

Job Description

Post Title:	HR Business Partner
Location:	Spencer Academies Trust Central Team
Salary/Pay Range:	NJC37–41
Hours of work:	Full Time, Permanent
Reporting to:	Director of HR

Purpose of Role

To act as a trusted advisor to senior leaders across the Trust, leading the delivery of the HR Strategy and ensuring effective HR management, organisational development, and a positive, inclusive workplace culture. The role provides expert advice across employee relations, talent, compliance, and workforce practices to enable the Trust to attract, develop, and retain high-quality staff.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

Key Responsibilities

1. HR Advice

- Act as a trusted advisor to senior leaders and Principals on all HR and organisational matters.
- Lead and support the delivery of the Trust's HR Strategy, aligning workforce planning to organisational priorities.
- Provide expert advice on employment legislation, HR best practice, and organisational risk.
- Use relevant HR data and metrics to inform decision-making, identify trends, and report to senior leaders and the Board.

2. Employee Relations & Casework

- Lead the management of complex employee relations cases, ensuring consistency, fairness, and timely resolution.
- Oversee and quality assure HR casework delivered by the HR Advisors.
- Support leaders to manage performance, conduct, attendance, and wellbeing issues effectively.
- Support organisational change, restructuring, and growth initiatives.

- Lead and manage TUPE processes and contribute to due diligence for new academies or organisational changes.

3. Policy, Governance & Compliance

- Lead the development, review, and implementation of HR policies and procedures.
- Ensure compliance with employment law, safeguarding, and safer recruitment requirements.
- Oversee DBS processes and maintenance of the Single Central Record (SCR).

4. Wider Responsibilities

- Provide line management to HR Advisors.
- Alongside the Director of HR, as required, contribute to the ongoing development of the wider Trust HR Strategy around:
 - i. Recruitment and retention strategies to support a sustainable workforce;
 - ii. Talent management and succession planning;
 - iii. Reward, pay and job evaluation processes;
 - iv. Targeted training and development programmes;
 - v. Employee engagement, wellbeing, equality, diversity and inclusion;
 - vi. Consultation and communication with staff and recognised Trade Unions.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including the Employee Code of Conduct, IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust supporting its values of aspiration, partnership and responsibility, and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our children and young people. Therefore, we expect everyone to share this commitment. All appointments are subject to satisfactory pre-employment checks, including a satisfactory Enhanced criminal records with Barred List Check through the Disclosure and Barring Service (DBS) and the completion of Level 2 Safeguarding training. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

The Trust and its member academies are committed to promoting equality and diversity in both employment and education provision. We aim to ensure that students, parents, governors, employees, contractors, partners, clients and other stakeholders within the Trust community are treated fairly, and with dignity and respect regardless of Protected Characteristics.

August 2026

Spencer Academies Trust is a Disability Confident Committed Employer

Name

Signature

Date

Person Specification

Essential Criteria

Qualifications & Professional Status

- CIPD Level 5 qualification or equivalent professional experience.
- Commitment to ongoing professional development.

Experience

- Significant experience in a senior HR or People Partner role.
- Proven experience of advising senior leaders on complex people and organisational issues.
- Demonstrable experience managing complex employee relations cases.
- Experience of leading or supporting organisational change, including restructuring and TUPE.
- Experience of developing and implementing HR policies and people strategies.
- Experience of using HR and people data and metrics to inform decision-making.

Knowledge & Skills

- Strong working knowledge of UK employment law and HR best practice.
- Ability to build trusted relationships with senior stakeholders.
- Excellent influencing, coaching, and advisory skills.
- Strong analytical skills with the ability to interpret workforce data.
- Ability to manage competing priorities and operate effectively in a fast-paced environment.
- Clear and confident written and verbal communication skills.

Values & Behaviours

- Demonstrates integrity, professionalism, and sound judgement.
- Approachable, resilient, and able to manage sensitive situations with confidence.
- Committed to equality, diversity, inclusion, and employee wellbeing.
- Collaborative and solutions-focused, with a pragmatic approach.

Desirable Criteria

- CIPD Level 7 qualification.
- Experience within education, public sector, or multi-site organisations.
- Experience of working in a Trust or similarly complex organisational structure.
- Experience of union consultation and negotiation.