



APPLICANT PACK

HR Business Partner

Nicholas Postgate Catholic Academy Trust

Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of HR Business Partner. Although we are a Catholic Trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package.

Applicants should return their application forms to recruitment@npcat.org.uk by the **closing date, Wednesday 10th December 2025 by 9am** . Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Chris Barker, HR Manager on 01642 529200 ex 7053 or email barker.c@npcat.org.uk

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

We would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Job Advert

Required:	January 2026
Salary:	£45,091 - £50,269 per annum
Hours:	37 hours per week, Whole Time
Contract Type:	Permanent
Location:	Based in Middlesbrough, delivering operational support to schools across North Yorkshire & the York Local Authority.

Nicholas Postgate Catholic Academy Trust (NPCAT) is a family of 32 primary schools, and 6 secondary schools. With more than 12,300 pupils and 1,500 staff, the Trust is now one of the largest Catholic Multi Academy Trust in the UK. The Trust region covers Middlesbrough, Stockton, Redcar, North Yorkshire and York.

We are happy to consider flexible working both in terms of days and hours. There is flexibility around the work place location. This will be discussed in more detail with the successful candidate.

This is an opportunity for a suitably experienced professional to advise on a wide ranging and complex HR caseload across a number of schools within our Trust.

You will be responsible for providing employment advice to Headteachers and Senior Leaders across all aspects of HR policy and process, including absence management, disciplinary, grievance, appraisal and performance management. You will also advise on staffing reviews and liaise with trade unions where appropriate.

You should be CIPD qualified with at least 3 years HR experience. You must possess exceptional organisational skills and the ability to prioritise your workload so that tasks are coordinated effectively ensuring the needs of the Trust are met.

We can offer up to 32 days annual leave plus bank holidays with flexibility to take up to 10 working days outside of school holidays. Part time hours, flexible working patterns, adjusted start and finish times including the possibility of some home working are all an option along with a full package of employee benefits including membership to the LGPS. This is a really exciting time to join our Trust as we embark on a review of our targeted operating model. We actively support CPD and professional development.

If you wish to have an informal discussion about the position or arrange a visit, please contact Chris Barker, HR Manager on 01642 529200 ex 7053 or email barker.c@npcat.org.uk

Closing date: Wednesday 10th December 2025, 9am

Interview date: To Be Confirmed

Please refer to the back cover of the application pack for details of how to apply for this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: HR Business Partner

Grade: M/N SCP 34 - 39

Responsible to: HR Manager

Job Purpose

- To provide proactive and up to date employment advice to Headteachers, Senior leaders and the Trust Board and on occasions to other client organisations linked with the business.
- To provide support in facilitating the delivery of the HR strategy and policies of NPCAT and those policies linked with TUPE process.
- To work as part of a pro-active HR team that covers all areas of the Trust region; Middlesbrough, Stockton, Redcar, North Yorkshire and York.

Principle Accountabilities

- To provide HR specialist advice across all aspects of Human Resource policy and process.
- To deliver advice and operate across multiple sets of terms and conditions of employment, pay scales and varying policies.
- To guide and support our Headteachers and Senior Leaders in their management of employees, promoting consistency in policy interpretation and application.
- To provide guidance and support in conducting disciplinary/grievance hearings and other meetings in relation to absence, appraisal and performance management of teaching and support staff.

- To provide guidance and support for staffing reviews appropriate to post TUPE transfers.
- To provide support to senior leaders in Trade Union consultation and negotiations.
- Manage efficiently and effectively a 'professional workload' ensuring work is organised, prioritised and delivered to meet the requirements of the role.
- To advise on and contribute to HR policy design, development and implementation across the Trust.
- Develop and manage professional relationships with internal and external colleagues and other stakeholders.
- Contribute to the strategic development activity under the lead of the Director of People and Culture.
- On occasions to prepare and present reports for Senior Leaders and Managers on a range of needs including sickness, data management, performance management, casework etc.
- Support and monitor schools to ensure they have appropriate and effective HR systems and processes in place, in accordance with agreed policies.
- Work in conjunction with other services and colleagues across the Trust.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the NPCAT may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

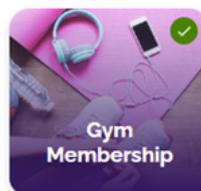
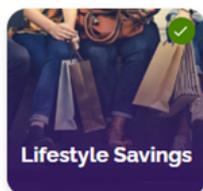
THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage	Essential		Desirable	
Qualifications & Education	E1	CIPD Qualified to a minimum of Level 5 or relevant experience		
	E2	A proactive approach to continuous professional development		
Experience & Knowledge	E3	At least 3 years experience of working in a HR Advisory role	D1	An understanding of safeguarding and Child Protection issues
	E4	Significant professional experience within a HR generalist function delivering an end to end remit; within an education setting	D2	Experience of knowledge of issues and challenges facing a Trust following an amalgamation
	E5	Proven track record of success within a HR role and challenging leaders within the HR context		
	E6	Significant experience of managing complex and high volume casework		
	E7	Proven experience of working with and influencing/managing clients		
	E8	Experience of working under pressure and to deadlines		
	E9	Experience of managing change and implementing new systems/procedures		
	E10	In depth knowledge of employment law		
	E11	Experience of attending and supporting Senior Leaders and Trustees in meetings, providing advice and guidance		
	E12	Experience of working, consulting and negotiating with Trade Union representatives		
Skills	E13	Set high standards and provide a	D4	Able to deal sensitively

		role model for staff and take responsibility for own and others professional development		with people and resolve conflicts
	E14	IT skills with a working knowledge of HR applications		
	E15	Develop, maintain and use an effective network of contacts, seeking advice and support when necessary		
	E16	Communicate effectively orally and in writing to a range of audiences		
	E17	Sound judgement and decision making skills		
Personal Attributes	E18	Respect confidentiality	D5	A commitment to managing the highest standards of education support services
	E19	Work flexibly to meet deadlines and respond to unplanned situations		
	E20	Have access to own transport with business insurance		
	E21	Suitable to with children/young people		
	E22	Commitment to the Catholic ethos and aims of the Academy Trust		

Why work for us



NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our staff.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

We offer:

- Competitive pay
- Defined benefit pensions
- Annual pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: recruitment@npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form & Criminal Record Self Declaration Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Chris Barker, HR Manager on 01642 529200 ex 7053 or email barker.c@npcat.org.uk

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.