



**ENDEAVOUR**  
LEARNING TRUST

# HR Business Partner



Dear Applicant,

Thank you for taking the time to explore this opportunity with us at Endeavour Learning Trust.

Finding the right place to work means discovering somewhere you feel you truly belong. As you read through this pack, I hope you get a sense of what makes our Trust special: a community of people who care deeply about one another, about the children and families we serve, and about doing this work in a way that feels human, respectful, and full of purpose.

At Endeavour, we are proud of the diversity across our schools. We want people to feel they belong here and to bring their whole selves to work, with all their individuality, experience, and perspective. We believe that approach strengthens us as a Trust and enriches the lives of our children and young people.

We are a growing family of schools across the North West. Each school has its own identity and context, and that matters to us. What connects us is a shared commitment to inclusion, kindness, and ambition for every child. We believe deeply that education should recognise each child as an individual. Every child matters, every colleague matters, and every school matters.

Collaboration sits at the heart of how we work, but it is grounded in trust and respect rather than uniformity. It is about supporting one another, learning together, and knowing you are part of something bigger. Just as importantly, we place real emphasis on looking after our people. We want every colleague to feel supported, trusted, and able to grow both professionally and personally.

If you are someone who wants to make a difference, values community, and is looking for a place where you can be yourself and continue to grow, I hope you will feel at home here.

Thank you again for your interest in joining us. We look forward to receiving your application.

Warmest regards,

A handwritten signature in black ink, appearing to read 'DCL', with a stylized flourish at the end.

David Clayton

Chief Executive

# Endeavour Learning Trust's Mission and Values

## **We will serve our communities to ensure that every child realises their potential**

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

## **Our Values**

### **Individuality**

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

### **People centred**

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

### **Belonging**

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

### **Transformation**

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

### **Togetherness**

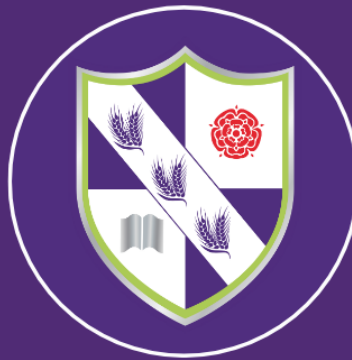
We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.



**LINAKER PRIMARY SCHOOL**



**CHURCHTOWN PRIMARY SCHOOL**



**TARLETON ACADEMY**



**NORTHBROOK PRIMARY ACADEMY**



**WOODLEA JUNIOR SCHOOL**



**ENDEAVOUR LEARNING TRUST**



**ORMSKIRK SCHOOL**



**BURCOUGH PRIORY ACADEMY**



**WELLFIELD ACADEMY**



**STRIKE LANE PRIMARY SCHOOL**



**BRINDLE GREGSON LANE PRIMARY**

# Our Employee Offer



Health & Wellbeing services that offer private Counselling, Physiotherapy, GP services & more.



Free membership with Vivup, offering Employee Benefits, Lifestyle Savings & a Cycle to Work Scheme



Enhanced family leave benefits & pay, to offer you support at life's most important moments



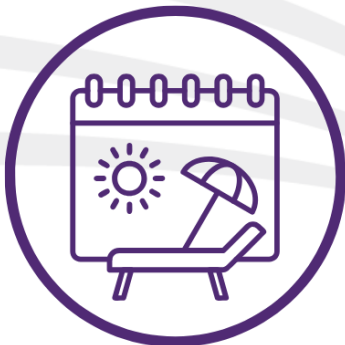
Automatic pay progression for all colleagues in line with their grading structure



An excellent CPD Offer for all colleagues to truly support each stage of your professional development



An excellent Learning Management System & flexibility around your CPD, to allow you to learn at your own pace



Term time only contracts OR 26 days annual leave PLUS bank holidays. rising to 32 days after 5 years service



Honouring continuous service with other local authorities & Multi Academy Trusts



We remain in the Teachers Pension Scheme and Local Government Pension Scheme

<b>Job Title:</b>	<b>HR Business Partner</b>
<b>Contract:</b>	<b>Full time, Permanent</b>
<b>Grade:</b>	<b>Grade 10 SCP 35-40</b>
<b>Salary:</b>	<b>£46,142 - £51,356 per annum</b>
<b>Location:</b>	<b>ELT Head Office, East Terrace Business Park, Euxton Lane, Chorley PR7 6TB</b>

Endeavour Learning Trust is entering an exciting phase of growth and is seeking an HR Business Partner to join our Central HR Team. This is a key role for an experienced HR professional, providing clear, practical advice to leaders and colleagues across our Trust.

Working closely with Headteachers and Senior Leaders, you will build strong relationships and act as a trusted partner, supporting leaders to manage their teams confidently and effectively. You will help ensure a consistent, fair and values-driven approach to people management across the Trust.

