



Thank you for your interest in joining Blackdown Education Partnership. Our Central HR team plays a vital role in supporting our schools, providing a high-quality, responsive HR advisory service across the Trust.

This new HR Business Partner position offers an exciting opportunity to work closely with our Headteachers and senior leaders, shaping people practice and enabling them to lead their teams with confidence and clarity. Your expertise will directly contribute to creating positive working environments where staff can thrive.

We are seeking a colleague with strong generalist HR experience, excellent organisational skills, and a proactive, solutions-focused approach. You will be an effective communicator, committed to delivering an outstanding service and building trusted relationships with our schools.

We look forward to receiving your application and learning more about the experience and qualities you would bring to our team.

Warm regards,  
Lucy Hancock  
Head of HR



# Role

## **HR Business Partner**

**37 hours per week, term time only plus 3 weeks (41 weeks pa)**

**Permanent**

**NJC point 26, within the range 26 – 31: Starting salary £33,561pa actual**  
(FTE £37,280-£41,771 pay award pending)

We are seeking to appoint an experienced and professionally qualified HR Business Partner to provide a high quality, proactive HR advisory service to managers and leaders in our schools.

You will have or be working towards a Level 5 CIPD qualification and previous generalist HR advisory experience, gained in a medium to large sized organisation. Experience of working in the education sector would be ideal but is not essential. As a highly organised and conscientious individual, you'll have strong communication skills, a proactive approach and be passionate about providing an outstanding service to our teams.

The successful candidate will be a strong team player with experience of liaising professionally with a variety of stakeholders. You will be highly IT literate with excellent attention to detail.

We can offer a competitive salary, access to a range of continuous professional development opportunities, a generous defined benefit Local Government pension, reduced rate on-site gym membership, access to wellbeing support and free on-site parking.

**Closing Date:           Midday on Wednesday 3<sup>rd</sup> June 2026**

**Interview Date:       Monday 8<sup>th</sup> June 2026**

# Job Description

<b>Job Title:</b>	HR Business Partner
<b>Location:</b>	Based in Uffculme, Devon EX15 3AG - with the opportunity to work from home on occasions.
<b>Pay Grade:</b>	NJC point 26 within the range 26 - 31
<b>Actual salary:</b>	£33,561 starting salary
<b>Hours of Work:</b>	37 hours per week, term time only plus 3 weeks to be worked during school holidays (41 weeks pa)
<b>Responsible For:</b>	Providing a high quality, proactive and efficient HR advisory service to our schools.
<b>Key Relationships:</b>	Chief Financial Officer, Head of HR, HR Business Partner, HR Administrator, Headteachers, School Business Managers
<b>Reporting to:</b>	Head of HR

## **Key Purpose of job:**

To provide a high quality, proactive and efficient HR advisory service to managers and leaders that supports the strategic objectives of the school and Trust, in line with our policies and relevant employment legislation.

To support the Head of HR with the implementation of the Trust's HR strategy and HR development plan.

To play a key role in the development of the central Trust HR provision, to identify opportunities to improve support and deliver services more effectively.

## **Duties and accountabilities of post:**

- Provide appropriate and effective HR advice to managers to ensure people management concerns are resolved, referring complex or highly sensitive cases to the Head of HR.
- In conjunction with the Head of HR, proactively work with schools to identify people management concerns early on and work with the relevant manager to develop appropriate strategies to prevent escalation.
- Provide HR support to managers to effectively investigate employee relations matters and support at subsequent hearings where appropriate.
- Support schools to monitor employee sickness and attendance and provide HR support to those managers who are implementing the Trust's Absence Management policy to ensure attendance concerns are resolved.
- Support the Head of HR to review and develop HR systems to ensure they continue to be effective and add value to the Trust.
- Support the Head of HR to collate and analyse Trust HR data to be presented to managers and trustees on key trends across the Trust.
- Assist the Head of HR to undertake TUPE processes as appropriate to support Trust growth.
- Support with onboarding of schools new to the Trust to ensure the joining process is

efficient and effective.

- Participate in recruitment and selection activity across the Trust ensuring processes are robust, fair, transparent and compliant with safer recruitment legislation.
- Undertake HR project work as directed by the Head of HR.
- Provide training and coaching to line managers to develop their people management skills.
- Maintain third party relationships, including with our pension and recruitment providers, legal advisors, and union representatives.
- Support the maintenance of accurate personnel and payroll records.

### **Safeguarding**

- Attend all safeguarding training as directed.
- Ensure all HR processes are compliant with safeguarding principles and policies.
- Follow Trust procedures and report all concerns to the designated safeguarding lead.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.

### **Data Protection**

- Ensure that legislation and Trust policies and procedures relating to confidentiality and data protection are adhered to.

### **Other responsibilities**

- This role will involve traveling between schools within the Trust.
- To support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.
- Maintain positive, professional relationships with students, parents / carers and colleagues;
- To participate in induction training, staff review processes and professional development opportunities;
- Commit to equal opportunities and anti-discriminatory practice.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures;
- The post-holder must comply with the Trust's Health and Safety requirements;
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

### **Typical working pattern**

- Typically, Monday to Friday 9am - 5pm, including a 30-minute unpaid break. However, there may be some flexibility and a working pattern will be agreed with the post-holder on appointment. Working from home by agreement for some of these hours, particularly during school holiday periods, may also be viable. There may occasionally be a requirement to work beyond school hours to support meetings or recruitment/training events.

- Annual leave will only be taken during school holidays.
- The post is term time but includes an additional three weeks per annum to give some flexibility for peak periods during term-time and a limited amount of school holiday working particularly at the start and end of the summer holiday.
- This working pattern is subject to change and you will be required to work flexibly with colleagues to ensure the operational needs of the Trust are met.

### **Special Factors**

This role will involve regular travel to schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of the central Trust office, will be as per the Trust's travel policy. A valid driving licence and access to a vehicle (including business use insurance) is essential for the role.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled person.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.



# Person Specification

The successful candidate must be able to demonstrate the following specific attributes.

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Membership of the Chartered Institute of Professional Development (CIPD).	✓	
Level 5 CIPD qualified or working towards.	✓	
Educated to A level, including GCSE grade C in Maths and English.	✓	
<b>Experience</b>		
Generalist HR experience, in a medium to large organisation.	✓	
Experience of advising and coaching managers on a wide range of employment and people management issues.	✓	
Experience of building positive relationships with key stakeholders.	✓	
Experience of the education sector, and an understanding of the relevant terms and conditions relating to the National Joint Council and the School Teachers Pay and Conditions document.		✓
Experience of working with Trade Union representatives.		✓
<b>Skills and Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Excellent communication skills both verbal and written.	✓	
Excellent people skills.	✓	
Demonstrate tact and persuasiveness.	✓	
Ability to manage time to meet deadlines and prioritise work.	✓	
Highly organised and conscientious with good attention to detail.	✓	
Ability to be proactive and work on own initiative.	✓	
Positive team player.	✓	
Excellent IT Skills.	✓	
Effective analytical, reporting and problem solving skills.	✓	

<b>Behaviours</b>
Understanding of and commitment to safeguarding and equality and diversity.
Understanding of and commitment to Trust Values.
Capacity to work as part of a team as well as individually without close supervision and under pressure.
Demonstrate a positive and pro-active approach to work, focussed on outcomes.
Demonstrate creativity, flexibility and responsiveness to change.
Commitment to continuous professional development of self and others to maximise skills/experience.
<b>Other essential criteria</b>
Suitable to work with children and young people.
Valid UK driving license and access to own transport for work
High professional standards and integrity.

