



**People Advisor
SHINE Academies
Candidate Information Pack**



Message from the CEO



I am privileged to be the Chief Executive Officer of SHINE Academies. Having been part of the SHINE journey since its inception in January 2015, I am incredibly proud of the progress that has been made by all of our pupils, staff and stakeholders over the years.

Children only get one chance for their primary education. Whilst we all understand the importance of the core subjects, our pupils are much more than a numerical outcome. We strongly believe that all pupils should have an opportunity to find their niche and reach their potential in all areas. This is supported by a steadfast commitment to the arts and sport, as well as opportunities for exploring cultural capital making our pupils exceptional citizens. We have high expectations of our pupils and encourage them to have high aspirations – there should be no ceiling.

I am proud that our schools are recognised as inclusive environments for our pupils, and we pride ourselves on having skilled practitioners to support our diverse communities. Our family support team has broad expertise and the capacity to support our pupils and their families in many areas beyond the classroom, including mental health, bereavement and housing support. We offer a range of opportunities to our pupils, creating a high-quality educational experience, in a safe, creative and exciting learning environment.

I am proud that our schools maintain their own identity and characteristics, whilst joining a MAT that supports the strategy and school improvement journey, alongside the business elements of running an educational establishment, such as finance and HR. SHINE Academies has a mission to grow with likeminded schools joining our Trust, and whilst we have the capacity to support schools that need additional help in key areas, we are small enough to listen and work alongside our Headteachers to ensure support is tailored for their needs. All of our leaders recognise the need to evolve and take mitigated risks in order to ensure our pupils are ready for the challenges of secondary school and beyond.

Strong and robust governance is key to a successful MAT and I am lucky to work with some exceptional individuals who volunteer on our Member, Trust and Local Governing Boards. Each governance function aids the MAT delivery of its strategic objectives and ensures accountability of my role and that of other executive leaders within the MAT.

This is an exciting time to be part of SHINE Academies!

Gemma Draycott
Chief Executive Officer



Our Values

In 2024, our stakeholders developed a new set of values and a vision for SHINE Academies. These values are our drivers for change within all of our schools, and underpin everything that we do within the trust. We demonstrate working **COLLABORATIVELY**, with **COURAGE** and **COMPASSION** – we support staff and stakeholders to take calculated risks but always remember that children must be at the heart of everything that we do.

No matter the challenge, **SHINE** works **collaboratively** with **courage** and **compassion**, creating a child centered community

We launched our new values at our first Trust Collaboration Day in September 2024, which saw all our schools come together for the first time.