As a key member of the HR team, you will collaborate with key stakeholders, offering best-practice advice covering workforce planning, recruitment, onboarding, employee relations, organisational change, policy implementation, performance management, and staff development. You'll lead on employee relations matters, ensuring fair and effective resolutions that align with our values and policies.

Through your work, you will contribute to positive working environments that enable staff to thrive and support the best possible outcomes for our young people.

### **Why join Endeavour Learning Trust?**

In this role, you will:

- Partner with a range of primary and secondary schools, gaining varied HR experience
- Play a key role in a growing and ambitious Multi Academy Trust
- Build strong, trusted relationships with leaders and colleagues
- Make a direct impact on staff experience and organisational effectiveness

If you share our values and are excited by this opportunity, please follow the guidance below for details on how to apply.

### **ROLE DETAILS**

This position is full time and permanent, working 37 hours per week. Monday to Thursday 8:30am-4:30pm and Fridays 8:30am-4:00pm.

This role will be based at ELT Head Office and regular travel between Trust schools and sites is an essential requirement of this role. Mileage will be reimbursed as appropriate.

*CIPD Level 5 Qualification (or working towards Level 7) is an essential requirement for this role.*

### **HOW TO APPLY**

To apply, please complete our online application form in full and in addition, please outline any relevant experience and personal qualities you would bring to Endeavour Learning Trust

Applications must be submitted by 9am on Thursday 30<sup>th</sup> April 2026. Interviews are to be confirmed.

If you require any further information about this role please contact our HR Manager, Mollie at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org) or on 01772 817904

### **SAFEGUARDING**

Endeavour 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 and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

## JOB DESCRIPTION

### Job Description



### HR Business Partner

To work in partnership with Headteachers, Senior Leaders and Operations Managers across the Trust to deliver a high-quality, proactive and solutions-focused HR service which supports the achievement of the Trust's strategic priorities, values and people agenda.

The postholder will provide both strategic and operational HR leadership across a defined portfolio of schools and central functions, supporting workforce planning, organisational change, employee relations, policy implementation, performance and people development. The role will also contribute to the continuous improvement of Trust-wide people practices, systems and culture, ensuring that HR services are compliant, efficient, inclusive and aligned to the Trust's strategic plan.

#### Strategic HR Business Partnering

- Partner with Headteachers, Senior Leaders and Operations Managers to deliver effective people solutions aligned to the People Strategy, school improvement priorities and Trust Strategy.
- Provide high-quality professional advice and challenge on workforce planning, organisational design, people risks and leadership decision-making.
- Support the Director of People in delivering the Trust People Strategy and key HR priorities.
- Contribute to the design and implementation of strategic HR initiatives that strengthen organisational capability, leadership effectiveness and employee engagement.
- Use workforce data, insight and trends to identify priorities, risks and opportunities, translating these into practical action plans.

#### Employee Relations and Case Management

- Lead and manage a range of employee relations casework, including disciplinary, grievance, capability, sickness absence, conduct, wellbeing and performance matters.
- Provide advice, coaching and procedural guidance to leaders to ensure cases are managed fairly, consistently, pragmatically and in line with Trust policy and employment law.
- Support formal meetings and hearings, including preparation of documentation, correspondence and outcome letters where required.
- Escalate complex, high-risk or sensitive cases appropriately, working closely with the Senior HRBP, Director of People and other senior colleagues.
- Maintain accurate casework records and identify patterns or emerging themes to inform early intervention and workforce planning.

#### Workforce Planning, Recruitment and Employee Lifecycle

- Support leaders to identify current and future workforce needs, advising on role design, structures, recruitment approaches and retention strategies.
- Oversee and quality assure recruitment and selection activity across the Trust in collaboration with the HR Manager, ensuring safer recruitment practice, consistency, compliance and a positive candidate experience.
- Work with the HR team to ensure the smooth delivery of the full employee lifecycle, including recruitment, onboarding, induction, contractual changes, transfers and leavers.
- Ensure pre-employment checks, contracts and onboarding processes are completed accurately and in line with statutory guidance, safer recruitment requirements and Trust procedures.
- Support the Trust's ambition to promote itself as an employer of choice through effective recruitment processes and people-centred practice.
- Lead, develop and continuously improve Trust-wide recruitment and selection strategies, ensuring consistency, efficiency, inclusivity and compliance across all schools and the Central Team.
- Provide regular workforce, recruitment and HR data reports to the HR Business Partner and Director of People identifying trends, risks and opportunities.

- Manage the vacancies inbox with the HR Manager and act as a senior escalation point for recruitment queries and complex cases.
- Prepare and approve recruitment packs, job descriptions, adverts and selection materials, ensuring alignment with Trust values and employer brand.
- Lead on relationships with external recruitment agencies, ensuring value for money, compliance and service quality.
- Promote the Trust as an employer of choice through recruitment campaigns, social media and targeted attraction activity.
- Lead and oversee the Trust's onboarding process with the HR Manager, ensuring all pre-employment checks and documentation are completed accurately and in line with KCSIE and Safer Recruitment requirements.
- Ensure offer letters, contracts of employment and associated documentation are issued accurately and in a timely manner.
- Work collaboratively with Operations Managers and school leaders to ensure effective induction arrangements for all new starters.

