



### Person Specification

<b>Job Title:</b>	HR Business Partner
<b>School/Trust:</b>	NEAT Central Team
<b>Job Evaluation Code:</b>	A4647
<b>Date:</b>	June 2026
<b>Status:</b>	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting checks
<b>Knowledge and qualifications</b>					
1. Relevant HR qualification at degree level or equivalent	E	✓			✓
2. Detailed knowledge of relevant HR policy / codes of practice / legislation and ability to put them into practice	E	✓	✓	✓	
3. Working knowledge of developments in employment law, employee relations, organisational development and employee engagement	E	✓	✓	✓	
4. Membership of Chartered Institute of Personnel and Development	D	✓			
5. Awareness of HR issues in the context of schools and multi-academy trusts	D			✓	
<b>Experience</b>					
6. Proven track record of delivering an efficient effective generalist HR service, in a similar role involving	E	✓	✓	✓	
7. Experience of advising and guiding managers on casework and organisational changes	E	✓	✓	✓	
8. Experience of working with recognised trade unions	E	✓		✓	
9. Contributing to the development and implementation of HR policy	D	✓		✓	
10. HR delivery for or within school / multi academy trust settings	D	✓	✓	✓	
11. Design and delivery of briefings and training	D	✓		✓	
<b>Skills and competencies</b>					
12. Excellent verbal and written communication skills and ability to influence, negotiate, collaborate and challenge at all levels	E	✓	✓	✓	
13. Ability to plan effectively to manage own caseload and meet competing deadlines whilst being committed to a team ethos	E	✓	✓	✓	
14. Competent in the use of IT across a range of systems	E	✓	✓		
15. Critical thinker who is able to compile and present data to provide valuable insights	E	✓	✓		
16. Coaching skills to develop competence and confidence of leaders and colleagues in dealing with HR issues	E	✓	✓	✓	

17. Ability to demonstrate high professional standards and maintain confidentiality at all times	E	✓		✓	
<b>Other</b>					
18. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, responsible	E	✓	✓	✓	
19. Ability to safeguard children and young people	E	✓		✓	
20. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓			✓
21. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
22. Ability to travel between central office and school sites in the North East region	E	✓		✓	