



Trust People Business Partner Application Pack

Welcome from the CEO

Welcome to INOVA Multi-Academy Trust (INOVA) and thank you for your interest in joining our organisation. I am the Chief Executive Officer and I feel incredibly proud to lead such a wonderfully diverse group of schools, who have people at their heart. We were established in 2011 (originally as Tapton School Academy Trust) and operate a family of schools across Sheffield; offering education from early years to sixth form.

We employ nearly 1000 staff, and those people are incredibly important to us. One of our key strategic priorities is to attract and develop capable people with great character, so that our young people thrive. If you work with us, you will receive best-in-class talent management opportunities, through our Institute of Talent, to develop yourself and open doors to a wealth of career opportunities within (and outside of) our trust.

We are mindful of the workload challenge currently facing the sector, so are focused on reducing workload and creating conditions where our colleagues have fair work/life balance. To do so, we are investing in technology (such as iPads and AI) and aligning our systems, to save our staff time so they can focus more on the things that really matter. In addition, we understand the importance of and support flexible working wherever possible, as it can make a positive difference to wellbeing, productivity, and work-life balance.

We are committed to fostering a culture of psychological safety, where every team member feels valued, respected, heard, and empowered to contribute openly. We believe that innovation and growth thrive in environments where individuals can express ideas, raise concerns, and learn from mistakes without fear of judgment. We never underestimate the importance of fostering a positive work culture but we recognise that sometimes we need to provide advice around difficult decisions, but we do so with confidence and respect for the those concerned.

We are at an exciting crossroads in our journey as a multi-academy trust. If you are passionate about working with young people, and love working collaboratively within a team environment, then we'd love to hear from you. If you want to help shape the future of a modern, transformative group of schools, where innovation, collaboration and excellence thrive, you will find a likeminded group of people at INOVA.

Thank you again for your interest in joining us and the best of luck with your application.

Lee Barber
CEO



About INOVA Multi-Academy

Trust

Since forming in 2011 we have grown to 9 schools - 5 primary and 4 secondary - providing learning to over 7,500 learners from ages 2 - 18.

Collaboration is systematic to our Trust. We give our leaders license to operate and empower them to do the right thing for our organisation.

Our Vision:

Transforming lives through the power of learning.

Our Mission:

To equip young people with the knowledge, skills and character to thrive in a rapidly changing world. From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.

Our Values:

Innovation : Collaboration : Excellence



Our Values

Innovation

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach.



Collaboration

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity.



Excellence

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility.



Our Offer

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

Primary Education

Each of our primary schools are Ofsted graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

Central Services

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement

Our People Department

As a Trust, we are committed to giving our children the very best education. We recognise the individuality of every child and young person and aim to ensure that each one achieves their full potential. Our People Department plays a critical role in setting this culture within our workforce. Our staff are our customers, and we are here to help people succeed in their roles. We support leaders to enable them to be highly ambitious and to strive for excellence. We want our leaders to spend as much time as possible on creating the best education for our pupils and that is why we take ownership of HR cases. We use our expertise and knowledge to ensure compliance with employment law and regulations. Through our timely and proactive support in resolving and mitigating risk from employee relations casework, we enable leaders to focus on their ambitions and drive for excellence.

We understand that every person will have different motivators and strengths. That's why we have started to use "Predictive Index" which provides managers with key insights into the motivating needs and behavioural drives of each employee. We are always looking forward and use data driven insights to seek continuous improvement. To do this, we use agile principles to find and test solutions to complex issues. We acknowledge that sometimes we may get it wrong, but when this happens our culture of psychological safety and continuous improvement supports us to learn from it and we move forward.

You will be joining us at an exciting time within the development of our people provision to the trust as we transition to an in-house people service. This provides an opportunity to shape the People Business Partner role and how we work as a team.

The Role

We are seeking to appoint a People Business Partners to support us in our journey to giving our pupils the best possible education. You will play a critical role in providing a responsive and high quality HR service to a cluster of schools, fostering a positive work culture and ensuring compliance with employment law and regulations. Your timely and proactive support in resolving and mitigating risk from employee relations casework will enable leaders to focus on their ambitions and drive for excellence.

You will be a true 'partner' to our schools by having a comprehensive understanding of their HR challenges. The People Business Partner will operate on a proactive / strategic level as well as a reactive level, supporting all applicable employee relations case work.