SHINE Academies Trust
Collaboration Day
4th September 2024



Click [here](#) to watch our values video

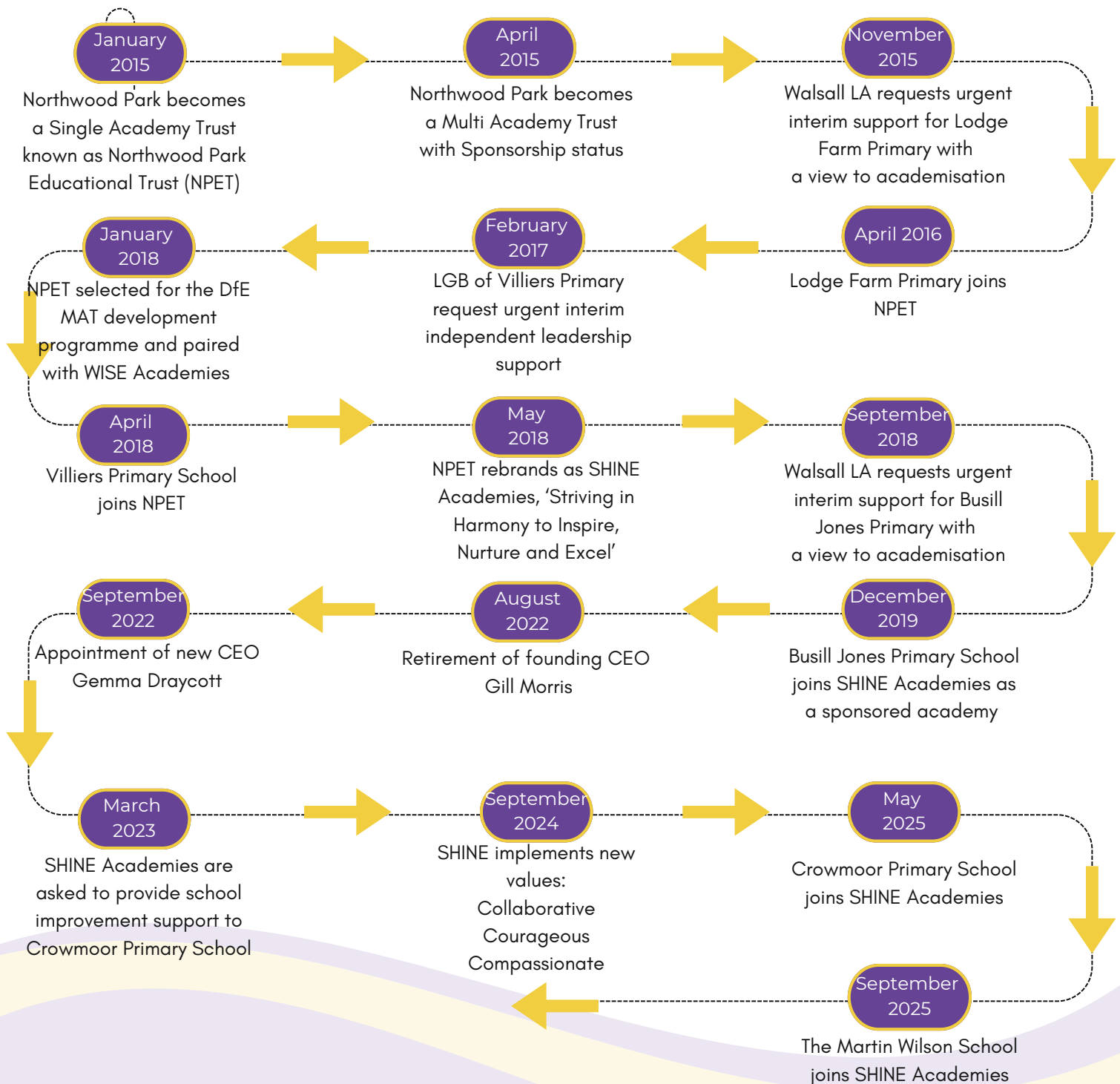
Our Values

Our most recent Trust Day, held on 5th January 2026, focused on our value of Courage. We were inspired by guest speakers Diana Osagie, Stephanie Davies and Matthew Holt, and also heard powerful personal stories from colleagues across the Trust who shared their own experiences of courage. The day also marked a special milestone as we hosted our first-ever SHINE Staff Awards.



We look forward to sharing details of our next Trust Day very soon.

Our Journey So Far



Our Schools

The Trust currently comprises of six schools: Northwood Park Primary School in Bushbury, Lodge Farm Primary School in Willenhall, Villiers Primary School in Bilston, Busill Jones Primary School in Bloxwich, Crowmoor Primary School in Shropshire and The Martin Wilson School in Shropshire. All our schools are large, and therefore progression opportunities are plentiful.

All our schools across SHINE Academies work collaboratively and to the same ethos. Our executive leadership, middle management teams, trust board, and local governing body are compassionate and supportive. Our talented, enthusiastic, and caring pupils are at the center of all that we do, and our staff are proud to be part of the SHINE family.

We recruit highly talented individuals for our schools, which are led by exceptionally talented Headteachers and their teams, who demonstrate a dedication, enthusiasm and commitment to their local community. We recognise talent and develop our staff to be the very best they can be through an intense internal and external CPD programme of support. Our staff and leaders refer to being part of an extended family.

We are proud of our SHINE family of Schools



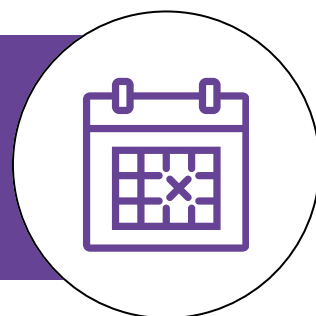
Employee Benefits

We offer a range of employee benefits, including:



Excellent CPD Opportunities

**One term time wellbeing day
per year**



**Lifestyle & Shopping
Discounts**

**Employee Assistance
Programme**



**Generous Occupational
Pension Schemes**



Your Award-Winning Employee Benefits Provider



Working for SHINE Academies you will have access to our employee benefits platform in partnership with Vivup, a leading and award-winning employee benefits provider



24/7 counselling support, options include telephone, virtual and face to face counselling sessions

Online GP with video and telephone consultation options

Access to health and wellbeing resources such as recipes, podcasts & health assessments

About the Role

We are looking to appoint a People Advisor to join our central team, supporting colleagues and leaders across all six schools within the Trust. This is an exciting opportunity to play a key role in delivering high-quality people support across a growing and values-driven Multi-Academy Trust.

Working closely with Headteachers, school leaders, and central colleagues, the People Advisor will provide practical, professional advice across a broad range of people matters. The role is varied and rewarding, combining employee relations support, policy and compliance work, workforce administration, and Trust-wide people initiatives. You will contribute to consistent and fair people practices, support leaders to manage their teams confidently, and help ensure a positive employee experience across the Trust.

This post is offered on a fixed-term basis for 12 months from May 2026, to support a period of maternity leave. There will be a planned handover and training period provided by our Head of People, giving a strong introduction to the Trust, our ways of working, and the systems and processes you will be supporting. Subject to Trust needs, there may be an opportunity for the role to be extended in the future.

