



Pathfinder

Multi Academy Trust

Providing an excellent education from age 2 to 19

HR Business Partner

Start date: To start as soon as possible

Closing date: Friday 11 September 2026 at midday

Interview date: W/C Monday 14 September 2026

We have an exciting opportunity for an experienced HR professional to join the Central Operations Team of our thriving Multi Academy Trust. This is a key role within the organisation, providing the opportunity to make a real difference to our people and to contribute to our continued development as a supportive, ambitious and values-led organisation.

The HR Business Partner will play a key role in supporting the Trust to be an employer of choice, providing effective, responsive and professional HR support across our schools and central team.

The role will manage a diverse HR caseload, working proactively with leaders and colleagues to achieve efficient, positive outcomes and foster strong, respectful and productive employee relations.

The postholder will ensure that HR policies, processes and practices are robust, consistent and effective, supporting the Trust to meet its legal and statutory responsibilities, including compliance with employment and data protection legislation and relevant statutory guidance.

They will provide trusted advice and guidance to leaders and managers, helping them to navigate complex people matters confidently and fairly. The HR Business Partner will also support the continued professional development of support staff, promoting high standards of service and continuous improvement.

Pathfinder Multi Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required. As part of our due diligence process, an online search will be conducted on all shortlisted candidates. These checks are carried out in accordance with Keeping Children Safe in Education (KCSIE) guidance to determine suitability to work with children and young people and keep them safe.

GRADE/SALARY

Grade 10 Levels 1 - 4 (£45,045 - £50,853 FTE)

Starting point negotiable dependent on skills/experience

CONTRACT

Part time, permanent position working 0.6 over 3 or 4 days. Flexibility around hybrid working. We are keen to attract the right candidate and would welcome a conversation about how the role could work for you.

REPORTS TO

Chief Executive Officer

LOCATION

This role will be largely based at the Trust's Central Office located at Archbishop Holgate's School, York. Occasional visits to other Pathfinder schools may also be necessary as part of the role. Pathfinder currently has schools within York, Malton, Welburn, Selby and Leeds.

The successful candidate must have a full UK driving licence and their own means of transport between sites.

HOW TO APPLY

To apply for this role, please submit a completed application form via post or email to:

Mr A Daly, Chief Executive Officer
Pathfinder Multi Academy Trust
Archbishop Holgate's School
Hull Road, York, YO10 5ZA

Email: recruitment@pmat.academy

ADDITIONAL INFORMATION

To arrange an informal discussion about the role with the Chief Executive Officer or Chief Operating Officer, please email info@pmat.academy.



Pathfinder

Multi Academy Trust

About our Trust

Formed in August 2016, Pathfinder is a successful and well-established Multi Academy Trust serving more than 6,700 children and their families in schools across York and North Yorkshire. Over the past decade, we have grown into a strong and flourishing partnership, bringing together schools that share a commitment to providing the very best education.

We are a supportive learning community; a partnership of like-minded church and community Schools, where a clear and ambitious vision for a high-quality, inclusive education sets the course and permeates all areas of school life. We believe every child should feel a strong sense of belonging, be supported to achieve their potential and have the opportunity to flourish, whatever their starting point or circumstances.

Pathfinder has a proven track record of leading the way; we are a Trust with strong examination results, high-quality teaching and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular activities. We work collectively to share expertise, resources and effective practice across our schools, helping to create the very best experiences and outcomes for our children and young people.

Achievement comes in many different forms and we work together to serve and inspire, nurturing aspiration and promoting excellence in all our students. We are committed to ensuring that every child has the opportunity to discover their strengths, develop their talents and build the confidence they need to succeed in school and beyond.

We value the uniqueness and diversity of each school, celebrating their distinctiveness and the contributions they make to the wider Pathfinder community. By working together, while retaining the individual ethos and character of each school, we create a strong, collaborative and supportive partnership that benefits our children, families and staff.



