

Job Description & Person Specification

HR Business Partner

Aspirations Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check with Barred List clearance, online pre-employment checks, and satisfactory references are required for this post.

About the Trust

Founded in 2011, Aspirations Academies Trust educates over 9,000 young people aged 2 to 18 across 16 academies in Southern England. Grounded in the student aspirations framework of Dr. Russell J. Quaglia, we combine academic excellence with a strong commitment to self-worth, engagement, and purpose.

While all 16 of our academies share a powerful common identity, each operates individually to reflect its local community and principal's leadership style.

Our Vision & Purpose

- **Our Vision:** To empower future generations to follow their dreams and build a society of which we can all be proud.
- **Our Purpose:** To reinvent education for the future—leveraging technology and modern pedagogies to equip children with the knowledge, power skills, and mindsets needed to excel in a fast-changing world.
- **Our Culture:** We provide a challenging, engaging, and supportive environment designed to bring out the absolute best in every child.

Job Description

HR Business Partner

Location:	Trust Head Office in Hounslow, with occasional travel across academies in Dorset, Oxfordshire and West London
Salary:	NJC SCP 38–41. Actual Salary £36,246 – £38,419 based on 25 hours per week. FTE, £52,194 – £55,323 based on 36 hours per week (Note: Pay Award Pending)
Contract Type:	Permanent / Part-time, 20 hours per week
Responsible to:	Deputy Director of HR and Compliance
Closing Date:	7 th September 2026
Interview Date:	w/c 14 th September 2026

Purpose of Role

Working closely with the Deputy Director of HR and Compliance, the postholder will focus primarily on operational casework, management guidance, and supporting the practical implementation of the Trust's overarching HR strategy.

The HR Business Partner will provide expert, hands-on advice to Principals and senior leaders across all 16 academies (supporting over 1,200 employees), ensuring all employee relations matters are handled professionally, consistently, and in line with statutory guidance, employment law, and Trust policies.

Key Responsibilities

Employee Relations & Operational Casework

- Provides proactive, commercially focused operational advice to Principals and academy leaders on all ER matters
- Guides line managers through complex HR casework, including disciplinary, grievance, sickness absence management, and capability processes.
- Attends formal HR hearings, investigation meetings, and panels to provide professional advice, ensuring accurate documentation and outcome correspondence.
- Coordinates and advises on organisational change, restructures, and TUPE transfers across partner areas, ensuring compliance with employment law and consultation requirements.
- Liaises with external professional bodies when required, including recognised Trade Unions, ACAS, external legal partners, and tribunal bodies.

Policy, Systems & Data Management

- Advises managers on the practical interpretation and application of Trust HR policies and procedures in line with the Equality Act (2010).
- Supports the Deputy Director in implementing updated Trust HR policies and cascading changes to stakeholders.
- Maintains accurate employee relations case logs and records on the centralised HR database (HRIS).
- Supports and trains academy leaders in using the centralised HR system to adopt digital workflows.
- Analyses workforce data and casework trends to identify patterns and recommend preventative management interventions.

Recruitment, Onboarding & Safeguarding

- Ensures all recruitment practices within assigned partner areas strictly comply with *Keeping Children Safe in Education (KCSIE)* safer recruitment guidelines.

- Leads HR advice on safer recruitment, equality of opportunity, and recruitment best practice across partner academies.
- Coordinates senior or business-critical recruitments, advising on application packs, shortlisting, selection tools, and candidate management.
- Oversees compliant onboarding processes, including pre-employment checks (DBS, references, prohibition checks, right-to-work), offer packages, and probation monitoring.

Coaching, Training & Continuous Improvement

- Delivers coaching, briefings, and practical training to academy leadership teams on people management subjects (e.g. conducting appraisals, case management, absence monitoring).
- Supports the delivery of safer recruitment compliance training across academies.
- Conducts or oversees exit interviews, identifying key retention trends to inform Trust wellbeing initiatives.
- Undertakes ad-hoc HR projects and administrative tasks as directed to support wider Trust HR strategy.
- Takes responsibility for own personal development, including identifying relevant training courses.
- Supports academies in promoting the values of the organisation.
- Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Trust's culture.
- Participates in national and local networks of HR professionals so that the Trust is alert to new trends and is familiar with the current practices or developments.

