



THE ATHELSTAN TRUST

Caring, collaborative and excellent



Human Resources Business Partner

Information for Applicants



Welcome to the Athelstan Trust.

The Athelstan Trust is a caring, collaborative community of 10 schools across Wiltshire, Gloucestershire and South Gloucestershire. Established in 2015, we have stayed true to our founding values and intent, which is to serve our communities by providing an excellent, inclusive education, every day.

We educate over 5000 pupils in 10 schools with more than 850 staff. Our trust includes 6 secondary schools and 4 primary schools serving a range of communities, from the Forest of Dean to the market towns of Chippenham, Chipping Sodbury, Malmesbury and Tetbury, to rural villages, to the outskirts of Swindon.

Each of our schools maintains its own identity and tailors its offer to meet the needs of the school's community and the children who attend.

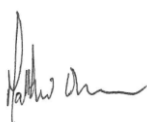
We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

This is an exciting time to join us!

In 2025, The Trust appointed a new Chair of Trustees and CEO. At this moment of change, trustees renewed the vision and plans for the trust and agreed ambitious strategic priorities to reflect its size and ambition. The Athelstan Trust therefore embarks on its second decade with optimism and determination to deliver excellence for every pupil.

As a medium sized trust with over £50m income each year, we are developing our offer to schools and formalising systems and processes to ensure operational effectiveness, value for money, and high-quality central services. Educational excellence begins with high quality professional services which enable school leaders to focus on children, teaching and school culture.

Best wishes,



Matthew Evans

Chief Executive Officer

The Athelstan Trust



Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

Why work for us?

				
CULTURE Our staff tell us that we are a great employer because we put people first.	FLEXIBILITY We value flexible working because it means happier, fulfilled employees.	DEVELOPMENT People have long and successful careers with opportunities to grow and develop.	SALARY We pay well by industry standards and benchmark against other Trusts.	LOCATION Our schools are geographically close, meaning face-to-face collaboration.

Generous pension scheme with the LGPS

Enhanced Employee assistance programme

Flexible working opportunities and a genuine commitment to family and work/life balance

Automatic enrolment to the teacher or local government pension schemes

Generous holiday allowance for support staff

Recognition of local government continuous service

Cycle to Work scheme

Free will writing service



Human Resources Business Partner

Salary:	£39,862 - £42,839 (pending pay award) SCP 29 - 32
Contract:	Full-time (37 hours per week, 52 weeks per year) Flexible / part-time / term-time-only+ hours will be considered
Location:	Athelstan Trust Offices, Sir William Romney's School, Tetbury
Closing date:	13 th July 2026

The Athelstan Trust is a successful and growing Multi-Academy Trust consisting of six secondary schools and four primary schools in Wiltshire, Gloucestershire and South Gloucestershire. We currently employ over 800 people and educate over 5,000 pupils and plan to expand further over the coming years.

As a member of our Athelstan Trust, you will benefit from:

- Being part of a trust that is absolutely committed to raising educational standards for all the children in our schools
- Our commitment to developing the talents and skills of all our staff throughout their career
- Being part of a caring, collaborative and excellent community

We are seeking an experienced and forward-thinking HR Business Partner to join our growing Multi-Academy Trust. Supporting initially a portfolio of 3 secondary and 2 primary schools, you will play a pivotal role in shaping a positive people culture, strengthening leadership capability, and ensuring our HR practices enable outstanding outcomes for students and staff.

As a trusted partner to Headteachers and senior leaders, you will provide strategic and operational HR guidance across the full employee lifecycle — from workforce planning and organisational development to employee relations and wellbeing.

Our commitment to safeguarding children and young people

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the



Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions.

References

References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check (see information below) and that you may be questioned about the findings of such a check at your interview.

Flexible working and equality

We are a flexible working employer and are open to requests for working arrangements which make this post manageable to suitable candidates. We are happy to make any reasonable adjustments you require during your interview also, so please ask us.

Further information

Candidates who would like to talk about this opportunity are invited to contact Sian Jones by email sjones@theathelstantrust.org



Job Description: HR Business Partner

Job Purpose

To act as a strategic and operational HR partner to school leaders across the Trust (3 secondary and 2 primary schools), providing expert advice, guidance, and challenge to drive high-quality people management, workforce planning, and organisational effectiveness in line with Trust priorities.

The post-holder will support leaders to deliver outstanding education through effective staff management, ensuring compliance with employment legislation and Trust policies.