Setting the course



Leading the way



Serving and inspiring

Our family of schools



ACOMB PRIMARY SCHOOL



Applefields School
York



Archbishop Holgate's School
A Church of England Academy Founded 1546



Badger Hill
PRIMARY SCHOOL



Barlow CE Primary School
Part of the White Rose Federation - One family, branching out together



Burton Salmon CP School
Part of the White Rose Federation - One family, branching out together



Chapel Haddlesey CE School
Part of the White Rose Federation - One family, branching out together



Clifton with
Rawcliffe



GREAT OUSEBURN
PRIMARY SCHOOL



Hempland
Primary School



Hensall Community Primary School
Part of the White Rose Federation - One family, branching out together



Heworth
Church of England Primary School



Huntington
PRIMARY ACADEMY



Malton School
A Specialist Science School



New Earswick
Primary School



Poppleton Road
Primary School



Rufforth
Primary School
Inspire • Care • Grow



St Barnabas
CHURCH OF ENGLAND PRIMARY SCHOOL



St Lawrence's
CHURCH OF ENGLAND PRIMARY SCHOOL



Tang Hall
Primary School



Welburn
COMMUNITY PRIMARY SCHOOL



Job description

KEY RESPONSIBILITIES

- Ensure effective and robust administrative processes related to HR including recruitment, selection, appointments, inductions, resignations and contract changes are carried out seamlessly.
- Produce accurate and timely management information and reports as required by the Executive Team that inform effective and efficient business strategies.
- Analyse HR information and data to drive HR strategies around wellbeing, engagement, recruitment and retention.
- Prepare statistics and data as required by the Executive Team that allow informed decision making to improve organisational performance.
- Manage a complex HR caseload for the Trust, supporting line managers and liaising with HR partners to resolve matters where required (including absences, flexible working, grievances etc).

SERVICE DELIVERY AND IMPROVEMENT

- To continuously analyse and review working practice and process to ensure ongoing development, creating training resources that allow wider understanding and efficient working practices.
- To ensure policies and processes are effectively embedded across the Trust and appropriately put into practice.
- To review and develop HR documentation to ensure these remain compliant with changes in employment law, DfE guidance and best practice.
- To provide advice and guidance on all employment queries for staff including absence management, probation, wellbeing, maternity/paternity leave etc.

POLICY AND COMPLIANCE

- Ensure all HR documentation meets legislative requirements regarding equality and diversity, creating and updating templates and marketing information as required.
- Ensure the Trust meets all requirements around Safer Recruitment Practices, Keeping Children Safe in Education and Right to Work in the UK, having responsibility for the Trust's Single Central Record and other safeguarding documents.
- Working with the Executive team, LGCs and Trustees and Safeguarding Lead to manage internal audits of required areas, eg. SCR and HR records, ensuring thorough and detailed input and feedback.
- Lead on comprehensive recruitment, performance management, induction and probation processes, including those of volunteers, trainees, placements and apprentices etc ensuring all are inducted successfully. This will include management, oversight of all aspects of the recruitment process.
- Ensure timely submission of data returns to the DfE including the Workforce Census.
- Responsible for compliance with GDPR and data protection, ensuring processes, record keeping and systems are compliant with latest legislation.
- Ensure maximum impact of recruitment campaigns, analysing effectiveness of different advertising platforms and providing informed recommendations for maximum efficiencies.
- Ensure thorough records are created and maintained for future reference and appropriate procedures and policies are followed in all HR cases including absence management, grievance and disciplinary cases, monitoring and checking timeliness of policy requirements in any process. This will include leading on absence management processes.

PERFORMANCE AND PROFESSIONAL DEVELOPMENT

- Participate in appraisals in line with the Trust's performance management process.
- Be a reflective practitioner, regularly seeking to improve your own knowledge, skills and experience.
- Keep abreast of the latest development in relevant areas of the role.
- Develop positive working relationships with internal and external partners/agencies/professionals.
- Be a strong team player, possessing outstanding people skills and positive outlook, displaying professionalism, resilience, determination and ambition to achieve exceptional results.



