

**Ad Astra Academy Trust**

**HR Business Partner, 37 hours per week, whole time. Band 10 – 12 (career grade), Salary £33,366 to £43,693 per annum. Permanent.**

Applications are also warmly welcomed from candidates who would wish to work on a part-time and / or term time only basis.

Ad Astra’s strapline is ‘STARS IN THE MAKING‘ and is equally resonant with employees as with our pupils, we can all be the best we want to be within Ad Astra. All employees, pupils and other stakeholders, within our Trust are given the support needed to not only achieve their ambitions but to enjoy and thrive within our Trust.

Following our current postholder leaving for a promotion, we require a highly motivated, enthusiastic and suitably qualified HR Business Partner to join our growing, innovative and forward thinking organisation. Our Trust currently comprises 10 schools across County Durham and the Tees Valley.

The successful candidate will work together with our HR Manager to deliver a professional, proactive and effective HR service across the Trust, which supports the full career cycle of an employee and will cover all aspects of a generalist HR Role. It’s an exciting time to join us, as the Trust are soon to have in place a new People Strategy.

The successful candidate will be a talented HR practitioner who holds a minimum CIPD Level 5 qualification, and has recent experience of undertaking HR case work. They will have full and up to date knowledge of employment legislation and HR good practice together with the ability to provide solution based recommendations to our senior leaders. Placement on the career grade will be based upon current qualifications, experience, skills and knowledge.

We recognise that for individuals to achieve their best, the wellbeing of all Trust employees should be protected, promoted, and enhanced. The Trusts Staff Wellbeing Charter can also be viewed via the Ad Astra website: [Staff Wellbeing Charter - Ad Astra Academy Trust | Ad Astra Academy Trust](https://adastraschools.org/careers/staff-wellbeing-charter/)

This post will be based at the Trust head office located at the Innovation Centre, Queens Meadow in Hartlepool, however the successful candidate, will be required to work across all schools within the Trust when necessary. There is also an opportunity to have a flexible hybrid working arrangement.

The successful candidate will also enjoy the following employee benefits:

* Flexible employer.
* 27 days annual leave, (increasing to 32 days following 5 years’ service) plus public holidays.
* Access to the Local Government Pension Scheme.

**Ad Astra Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As such the successful candidate will be required to undergo an enhanced DBS check.**

This post is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).

Please contact our HR Manager, Martyn Ingram, 07458 139128 or via [martyn.ingram@adastraacademytrust.com](mailto:martyn.ingram@adastraacademytrust.com) for a confidential, informal conversation.

**Requesting an application form**

An Application Form, Job Description and Person Specification are available via the Ad Astra website site:

<http://www.adastraacademytrust.com/careers/>

Candidates must only apply using the application form provided; CVs will not be accepted.

Completed application forms to be emailed to [recruitment@adastraacademytrust.com](mailto:recruitment@adastraacademytrust.com)

**Closing date for receipt of applications – 9am, Tuesday 8th April 2025**