We are looking for someone who:

- Is CIPD Level 5 qualified.
- Has significant experience of working within a fast paced HR team, delivering a high quality HR advisory/business partnering service.
- Strong knowledge and ability to interpret current employment law, legislation and Codes of Practice.
- Ideally has experience of working in a senior HR role within the education sector.

In return, the successful candidate will:

- Be a member of the Trust's strong and dynamic central team of professionals
- Have access to The Local Government Pension Scheme
- Options to discuss flexible and hybrid working
- Salary Sacrifice Car Scheme
- Cycle to Work Scheme
- Discounted membership for Westfield Health
- Free flu vaccinations
- Occupational Health
- Wellbeing Programme
- Continuous CPD and Training

Informal enquiries to Ben Purvis, Human Resources on bpurvis@inovamat.org

Trust People Business Partner

Salary Range:	Grade 9: £45,718 - £49,764 per annum. Full-time, 52 weeks per year or Term Time + 2 weeks (pro rata) – to be agreed upon appointment
Hours of Work	37 hours per week, Some evening work may be required on occasion to attend governance meetings.
Responsible To:	Director of People
Responsible For:	A cluster of schools with the the potential to grow in future with the growth of the Trust
Holidays	Term time Holidays in line with the Sheffield school calendar
Job Purpose	As the trusted and proactive HR expert, you will manage the People function for your cluster of schools, which provides an efficient, effective and high-quality People service capable of meeting all statutory, regulatory and corporate requirements and aligned with the trust’s aims and objectives and our People Strategy.

Responsibilities

Key responsibilities:

HR Policies and systems

Develop and maintain strong relationships with school leaders, ensuring that they are aware of and understand policies and processes and that they are consistently applied to ensure effective management.

To contribute to the research, development and review of HR policies, procedures, supporting documents and templates to ensure compliance with employment law and terms and conditions of employment.

Contributing to the development of the People function, including managing and delivering trust-wide People projects and targeted work as identified by the Director of People.

Champion the need for continuous improvement through data insights. This includes tracking KPI's on an ongoing basis, evaluating the data against the Trusts strategic goals and providing presentations to stakeholders on occasions.

Challenge inappropriate or non-value adding People practices.

To work closely with relevant colleagues to ensure that reliable and robust processes are in place for undertaking DBS, preemployment checks and Single Central Registers in your cluster of schools.

<p>Key responsibilities:</p> <p>HR services</p>	<p>Exercise initiative and professional judgement in the implementation of HR policies and practices, ensuring that they reflect best practice, legislative requirements and promote diversity, equality and inclusion.</p> <p>Take genuine ownership of relevant employee relations cases, providing timely, high-quality advice and support to school leaders. Effectively manage complex employee relations issues—such as discipline, grievance, attendance, performance, and change management (including TUPE)—and support consultations, hearings, and appeals, including drafting related documentation.</p> <p>With the Director of People, support the relationship with the unions and the Joint Consultation committee.</p> <p>To promote staff wellbeing and take a proactive approach in recommending and implementing improvements across key People areas, including employee engagement, recruitment, and retention.</p> <p>Acting as an ambassador for the delivery of an Agile culture across the Trust</p>
<p>Recruitment, Retention and Training</p>	<p>Advise and support managers on the entire recruitment lifecycle, from developing recruitment plans and strategy to onboarding new employees, talent management and supporting ongoing professional growth to ensure we are a great place to work.</p> <p>Support and inform employee retention activities such as workforce planning, succession planning and support stakeholders with the Institute of Talent to identify and deliver training where needed to embed a culture of continual learning.</p> <p>Work with leadership teams to identify and maximise the use of our Apprenticeship levy pot.</p>

Responsibilities

<p>Key responsibilities:</p> <p>Communication</p>	<p>Communicate effectively with Payroll and Pension providers to ensure a consolidated and responsive service with a timely approach to resolution of all matters arising.</p> <p>Effective liaison with applicable stakeholders to provide advice and guidance as and when required. Ensure any risks are communicated and mitigated and escalate any concerns in a timely way to the Director of People.</p> <p>Promotion of positive employee relations through communication and consultation with staff and unions.</p> <p>Attend meetings / training and carry out administrative tasks and duties as required.</p>
<p>Reporting and Data</p>	<p>Ensuring staff data is kept and maintained in accordance with internal and external requirements/regulations.</p> <p>Monitor, record and evaluate all applicable employee relations casework and data ensuring the accurate reporting on the HRIS (HR information system) in line with agreed SLAs and escalation of any significant issues, trends, risks or scope for improving systems.</p> <p>Monitor the use and reason for agency staff and work towards spending reductions in the area of agency spend.</p> <p>Assist in developing common reporting processes across all academies that keep Trustees, managers and governors informed on performance indicators such as absences, turnover, qualifications and retention rates.</p>