Person specification

SKILLS	ESSENTIAL	DESIRABLE	MOA
Ability to work as part of a team.	✓		A/I
Ability to relate to people both in person and on the telephone.	✓		A/I
Ability to deal with day to day issues on own initiative.	✓		A/I
Ability to problem solve, apply critical thinking approach and make decisions.	✓		T
Excellent IT skills including knowledge of Microsoft Office and Google applications.	✓		T
Ability to review, develop, implement and maintain effective systems, processes and record keeping systems.	✓		A/I
Ability to produce high quality reports and documentation with the ability to analyse and interpret information and make recommendations.	✓		A/I
Possess strong interpersonal skills, with the ability to effectively negotiate and persuade to maintain a positive culture.	✓		A/I
Ability to update policies in accordance with employment law and ensure these always reflect latest compliance and guidance.	✓		A/I
Ability to convey complex messages and influence at all levels.	✓		A/I
Ability to work with accuracy and under pressure.	✓		A/I
Excellent planning skills and the ability to take control of a situation.	✓		A/I
Ability to remain positive at all times, displaying enthusiasm, motivation and flexibility.	✓		A/I
Be a skilled and tactful communicator with the ability to manage sensitive and challenging conversations.	✓		A/I
A professional approach and high professional standards, being able to manage, train and develop others.	✓		A/I
KNOWLEDGE AND QUALIFICATIONS			
GCSE (or equivalent) grade C or above in English and Maths.	✓		C
Professional qualification in HR such as CIPD qualification or equivalent.	✓		C
A degree or equivalent qualification.		✓	C
A robust knowledge of current employment legislation.	✓		A/I
A knowledge of educational based data systems e.g. SIMS.		✓	A/I
A knowledge of best practice in specific HR areas including recruitment and selection, induction, absence management.	✓		A/I
A knowledge of Safer Working Practices and their importance in the education setting.		✓	A/I
An understanding of effective management of HR records and record retention requirements in relation to HR, staffing and payroll.	✓		A/I
A knowledge of generalist HR processes and practice, with experience of applying knowledge in a work setting.	✓		A/I
A knowledge of GDPR Regulations.	✓		A/I
A knowledge of the School Teachers Pay and Conditions and Local Government Terms and Conditions.	✓		A/I



Person specification

EXPERIENCE	ESSENTIAL	DESIRABLE	MOA
Experience of working in an HR generalist role for 5+ years.	✓		A/I
Experience of managing absence and other complex employment relations issues.	✓		A/I
Experience of working with key stakeholders to assist them to develop their people and HR management skills.		✓	A/I
Experience of advising staff on a variety of sensitive HR issues such as salary and absence.	✓		A/I
Experience of managing and leading on employee relations cases to provide resolutions to complex HR problems.		✓	A/I
Proven experience of managing multiple projects and working to tight deadlines.	✓		A/I
Experience of maintaining and developing HR policy, processes and procedures and ensuring these are consistently applied.	✓		A/I
Experience of producing and analysing data and information to provide reports and information as required.	✓		A/I
Experience of working in an educational setting.		✓	A/I
BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS			
High expectations of self and high professional standards.	✓		I
The ability to handle a demanding workload and prioritise effectively.	✓		I
Flexible, reliable and enthusiastic.	✓		I
The ability to maintain successful working relationships with other colleagues.	✓		I
To show respect to all staff and students and demonstrate a clear belief in the value and importance of excellence in education.	✓		I
To act with integrity, compassion and understanding with a willingness to develop and grow whilst nurturing others.	✓		I
To be committed to restorative practice approaches.	✓		I
Ability to adapt to change in the workplace and new ideas.	✓		I
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	✓		I
Willingness to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies.	✓		I
To display a responsible and cooperative attitude to working towards the achievement of the school's aims and objectives.	✓		I
An ability to respect sensitive and confidential work.	✓		I
Commitment to own personal development and learning.	✓		I
Able to respond flexibly to meet daily demands of the role, showing independence and being proactive.	✓		I



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Professional development

The professional development of our staff is a key commitment of the Trust and we have a career pathways programme to ensure we recruit, develop and retain the very best colleagues.