### **Change Management and Organisational Development**

- Support the Senior HRBP and lead on organisational change processes, including restructures, consultation, redeployment, redundancy and TUPE activity, as required.
- Work with leaders to plan and implement change effectively, ensuring legal compliance, meaningful consultation and clear communication.
- Contribute to the development of people practices and ways of working that support purposeful integration, collaboration and continuous improvement across the Trust.
- Help develop and embed initiatives that strengthen culture, leadership capability and high performance.

### **Policy, Compliance and Professional Practice**

- Provide robust advice on the interpretation and application of Trust policies, procedures and employment legislation.
- Support the development, review and implementation of HR policies and frameworks, ensuring they reflect current legislation, best practice and the Trust's commitment to equality, diversity and inclusion. Ensure HR practice is compliant with statutory guidance, including Keeping Children Safe in Education, safer recruitment requirements and relevant employment law.
- Maintain accurate HR records and ensure effective liaison with payroll and other stakeholders so that staffing changes are processed accurately and on time.

### **Performance, Capability and People Development**

- Enable managers to lead effective performance and development conversations, supported by clear expectations, appropriate data and timely HR advice.
- Support the delivery and continuous improvement of performance management processes across the Trust.
- Identify learning and development needs through workforce insight, casework trends and organisational priorities contributing to training plans and management development.
- Coach and support leaders and colleagues to build confidence and capability in people management practice.
- Contribute to a culture where accountability, wellbeing, inclusion and professional growth are balanced effectively.

### **Relationship Management and Communication**

- Develop effective working relationships with leaders, colleagues, trade union representatives and external partners.
- Work collaboratively with Trade Unions in line with the Trust's values and **culture**.
- Provide clear, timely and professional communication on HR matters, ensuring leaders and staff are well informed and appropriately supported.
- Promote a positive, solutions-focused and customer-centred HR service across the Trust.

### **General Responsibilities**

- Model the Trust's values through professional conduct, behaviours and decision-making.
- Participate in professional development and maintain up-to-date knowledge of employment law, education sector developments and HR best practice.
- Work collaboratively across the Trust to share good practice, ideas and continuous improvement opportunities.
- Undertake other duties appropriate to the grade and nature of the post.
- Demonstrate a full commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

**Endeavour 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 and individually take responsibility for doing so.**

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
<b>QUALIFICATIONS AND TRAINING</b>		
The successful candidate will have:		
CIPD Level 5 Qualification (or currently working towards Level 7)	E	AF
CIPD Level 7 Qualification	D	AF
Evidence of continued professional development in HR practice	E	AF
Relevant training in coaching, mediation or organisational development	D	AF/I
Degree or equivalent professional qualification	D	AF/I
<b>EXPERIENCE/KNOWLEDGE &amp; UNDERSTANDING</b>		
The successful candidate will have:		
Up-to-date knowledge of UK employment law and HR best practice	E	AF/I
Experience of working in a generalist HR role at a senior advisor / HRBP level	E	AF/I
Proven experience of managing a range of employee relations casework (e.g. disciplinary, grievance, absence, capability)	E	AF/I
Experience of advising and supporting managers on people matters in a complex organisation	E	AF/I
Experience of supporting organisational change processes (e.g. restructures, consultations, TUPE)	E	AF/I
Experience of interpreting and applying HR policies and procedures consistently	E	AF/I
Experience of working with HR systems and using data to inform decisions	E	AF/I
Experience of working with Trade Unions	E	AF/I
Experience within the education sector or public sector	D	AF/I
Experience of supporting or leading HR projects or initiatives	D	AF/I
Experience of workforce planning and recruitment strategy	D	AF/I
<b>SKILLS &amp; ABILITIES</b>		
Sound understanding of UK employment law and its practical application	E	AF/I
Knowledge of HR best practice across the employee lifecycle	E	AF/I
Understanding of safeguarding responsibilities within an education setting	E	AF/I
Awareness of equality, diversity and inclusion principles and how these apply to HR practice	E	AF/I
Knowledge of education sector frameworks (e.g. KCSIE, Burgundy Book, Green Book)	D	AF/I

Understanding of organisational development and culture change approaches	D	AF/I
Knowledge of performance management frameworks and people analytics	D	AF/I
<b>PERSONAL ATTRIBUTES</b>		
Leadership and teamworking	E	AF/I
Enthusiasm and personal drive	E	AF/I
Initiative	E	AF/I
Strong organisational skills	E	AF/I
Logical methodology to work and tasks	E	AF/I
<b>OTHER</b>		
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the 'Code of Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I

**Endeavour 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 and individually take responsibility for doing so.**