of HR Business Partners within the Trust.
- Lead the HR Partnering team, setting a clear vision for the team, bringing colleagues together enabling collaboration and knowledge sharing.
- Develop the skills and expertise of the HR Business Partners at various levels and empower them to take ownership, make decisions and deliver a consistent and valued service to RLT schools.
- Working with the HR Director, support and upskill HR Business Partners to manage complex casework and to deliver change projects including TUPE, redundancy and restructuring.
- Act as a senior point of advice on high risk/complex employee relations matters escalating to the HR Director as required
- Implement change management projects across service areas in collaboration with key stakeholders to ensure a smooth and effective transition.

Trust wide projects

The Senior HR Business Partner will lead on a number of Trust wide initiative and projects which both promote RLT's offering to employees, and support the aims of the Trust, this include, but will not be limited to:

- Take the lead on the Trust Safer Recruitment to ensure compliance with statutory duties working with schools/ external partners where applicable
- Management of trust wide HR Audit processes (SCR, STR, HR Files) with oversight for the coordination of the HR Officers audit output (dotted line responsibility)
- Attendance at Oxfordshire HR Forum Meetings in the absence of the HR Director.
- Support for projects in the successful delivery of the RLT People Strategy

Casework

- Support schools with all Performance Management, Disciplinary and Grievance issues, advising on use of policy, appropriate process and where necessary supporting in formal meetings.
- Provide a comprehensive HR service including the provision of professional and confidential HR and employment law support, advice and guidance.

Policies and Processes

- Working with schools to implement and use Trust HR policies, providing guidance on HR best practice and coaching managers to this level.
- Proactively identify, develop and implement improvements to systems and procedures to enhance service efficiency.

Recruitment

- Providing proactive support to schools, advising on process, routes to attracting candidates and following Safer Recruitment guidelines.

Restructures and Staffing Reviews

- Support Heads and Business Managers review staffing structures, and where appropriate advising and guiding restructuring processes, leading on consultation and related meetings.

General Duties:

- Keeping up to date with legislation and guidance from the CIPD, central government, Information Commissioner's Office and other relevant matters, and advise the Trust colleagues of any material changes and any actions required
- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to the HR Director.
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour for learning, and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within the Trust.

- Undertaking such other duties as reasonably correspond to the general character of the post and commensurate with being a member of Trust Central Team
- Whilst every effort had 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.

This job description is illustrative and may be amended in discussion between the post holder and their manager.

River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Person Specification, Senior HR Business Partner

<p>Knowledge, skills and abilities</p>	<ul style="list-style-type: none"> • Inspires through effective leadership, creating an engaged one-team philosophy. • Effective influencing and negotiation skills, able to share information and build openness and commitment with colleagues and stakeholders. • Ability to balance short term operational delivery with medium and long term strategic thinking and planning. • Demonstrable ability to provide specialist HR advice and influence others at operational and strategic levels. • Driven and resilient with the ability to thrive under challenging situations where priorities can shift. • Coaching skills and style demonstrating strong listening capabilities. • Consulting/negotiating techniques for effective collaborative delivery. • Strategic and creative thinker particularly around problem solving/solutions. • The ability to position yourself as an expert to develop HR Business Partners knowledge and experience; and provide support and advice to Heads and Schools Leaders so that they can effectively lead their schools. • The ability to build effective relationships across organisations; utilising influencing skills to enable change. • Actively demonstrating all three core principles of the Trust in every aspect of work. • Up to date knowledge of employment law and best practice HR policy and practice.
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	<ul style="list-style-type: none">• An excellent understanding of the current Educational environment.• Flexible, adaptable and an agent for change.• Demonstrates sound judgement and is able to prioritise conflicting demands for a range of customers.
Experience	<ul style="list-style-type: none">• A minimum of 2 years in a senior HR Education role (HRBP or equivalent) with proven experience of change management and Employment Relations issues (preferably within a multi academy trust).• Experience of successfully managing and delivering significant projects.
Qualifications	<ul style="list-style-type: none">• Excellent numeracy and literacy skills
Other	<ul style="list-style-type: none">• Driving Licence• Access to a vehicle for travelling between schools.