The role is part-time, 20 hours per week, worked 52 weeks per year. We are open to discussion around flexible working patterns, including the choice of working days, to help support work-life balance.

This is an ideal opportunity for an experienced HR or People professional who enjoys working collaboratively, values relationship-building, and wants to make a meaningful impact across multiple schools while being part of a supportive and professional central team.

Job Title:	People Advisor
Reporting to:	Director of Operations
Grade:	NJC Grade 7

Job Purpose

The People Advisor will provide high-quality and consistent people management advice to support to schools and leaders across the Trust. Working as part of the Trust's Central Team, the role will support the delivery of effective employee relations, people policies, and workforce practices, ensuring compliance with employment legislation and education-specific requirements.

The postholder will act as a trusted advisor to Headteachers, school leaders, and central colleagues, helping to build confident leadership capability while promoting a positive employee experience and Trust-wide consistency.

Employee Relations and Advisory Support

- Provide timely, accurate, and practical advice to school leaders on a wide range of people matters, including but not limited to: absence management, performance and capability, conduct and disciplinary matters, probation processes, grievances and dignity at work concerns and flexible working and family-friendly rights.
- Support and, where appropriate, lead on employee relations casework, ensuring processes are followed fairly, consistently, and in line with Trust policies and employment law.
- Prepare clear and professional documentation, including letters, reports, and support formal meetings and hearings as required.
- Support the management of sickness absence, including monitoring absence trigger points, providing professional support at sickness absence meetings, and drafting occupational health referrals in line with Trust policy and statutory guidance.
- Support internal Trust employment investigations, including disciplinary, grievance, and other formal processes, ensuring timely, thorough, and legally compliant outcomes, and producing clear investigation reports and documentation.

Policy and Compliance

- Support the consistent application of Trust people policies across all schools.
- Contribute to the review and development of policies and guidance to reflect changes in legislation and best practice.
- Support the delivery of the Trust's termly Joint Consultative and Negotiation Committee (JCNC) meetings, including preparation of agendas and papers, and contribute to maintaining effective, professional working relationships with recognised trade unions.
- Ensure people practices support safeguarding, safer recruitment, and the Trust's statutory responsibilities as an employer.

Workforce Administration and Recruitment

- Provide advice and support on recruitment processes, contractual matters, and onboarding.
- Provide ad-hoc support with workforce administration, including issuing contracts and variation letters, supporting new starter and leaver processes, issuing of annual salary statements, and assisting with payroll-related activity, as required to ensure continuity of service.
- Support schools with the completion of the annual workforce census, providing guidance, clarification, and quality assurance to ensure accurate, timely, and compliant submissions.

Other

- Maintain and update people-facing documentation, including candidate recruitment packs, induction materials, and the Trust's staff intranet content, ensuring information is accurate, accessible, and aligned with Trust policies and values.
- Support the central team with the preparation and reporting of people-related key performance indicators (KPIs) to the Trust Board, contributing accurate data, narrative insight, and analysis as required.

SHINE Academies

People Advisor Job Description and Person Specification

- Promote the Trust's values and culture in all people-related activity.
- Ensure compliance with GDPR and data protection requirements, handling personal and sensitive information lawfully, securely, and confidentially in line with Trust policies and statutory obligations.
- Take responsibility for own continued professional development, actively maintaining up-to-date knowledge, skills, and professional practice relevant to the role.
- Carry out any other duties commensurate with the responsibilities and grade of the role, as reasonably required by the Trust.

Person Specification			
	Essential	Desirable	Application/Interview
Education			
Good standard of English and Maths	✓		A I
CIPD Level 5 Qualification (or working towards) or equivalent practical experience	✓		A
Evidence of relevant CPD	✓		A I
Knowledge & Experience			
Demonstrable experience of providing HR/People advisory support across a range of employee relations matters	✓		A I
Sound working knowledge of UK employment law and HR best practice	✓		A I
Experience of advising and supporting managers in a complex or multi-site environment		✓	A I
Demonstrate an understanding of Data Protection and the need for confidentiality in dealing with HR issues	✓		I
Demonstrate a commitment to promoting equality in the workplace	✓		I
Demonstrate an understanding of safeguarding related HR matters	✓		I
Experience working within a unionised environment		✓	A I
Experience working within the education sector		✓	A
Skills and Abilities			
Demonstrate proficient use of Microsoft Products (word, excel, outlook and powerpoint)	✓		A I
Demonstrate excellent communication and interpersonal skills	✓		I
Excellent professional verbal and written skills including writing letters and reports in line with the Trusts branding	✓		A I
Ability to build trust and deal tactfully and appropriately to sensitive matters	✓		I
Excellent time management skills, ensuring deadlines are met and expectations are managed	✓		I
Personal Qualities			
Commitment to the Trusts values	✓		I
Ability to work collaboratively with a solution focused approach	✓		I
High level of professionalism, discretion and integrity	✓		I
Other			
This post is subject to an enhanced DBS disclosure.	✓		
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.	✓		