

Senior HR Business Partner - Job Description and Person Specification

Job Title:	Human Resource Business Partner
Reporting to:	Chief People Officer
Key Relationships:	Contact and liaison with schools in the ODBST and pipeline schools as well as colleagues in the shared services team and external providers.
Location:	Hybrid / Longwick, Prince's Risborough and across ODBST school sites
Hours:	Full time (37 hours per week), all year round
Annual leave:	The full-time rate of annual leave entitlement is 25 days per year rising to 30 days per year for employees with 5 or more years of continuous employment with the Trust. In addition, paid time off is provided for bank and public holidays normally observed in England and Wales.
Salary:	NJC point 34 £45,091 to point 43 £54,495 (2025/2026)
Pension:	On appointment, the post holder will be enrolled into the Local Government Pension Scheme, subject to its terms and conditions.

Job Purpose

The post holder will work as part of the HR team, delivering an effective HR service to member and prospective ODBST schools and contribute to the delivery of the ODBST's HR strategy, vision and values.

Principal Accountabilities:

1. Support the Chief People Officer to implement and embed the HR strategy across the Trust, raising the profile of shared services HR
2. Provide first level HR partnering expertise across the Trust, virtually and through site visits across ODBST schools
3. Provide recruitment and selection expertise



4. Contribute to the delivery of HR projects, reporting requirements and HR updates
5. Other responsibilities

Duties and Responsibilities

1. Provide HR partnering expertise across the Trust

- Proactively support leaders in the effective application of HR policies and procedures.
- Proactively engage with school leaders and share HR related metrics (for example absence and recruitment trends) to support the Trust to actively manage or pre-empt any challenges.
- Provide Trust specific guidance during any employee relations matters, to include capability, conduct, grievance, health and attendance and any other investigation or employee concern taking advice from the Trust's appointed legal advisors
- Support school leaders in meetings by providing employee relations expertise in conjunction with the retained legal advisors on cases that arise across the Trust.
- Develop and maintain positive working relationships with colleagues across the Trust and external partners, including payroll and trade union representatives.
- Develop partnership working with schools to support the identification of issues at an early stage and to implement preventative measures.
- Support the CoP with due diligence and the TUPE process to effectively onboard new schools into the Trust.
- In conjunction with the CoP support school leaders with organisational design and structure changes.
- Conduct regular reviews of the school single central records and employee files, providing advice and guidance to ensure compliance with statutory guidance and best practice.

2. Provide recruitment and selection expertise

- Support the recruitment of senior leaders across the Trust, by actively participating in the selection processes for Headteachers, Deputy Headteachers, Assistant Headteachers, School Business Managers, HR Office staff and other roles as deemed appropriate.
- Use My New Term or any other authorised recruitment portal to approve school vacancies and analyse recruiting trends. Liaise with 'My New Term' contacts to ensure the Trust receives an effective service and all appropriate members of staff are adequately trained in using the system.
- Coordinate the recruitment of shared services team members, from advert placement through to design and delivery of the interview day.
- Support the promotion of the ODBST brand, vision and values through the recruitment process.
- Continually review ODBST recruitment processes and documentation to work towards the ODBST being an employer of choice and improving the attraction and retention of quality candidates.



3. Support employee development across the Trust

- Support the induction of new Headteachers, School Business Managers, Shared Services team members and leaders across the Trust, including schools joining through the TUPE process.
- Work with leaders and managers in schools to increase capability and capacity in getting employment matters right on the ground, providing coaching and training where appropriate.
- Promote and coordinate apprenticeships across the Trust. Ensure effective use of the Trust's apprenticeship levy and liaise with providers, apprentices and mentors.
- Review training needs and seek solutions to close identified gaps, including leadership training.
- Develop and deliver HR workshops to raise awareness of people management issues and target identified HR training needs.

4. Produce and maintain effective HR administrative records

- Ensure the Single Central record is accurately maintained for the central team, trustees and members.
- Audit the SCR across the Trust for all schools to ensure compliance
- Maintain effective electronic filing systems for HR records and documentation.
- Manage timely submission and approval process of the monthly payroll for the shared services team

5. Contribute to the delivery of HR projects, reporting requirements and HR updates

- Support the CoP in the delivery of the HR strategic plan and any HR projects that underpin it.
- Lead and support distinct projects as agreed, such as well-being, talent management, restructures etc.
- Work with the HR team to produce up-to-date and informative HR materials for schools, web-site information, training, bulletins, templates and newsletters.
- Develop HR reports to fulfil statutory reporting requirements and to provide information to the ODBST committees and Board as appropriate.

