

Job Description:

Job Title	HR Partner
Grade	SO2 (£37,280 - £39,152) Pro-Rata
Reports to	Chief People Officer, ODBST
Liaison with	Headteachers, Governors, SLT of assigned schools; Central HR Team; External partners (legal advisors, payroll providers, recruitment portals, local authorities)
Job Purpose	To support the Senior HR Partner in implementing and embedding the HR strategy across the Trust, providing HR partnering support to a hub of schools (approx. 6). Ensures high-quality HR advice, compliance, and operational HR support, enhancing recruitment, staff development, employee relations, and workforce data management.
Duties	• Support Senior HR Partner in implementing HR strategy, contributing to Trust-wide HR projects and policy updates • Provide HR partnering expertise to school leaders, advising on ER issues and conducting SCR audits • Support recruitment and selection processes, including admin, templates, guidance, and pre-employment checks • Contribute to the review and development of HR policies and procedures, ensuring compliance across assigned schools • Assist with induction, training coordination, and staff development initiatives • Maintain HR records, produce reports on absence/turnover, and coordinate HR surveys • Support schools through organisational change, restructures, and recruitment planning • Escalate complex HR issues to the Senior HR Partner and support onboarding of new schools/staff • Comply with H&S, Data Protection, Safeguarding, and stay updated on employment law
General	• Participate in performance and development review processes, identifying learning and training opportunities • Comply with health & safety responsibilities • Ensure all duties align with Equal Opportunities Policy • Commit to safeguarding and promoting the welfare of children and young people • Duties are not exhaustive; postholder may undertake additional tasks appropriate to role and grade

Person Specification:

General Heading	Detail	Examples
Qualifications & Experience	CIPD Level 5 or equivalent; proven HR partnering experience in schools/multi-site organisations	Knowledge of employment law, HR best practice, recruitment, onboarding, ER, compliance

Knowledge of policies & procedures	Understands Trust HR policies, ER procedures, and statutory requirements	Able to apply HR policies consistently across multiple schools
Technology	Proficient in Bromcom, MIS, HR software, Microsoft Office	Produces HR reports, maintains records, runs workforce analytics
Communication – Written	Ability to draft clear policies, templates, emails, reports	Clear communications with leaders, staff, Governors, and external partners
Communication – Verbal	Ability to advise leaders, lead HR discussions, and attend meetings	Act as HR advisor in ER meetings; liaise with unions and legal advisors
Working with children	Understand safeguarding obligations and staff welfare	Supports HR compliance and safer recruitment practices in schools
Working with partners	Work collaboratively with school leaders, HR team, and external stakeholders	Coordinates recruitment, training, and compliance across hub schools
Working with others – Relationships	Build positive working relationships	Coach leaders, support SLT, escalate HR issues appropriately
Teamwork	Work effectively in a HR and school leadership team	Collaborate with HR colleagues to ensure consistent delivery
Organisational skills	Manage multiple tasks, deadlines, and HR projects across schools	Track recruitment, absence, onboarding, and ER processes efficiently
Personal attributes	Flexible and willing to learn new skills with the ability to work independently. Ability to work within the values of the ODBST	A positive outlook with the energy, drive, enthusiasm and determination to succeed
Responsibilities – Time Management	Prioritise HR duties and respond to urgent issues	Support schools while meeting Trust-wide deadlines
Responsibilities – Creativity	Suggest process improvements	Develop templates, streamline recruitment, and induction procedures
Equalities	Promote fairness and inclusivity	Ensure equitable HR practices across all hub schools
Health & Safety	Maintain safe work practices	Comply with Trust H&S and Safeguarding policies
Child Protection	Understand and implement safeguarding procedures	Conduct SCR audits, ensure safer recruitment compliance

		Complete all relevant safeguarding training with a detailed knowledge and understanding of KCSiE and safer recruitment practice. Gain a working knowledge and understanding of the role of the LADO in Bucks and MK.
Confidentiality/Data Protection	Handle HR data securely	Maintain employee records, payroll exceptions, and sensitive communications
CPD	Commit to continuous professional development	Apply new HR knowledge to practice and advise schools