

Bridge Academy Trust

Job Description & Person Specification

HR Partner

Job Title:	HR Partner
Scale:	Scale 9, Points 29 - 33
Responsible to:	People Director
Responsible for:	Responsible for delivering a high-quality, proactive and professional HR partnering service to schools and central teams across the Trust.
Job Purpose:	To be a trusted partner to stakeholders across the Trust, providing high quality support, guidance, coaching and challenge. To contribute to the success of the HR team through innovation and continuous improvement and to consistently role model the Trust values and behaviours.
Duties & Responsibilities:	<p>Duties and responsibilities include:</p> <ul style="list-style-type: none"> • Providing a high quality, commercial, customer focussed HR service to schools and Trust Central Team. • Building and maintaining positive relationships with key stakeholders across the whole Trust. • Leading and supporting projects which contribute to the ongoing development of the Trust's HR operation and service offering. • Providing support to stakeholders with employee relation cases. Providing advice and guidance with a view to balancing good commercial outcomes with managing litigation and reputational risks appropriately. • Fostering a learning culture to coach, educate and contribute to the leadership and development of Headteachers, their leadership teams and all staff across the Schools/Trust. • Contributing to continuous improvement and supporting the implementation of those activities. • Using HR metrics/analytics to help make informed decisions, identifying interventions and building a proactive approach to training. • Keeping abreast of HR best practice and innovation to ensure the Trust has excellent people management standards and sharing this with HR colleagues across the wider team. • Maintaining a strong knowledge of employee relations matters and share any relevant learning with the wider HR team. • Identifying learning needs/capability gaps and contributing to the design, delivery and evaluation of appropriate solutions. • Offering a blended solution to continual professional development through a learning management system and evaluating the effectiveness of the learning. • Developing and managing appropriate reward and recognition initiatives and analysing the return on investment. • Reviewing and updating relevant policies as and when required ensuring legal obligations met. • Liaising with external providers including Occupational Health and Legal services. • Helping to ensure that all cyclical HR activities are delivered to a high and consistent standard across the Trust.

	<ul style="list-style-type: none"> Collaborating across the Trust on pieces of work to ensure that initiatives are delivered in a joined-up way.
General:	<ul style="list-style-type: none"> Participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with their line manager. Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy Bridge 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. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	First Aid Qualification.	D
	CIPD or working towards	D
Knowledge & Experience	Recent experience of working in an educational setting.	E
	Strong generalist HR experience.	E
	Knowledge of UK employment law and HR best practice.	E
	Experience supporting employee relations cases (e.g. disciplinaries, grievances, absence management).	E
	Understanding of safeguarding principles and safer recruitment practices.	E
Skills and attributes	Empathetic and neutral communication skills.	E
	Excellent interpersonal and relationship-building skills with stakeholders at all levels.	E
	Ability to provide clear, pragmatic HR advice in a fast-paced environment.	E
	Strong organisational skills with the ability to manage multiple priorities.	E
	Effective problem-solving and decision-making capability.	E
	High level of confidentiality and professional integrity.	E
Personal qualities	Resilient and adaptable, with a proactive approach.	E
	Strong commitment to supporting a positive organisational culture.	E
	Ability to work independently as well as part of a team.	E



Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated July 2026.