Decision Making and Problem Solving

- Works independently on a day-to-day basis, only consulting with the Deputy Director of HR and Compliance on the most significant or high-risk issues.
- Supports the Deputy Director in implementing Trust HR strategy and rolling out updated HR policies across academies.
- Provides advice on options available to line managers on the full remit of generalist HR policy and best practice, including determining when to obtain legal advice on high-risk matters.
- Supports with the updating of new policies/procedures required as a result of employment legislative changes or other educational specific requirements.
- Proposes new initiatives to enhance the employee experience at both Trust and partner area levels.

Person Specification

Criteria	Essential (E) / Desirable (D)
Qualifications	
CIPD Level 5 Associate Diploma (or higher), or equivalent professional experience	E
Certificate in Safer Recruitment in Education	D
Experience	
Proven experience in an HR advisory or business partnering role providing operational employee relations advice	E
Hands-on experience supporting line managers through complex HR casework (disciplinary, grievance, sickness absence, capability)	E
Proven ability to draft high-quality formal HR documentation, investigation reports, and outcome correspondence	E
Experience interpreting and applying complex HR policies, national pay frameworks (STPCD/NJC), and UK employment legislation	E
Experience maintaining accurate case logs and employee data on an HRIS or case management system	E
Experience working within the education sector or a Multi-Academy Trust (MAT)	D
Experience working within a multi-unionised environment with recognised trade unions	D
Skills & Knowledge	
Strong operational knowledge of UK employment law, case law trends, and HR best practices	E
Ability to translate complex HR policies into practical, solution-oriented guidance for managers	E
Excellent organisational and prioritisation skills to manage multiple active cases	E
Clear written and verbal communication skills for report writing, formal correspondence and advice	E
Strong interpersonal and coaching skills to build credible, trusting relationships with academy leaders	E

Criteria	Essential (E) / Desirable (D)
Ability to identify patterns or trends in HR casework and support preventative interventions	E
Proficiency in digital workplace tools (Microsoft Office, Google Workspace, and web-based HR platforms)	E
Personal Attributes	
High level of professional integrity, sound pragmatic judgement, and absolute discretion when handling sensitive data	E
Calm, resilient, and solution-focused demeanour under pressure or when managing difficult conversations	E
Ability to work autonomously while maintaining active collaborative relationships within a team	E
Safeguarding	
Unwavering commitment to safeguarding children and promoting the welfare of young people in accordance with KCSIE	E
Full suitability to work in a regulated activity with children (satisfactory Enhanced DBS with Barred List Check)	E
Commitment to promoting equality, diversity, inclusion, and anti-discriminatory practice	E
Ability and willingness to travel between Trust academies across the region as required	E

How to Apply

To apply, please complete our standard application form and submit it alongside a covering letter explaining your interest in the role and how you meet the person specification to:

HR@aspirationsacademies.org

- **Closing Date:** *[Insert Date]*
- **Interview Date:** *[Insert Date]*
- **Informal Enquiries:** Contact Clare Mackrell, Deputy Director of HR and Compliance, at claremackrell@aspirationsacademies.org.

Mandatory Safeguarding & Application Declarations

1. **Application Method:** In line with KCSIE guidelines, CVs will not be accepted without a fully completed application form.

2. **Online Pre-Employment Searches:** In accordance with *Keeping Children Safe in Education*, online searches (including public social media profiles and internet searches) will be conducted on all shortlisted candidates prior to interview as part of our recruitment due diligence.
3. **References:** References will be requested prior to interview for shortlisted candidates, and any employment history gaps will be thoroughly explored.
4. **Rehabilitation of Offenders Act:** This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Shortlisted candidates will be required to complete a self-declaration of their criminal record prior to interview.

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.