Key Responsibilities

1. Strategic HR Partnership

- Partner with Headteachers and HR Leads in schools to develop and implement plans that deliver their objectives relating to staffing needs, aligned with Trust improvement plans
- Support Headteachers in reviewing staffing structures and, where appropriate, advise and guide restructuring processes, leading on consultations and related meetings
- Support change management projects
- To support the implementation of HR strategies and policies ensuring their implementation across the organisation is fair and consistent
- Conduct regular meetings with Headteachers and colleagues on people matters and coach/support them with complex casework, performance, absence management and employee relations issues.
- Contribute to Trust-wide HR strategy and continuous improvement

2. Employee Relations

- Lead and advise on complex casework including disciplinary, grievance, capability, probation and absence management
- Ensure cases are managed fairly, consistently, and in line with employment law and Trust policy
- Attend hearings and panels, advising senior leaders on risk and outcomes
- Support appeals processes, ensuring independence and rigour
- Liaise with external HR consultants, trade unions, and external bodies where required.
- Promote awareness of wellbeing resources (e.g. EAP, counselling) across all schools.



3. Leadership Support & Coaching

- Provide coaching and guidance to Headteachers, SLT, and line managers on people management
- Challenge constructively to ensure robust and defensible decision-making
- Act as the escalation point within the HR team when providing advice on employment matters to ensure the maximization of service performance.
- Deliver people initiatives, including talent management, workforce planning, employee relations, employee engagement and performance
- Support senior leaders and line managers with training and tools to manage staff wellbeing effectively.
- Support managers to ensure that equipped in dealing with employee related issues. Coach managers and leading meetings to demonstrate best practice in employment relations

4. Recruitment & Retention

- Support the recruitment processes across the organisation, ensuring fair and effective hiring processes
- Ensure the Applicant Tracker System is used effectively and consistently across all schools.
- Develop employer branding and staff attraction strategies to address recruitment challenges
- Monitor staff turnover and implement retention initiatives, including onboarding and exit strategies.

5. Policy and Compliance

- Ensure consistent application of Trust policies and procedures across all schools.
- Contribute to the development and review of Trust policies
- Ensure that the Trust is compliant with all areas of safer recruitment
- Ensure compliance with employment law and Keeping Children Safe in Education
- Keep up to date with legislation and guidance from the CIPD, government, the Information Commissioner's Office and other relevant matters, and advise on change of policy and practice



6. HR Systems and Support

- Support schools with SAMpeople ensuring the system is used to its full capacity
- Work closely with HR teams to ensure efficient service delivery
- Ensure accurate HR systems and reporting

7. Wellbeing & Culture

- Promote a positive, inclusive and high-performance culture across the Athelstan Trust
- Support wellbeing initiatives and staff engagement strategies



Person Specification – HR Business Partner		
	Essential/ Desirable	How assessed*
QUALIFICATIONS		
CIPD Level 5 (minimum)	E	AF/Cert
Evidence of ongoing CPD	E	AF/Cert
KNOWLEDGE, UNDERSTANDING AND EXPERIENCE (UP TO DATE/CURRENT)		
Significant HR generalist experience, including employee relations casework	E	AF/IV
Experience advising senior leaders in a professional setting	E	AF/IV
Experience of managing change and organisational development	D	AF/IV
Experience interpreting and applying employment legislation	E	AF/IV
Understanding of HR best practice	E	AF/IV
Strong knowledge of UK HR employment law	E	AF/IV
Knowledge of safeguarding and safer recruitment principles	E	AF/IV
Experience in an education setting	D	AF/IV
Experience supporting multiple sites or organisations	D	AF/IV
Knowledge of education sector frameworks and policies (STPCD, Burgundy / Green book)	D	AF/IV
SKILLS, COMPETENCIES AND PROFESSIONAL QUALITIES		
Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently.	E	AF/IV
Ability to challenge constructively and professionally	E	AF/IV
Strong decision making skills with the ability to make recommendations based on the analysis of options.	E	AF/IV
Capacity to work under pressure to meet deadlines and organisational priorities.	E	AF/IV
Excellent communication skills (written and verbal), with the ability to effectively interact with employees at all levels	E	AF/IV
Ability to manage multiple priorities across different schools	E	AF/IV
Flexible in terms of working patterns and evolution of the role.	E	IV
Analytical skills – able to interpret HR data and trends	E	IV



Discretion and ability to handle confidential matters	E	IV
Full clean driving licence	E	AF

***Key to how skills are assessed: AF = Skill assessed via application form. IV = Skill assessed via interview.**

Cert = Certificate checked at interview