6. Other responsibilities

- Comply and fully co-operate with the ODBST health & safety policy
- Comply with ODBST's data protection policy
- Promote and actively support the Trust's responsibilities towards safeguarding.
- Keep abreast of changes in employment law, national policies in teaching and changes to locally/nationally negotiated terms and conditions of employment and advise accordingly.
- Manage the Visa sponsorship process.
- Manage the Apprenticeship portal and liaise with providers.



Contact with others

Internal

- The post holder is accountable on a day to day basis to the CoP with ultimate accountability to the CEO and Board of Trustees for ODBST
- Members of the ODBST shared services team
- Headteachers, Governors, Business Managers and staff in schools
- Line Management responsibility of Junior HR team with shared services as and when the team expands.

External

- Officers from Local Authorities, particularly Buckinghamshire Council
- Contractors, consultants and other third-party service providers, including payroll, My New Term, On-line SCR and Bromcom
- ODBST legal advisers
- Union officials and representatives
- Oxford Diocesan Board of Education (ODBE) and Finance (ODBF) staff
- Headteachers, Governors and Business Managers from prospective schools

NOTE: The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the ODBST to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.



HR BP Person Specification – knowledge, skills and competencies

Qualifications:	Essential	Desirable
<ul style="list-style-type: none"> GCSE Maths and English, level 4/grade C or above or equivalent Evidence of further/higher level of education CIPD qualified to level 5 or above or equivalent experience, or willing to work towards 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓
Knowledge and Skills:		
<ul style="list-style-type: none"> Knowledge of HR policies and processes Up to date knowledge of UK employment law Understanding of data protection legislation 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓
Experience:		
<ul style="list-style-type: none"> Experience of providing high quality and timely HR advice Experience of producing HR administration and maintaining accurate records Experience of employee relations case management Experience of senior level recruitment Experience of designing and delivering training Experience of developing HR policies and procedures Experience of working in a unionised environment Exposure to acquisitions/mergers and TUPE processes Experience of providing HR support in the education sector Familiar with using HR systems 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none">
Technical and applied skills:		
<ul style="list-style-type: none"> Ability to apply UK employment law and best practice in the workplace Ability to analyse and interpret data to produce meaningful reports Ability to effectively support employees and managers by listening, influencing, collaborating, coaching and liaising Proficient IT skills including Microsoft Office applications Excellent administrative and organisational skills 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none">
Personal aptitudes:		
<ul style="list-style-type: none"> A positive outlook with the energy, drive, enthusiasm and determination to succeed Must be proactive, receptive to new ideas and able to generate solutions Ability to work independently and as a supportive member of a small team, acting flexibly to support colleagues at pressure points Excellent attention to detail Strong organisation skills with ability to prioritise, work under pressure and meet deadlines Effective communication skills, both verbal and written Ability and drive to provide excellent customer service Enthusiasm and commitment to working within a growing organisation Ability to work within the ethos and values of the ODBST A professional, sensitive and confidential approach to work Ability to multi-task and work in a fast-paced environment Ability to think creatively and establish solutions to support a growing trust 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none">



GENERAL INFORMATION

Remuneration	NJC point 34 £45,091 to point 43 £54,495 (2025/2026)
Hours of work	Full Time full year. A flexible approach to working is expected.
Place of work	Hybrid with travel across Buckinghamshire and Milton Keynes as required but on a fortnightly basis at least and as and when required. Significant home working.
Holidays	<p>The annual leave allowance is:</p> <ul style="list-style-type: none"> • During first year of employment - 24 days • During sixth to tenth year of employment – 27 days • After the tenth year of employment – 29 days <p>Public holidays are added to the entitlements above, pro rata to working hours and weeks worked. An allowance for paid annual leave is incorporated into the salary calculation and all time off must be taken during school holidays.</p>
Pension Provision	Local Government Pension Scheme (LGPS)
Probation period	Six months, during which time progress is regularly reviewed and the period may be extended
Notice period	During probation, one month and thereafter, two months.
Circumstances	<ul style="list-style-type: none"> • Travel across Buckinghamshire and Milton Keynes • Full driving licence with access to, and willingness to use own vehicle, to undertake travel for the ODBST with expenses reimbursed. Or another means of transport is needed. • Offer of appointment will be subject to successful enhanced DBS clearance and safer recruitment checks. •

Date of review: November 2025