TEACHING STAFF

Our career pathways programme for teaching staff begins with Initial Teacher Training and supports colleagues throughout their career, from becoming an excellent classroom practitioner to progressing into middle and senior leadership roles and beyond.

At Pathfinder we:

- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide the highest quality research-proven CPD.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.



SUPPORT STAFF

Support staff in our schools benefit from our Learning, Training and Development programme, which aims to ensure that all colleagues have access to the skills, knowledge, qualifications and resources they need to fulfil their roles to the highest standard. The programme provides opportunities for colleagues to develop their expertise, build confidence and continue their professional development, supporting both their current role and future career aspirations.

At Pathfinder, support staff will:

- be confident in fulfilling their role to the highest level.
- act as a source of support, advice and guidance to their colleagues.
- identify any training and development needs for themselves and staff they manage.
- be given support and advice to develop their skills to progress to posts at the next level.



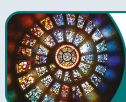
**PATHFINDER
LEADERSHIP
ACADEMY**

Partnering with the National Society for Education, the Pathfinder Leadership Academy has been designed to identify, develop and support colleagues to progress into positions of middle leadership and beyond.



Pathfinder
Teaching School Hub

Proudly delivering Initial Teacher Training and Education, Appropriate Body services, the Early Career Framework and National Professional Qualifications across our urban, rural and coastal school communities.



Pathfinder
Education Partnership

Working in partnership with our urban, rural and coastal school communities to champion, sign-post, design and deliver high-quality professional development across Yorkshire and the Humber.



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Benefits of working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

PENSION SCHEME

Pathfinder staff are offered membership of either the Teachers' Pension Scheme, or for support staff, the Local Government Pension Scheme. As well as the employee paying into the scheme (banded, based on earnings) the Trust also pays into the scheme on the employee's behalf at the following rates (regardless of earnings).

Local Government Pension Scheme

The Trust contributes an additional 14.9% of your salary.

Teachers' Pension Scheme

The Trust contributes an additional 28.68% of your salary.

STAFF BENEFITS PLATFORM

Perkbox, our employee benefits platform, gives staff access to all of our benefits in one easy to use and convenient place. Perkbox also provides exclusive benefits through their platform and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits schemes.



perkbox

CSSC SPORTS AND LEISURE

Our staff benefits scheme with CSSC gives staff access to over 4,500 benefits, offers and activities including savings at restaurants, cinemas, gyms, theme parks and attractions; up to 70% off shopping with thousands of online and high street retailers and a free health and wellbeing portal for courses, classes and content.



CSSC

TES MAGAZINE SUBSCRIPTION

Pathfinder staff have free access to the online TES magazine, helping you stay up to date with the latest education news, expert analysis and developments in teaching and learning. With a wide range of articles, insights and practical ideas, TES provides a valuable resource to support your professional knowledge and development.



tes

EMPLOYEE ASSISTANCE PROGRAMME

Making sure everyone at Pathfinder gets the support they need



whatever their worries,

the Employee Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Six sessions of in person or telephone counselling
- Access to online Cognitive Behavioural Therapy
- Specialist information on work-life balance
- Financial and legal advice

ABLE FUTURES

As a Trust, we are subscribed to Able Futures which provides up to nine months of confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress.



DISCOUNTED BUS TRAVEL

The First Bus Commuter Travel Club provides employees with exclusive discounts on work and leisure travel using First Bus services. The scheme offers a convenient and cost-effective way to travel, helping to save money on regular journeys as well as travel during free time. The benefits include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel in your chosen zone
- Tickets delivered straight the First Bus app
- Spread the cost of annual travel

FREE WILL WRITING SERVICE

Estate planning and will writing specialists Durham McCarthy are able to offer



Pathfinder employees a free will writing service to help you plan for your future, protecting your family and loved ones.