

**River Learning Trust**

<b>Job description:</b>	HR Business Partner
<b>Date last reviewed:</b>	June 2026
<b>Grade of post:</b>	Grade 12
<b>Contract terms:</b>	Full time and Part time including Term time only options available for this role (minimum of 30 hours per week and 42 working weeks per year) 2-year Fixed Term Contract <i>01 September 2026 to 31st August 2028</i>
<b>Location:</b>	Hybrid working (1 day per week in our Central Team Office at Rose Hill Primary School with the remainder either travel to schools or homeworking)
<b>Line Manager:</b>	Senior Business Partner
<b>Disclosure Level:</b>	Enhanced DBS

**Summary**

The key purpose of this role is to deliver a professional and confidential HR service, providing support, advice and guidance to a group of RLT schools. You will partner with Headteachers and Business Managers in all aspects of Human Resources work to ensure the best outcomes for the schools and the Trust.

The role will require regular travel to RLT schools.

**Trust wide projects**

The HRBP will be responsible for a number of Trust wide initiatives and projects which both promote RLT's offering to employees, and support the aims of the Trust, these include, but will not be limited to:

- Working with the Director of AI to lead on AI in the Central HR Team and to work with HR Departments in schools to influence and implement recommended change
- Lead on new schools TUPE onboarding and support TUPE procurement processes

**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
- Working with schools to proactively deal with ill health and absence concerns, to reduce the impact of absences on the school
- Maintain confidentiality of HR information and records at all times, and offer advice and support in the responsibilities of data protection

### **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
- Working with the Senior HR Business Partner and HR Director to review, update or create Trust wide policies as required
- Proactively identify, develop and implement improvements to systems and procedures to enhance service efficiency
- Working with the Trust Payroll Manager to support schools with payroll related activities, and resolving any pay related issues

### **Recruitment**

- Providing proactive recruitment advertising support to schools, advising on process, routes to attracting candidates and following Safer Recruitment guidelines
- Supporting schools through the interview and selection process, advising on approach and where necessary attending and leading interviews
- Advising schools on offering employment, creating contracts and supporting the induction of new staff
- Monitor safer recruitment practices and ensure correct maintenance of the single central register at each school

### **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
- Support change management projects

### **Coaching and Training**

- Working with the Senior HR Business Partner to support, coach and train key members of staff across the Trust in HR activities

### **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, HR Business Partner**

<p>Knowledge, skills and abilities</p>	<ul style="list-style-type: none"> <li>● Up to date knowledge of employment law and best practice HR policy and practice</li> <li>● The ability to build effective relationships across organisations; utilising influencing skills to enable change</li> <li>● An understanding of the current Educational environment.</li> <li>● Flexible, adaptable and an agent for change</li> <li>● Demonstrates sound judgement and is able to prioritise conflicting demands for a range of customers</li> <li>● Actively demonstrating all three core principles of the Trust in every aspect of work</li> <li>● Able to adapt communication skills to varied situations</li> <li>● Recognition that the consequences of error in HR decisions are high in costs and being mindful of this in all decision making</li> <li>● Recognition that the consequences of an error in safer recruitment are potentially disastrous</li> <li>● The ability to position yourself as an expert to provide support and advice to Heads and Schools Leaders so that they can effectively lead their schools</li> <li>● Knowledge or ability to learn AI application in schools</li> </ul>
<p>Experience</p>	<ul style="list-style-type: none"> <li>● Previous experience as an HR practitioner including specific experience gained within the education sector preferably within a school or Multi-Academy Trust. Proven track record of handling a range of complex employee relations issues and casework</li> <li>● An understanding of TUPE in education (incoming and outsourcing)</li> </ul>
<p>Qualifications</p>	<ul style="list-style-type: none"> <li>● Excellent numeracy and literacy skills</li> <li>● L5 CIPD or equivalent experience as a practitioner</li> </ul>
<p>Other</p>	<ul style="list-style-type: none"> <li>● Driving Licence</li> <li>● Access to vehicle for travelling between schools</li> </ul>