



HR Partner

Job Description

The HR Partner will work as part of the EQUA Mead Central Team, be committed to improving the life chances of the pupils we educate and ensure we give *Every Child Every Chance*. We are immensely proud of our staff and endeavour to be an employer of choice. This is an exciting time for EQUA Mead as we continue to grow the number of schools and children we support.

The HR Partner will support the HR Team to create an outstanding organisation that promotes excellence, develop its staff and provides exceptional service to our schools.

Hours: 37 hours per week, term time + 2 additional weeks to be worked flexibly during periods of school closure, Permanent

Location: Primarily based at The John of Gaunt School (The Hub). In addition, the successful candidate will be expected to travel regularly between our school sites and occasionally to schools being supported by the Trust (some of which may be at a distance)

Responsible to: Director of HR & Operations

Salary: Wiltshire Grade I (£34,434 - £36,363 per annum, full time i.e. £31,136 - £32,881 based on less than 5 years' service – pay award pending)

JOB SUMMARY

1. Provide an excellent first line day to day HR advisory and support service to Headteachers, Senior Leadership Teams and the Central Team within the Trust.
2. Be responsible for own HR caseload ensuring effective and positive outcomes to issues that arise, within agreed procedures.
3. Ensure HR matters are compliant with all statutory requirements and the Trust's agreed systems, policies and processes.
4. Support the development of HR management information to enable effective performance measures and targeting of resources.
5. Develop supporting documents and templates covering regular HR functions including policies, letter templates and proformas.

Main Duties and Responsibilities:

1. Employee Relations

- 1.1 Provide a telephone and face-to-face HR support service for all schools across the Trust.
- 1.2 Develop supporting documents and templates for HR Policies and procedures, including letter templates and proformas.



- 1.3 Work with the Senior HR Partner and School leaders to effectively support less complex Employee Relations issues that arise relating to discipline, grievance, attendance and performance management matters.
- 1.4 Engage with meetings as necessary and provide administration support to key HR meetings and activities as required (e.g. investigation note taking).
- 1.5 Provision of ongoing support to School leaders to enable them to make the required decisions, always aspiring to achieve a best practice outcome.

2. Change Management

- 2.1 Provide HR support to project management / change management situations that arise as required, particularly in relation to Academy transfers into the Trust, including but not limited to restructure, redundancies and TUPE.

3. Human Resources Management Information Systems

- 3.1 Work with the Data and Systems Officer to ensure accurate HR data is recorded within the MIS and, in line with Trust requirements identify trends to enable effective targeting of resources.
- 3.2 In support of the People Strategy, develop common reporting processes that keep Senior Leaders and Trustees informed on performance indicators such as absence, turnover, performance appraisal, reward and tracking of ER issues.
- 3.3 Work in partnership with the central finance teams to provide support on any pay related HR issues.

4. Policies and Procedures

- 4.1 Support the review and update of all HR policies, within agreed timescales and ensuring that legal requirements and best practice is key to reviews.
- 4.2 Working with the HR Team, ensure that all agreed policies and procedures are followed consistently and to a high standard.

5. HR Communication and Training

- 5.1 Contribute to the development and delivery of in person and online training for schools across all generalist HR areas to include but not be limited to Discipline and Grievance; Sickness Absence Management; Performance Management and Appraisal; HR Policies and Procedures.
- 5.2 Contribute to HR communication across the Trust to provide regular updates on statutory changes and trends in HR.

6. HR Services providers

- 6.1 Work effectively with the outsourced services engaged by the Trust (e.g. Trust payroll provider, Occupational Health other Employee Benefits) to ensure an effective service is delivered at all times.
- 6.2 Feedback directly to providers as necessary regarding the services provided escalating, to the HR Director where required to ensure high levels of performance are achieved.



7. Employee Wellbeing & Engagement

7.1 Support the implementation of the Trust's health and wellbeing and employee engagement initiatives.

8. Safeguarding

8.1 Provide advice and guidance and ensure strong safeguarding processes are in place across the Trust in relation to staffing matters (in line with KCSIE and Ofsted requirements).

8.2 Work with the Recruitment Co-Ordinator to ensure that safer recruitment practices are observed at all times.

9. Other responsibilities

9.1 Promote a culture within the Trust that celebrates equality and diversity, ensuring equality of opportunity for all.

9.2 Ensure that the Trust is compliant with equality legislation, in terms of arrangements for pay and conditions across the Trust, providing recommendations for implementing plans to address any inconsistencies of approach.

9.3 Establish and develop cohesive working partnerships with other schools to facilitate sharing of best practice

9.4 Maintain up to date knowledge of future HR developments to ensure that the Trust is aware of changes in the educational landscape so that the Trust remains compliant, efficient and takes advantage of opportunities as they arise.

9.5 To support administration teams across the trust by supplying courses via our current training platform.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

April 2026



Person Specification

Education and Training	Essential	Desirable
CIPD Level 3 or equivalent	*	
CIPD Level 5 or working towards attainment (or equivalent relevant degree)		*
Experience	Essential	Desirable
Experience of providing employee relations/generalist HR advice and guidance to Senior Leaders.		*
Track record of working within Human Resources in a large or growing medium sized organisation		*
Experience of providing an HR service to schools		*
Experience of managing own workload from start to finish achieving successful outcomes.	*	
Successful experience of positive and effective working relationships with Leaders	*	
Understanding and experience of applying Employment and/or Education Law to policy development		*
Experience of training and developing staff to carry out line management responsibilities		*
Experience of working in HR within Education sector, ideally in schools		*
Experience of developing systems & processes	*	
Professional Skills	Essential	Desirable
Excellent interpersonal skills, able to communicate effectively with a range of audiences	*	
Ability to work and influence at all levels within and outside the organisation	*	
Ability to form sound relationships with staff and the wider school community	*	



Ability to calmly deal with difficult situations and resolve conflict	*	
Communication Skills	Essential	Desirable
Excellent verbal and written communication skills	*	
Ability to work under pressure and to meet tight and/ or changing deadlines	*	
Strong efficient and fair negotiation and consultation skills	*	
Ability to work flexibly and use own initiative to achieve objectives	*	
Ability to influence opportunities for continuous improvement and change	*	
Knowledge and Understanding	Essential	Desirable
Up to date knowledge of UK Employment Law and HR best practice	*	
Understanding of national terms and conditions and/or of legislation that impacts on employment within the educational sector.	*	
Appreciation of absolute confidentiality of information received in school	*	
Awareness and understanding of relevant local agreements		*
Personal Qualities	Essential	Desirable
Approachable, selfless and team spirited with strong moral courage	*	
Evidence of continuous CPD and commitment to own professional development	*	
Willingness to take a full and active role within a growing Multi-Academy Trust	*	