Responsibilities

<p>Key responsibilities:</p> <p>Strategic</p>	<p>You will hold a genuine interest in people and seek growth in your expertise. In conjunction with the People team, you will advise on current market developments in maximising talent, reward, engagement, productivity and wellbeing.</p> <p>Working with the Director of People and external consultant, you will lead and support People projects that contribute to the trust's strategic objectives and our People Strategy.</p>
<p>Personal</p>	<p>Maintain ongoing professional development, continuing to keep up to date with employment law and HR best practice.</p> <p>To understand and advocate how the People function adds value to the Trust and its schools.</p> <p>Be a professional role model, and understand and promote the aims and values of the Trust</p>
<p>Any other duties and responsibilities appropriate to the grade and role.</p> <p>To actively promote the school and Trust's policies and values.</p>	

The Person

The successful candidate will demonstrate the following:

Attributes	Essential	Desirable	How identified
Qualifications and Experience	<ul style="list-style-type: none"> • CIPD Level 5 qualification, or equivalent • Significant experience of working within a fast paced HR team, delivering a high quality HR advisory/business partnering service • Evidence of continuing professional development, qualifications or equivalent 	<ul style="list-style-type: none"> • CIPD Associate Membership, or higher • Experience of working in a senior HR role within the education sector • Knowledge of education frameworks and terms and conditions • Experience and understanding of using mediation in employment • Experience of delivering training • Experience of working with Trade Unions 	<p>Application form</p> <p>Application form & selection process</p> <p>Application form & selection process</p> <p>Application form</p> <p>Application form</p> <p>Application form & selection process</p>
Knowledge	<ul style="list-style-type: none"> • Strong knowledge and ability to interpret current employment law, legislation and Codes of Practice. • Have an excellent understanding of the obligations on employers of the Equality Act of 2010 	<ul style="list-style-type: none"> • A good understanding of how Agile principles can be implemented in HR • Knowledge of and the ability to interpret complex terms and conditions. 	<p>Application form & selection process</p> <p>Application form & selection process</p>

The Person (cont'd)

The successful candidate will demonstrate the following:

Attributes	Essential	Desirable	How identified
Knowledge	<ul style="list-style-type: none"> The ability to effectively support in the management of formal employee relations cases An understanding of education legislation that impacts upon employment of staff in academies 		Application form & selection process Application form
Skills	<ul style="list-style-type: none"> Providing solution focussed employee relations advice and guidance at all levels on complex cases Maintaining a consistent and positive solution focussed approach to problem solving A genuine interest and understanding on how to help people succeed in their roles 	<ul style="list-style-type: none"> The ability to undertake coaching 	Application form & selection process Application form & selection process Application form & selection process

The Person (cont'd)

The successful candidate will demonstrate the following:

Attributes	Essential	Desirable	How identified
Skills	<ul style="list-style-type: none"> • Ability to make and be accountable for decisions, balancing risk against value as appropriate • Confidence to challenge where required • Ability to persuade, motivate and influence others • Capable of representing the Trust with professional bodies and external stakeholders • Ability to work as part of a team and develop relationships • Ability to own and solve problems bringing in support from other areas as appropriate • Excellent written and verbal communication and IT skills and be able to relate well to all stakeholders 		<p>Application form & selection process</p> <p>Application form & selection process</p> <p>Application form & selection process</p> <p>Application form & selection process</p> <p>Application form & selection process</p> <p>Application form & selection process</p> <p>Application form & selection process</p>

The Person (cont'd)

The successful candidate will demonstrate the following:

Attributes	Essential	Desirable	How identified
Personal / general	<ul style="list-style-type: none"> • Strong moral purpose and drive for improvement • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Commitment to continuous professional development • Ability to give, receive and act on feedback • Strong attention to detail • Ability to work under pressure • The ability to recognise when matters require appropriate escalation 	<ul style="list-style-type: none"> • The ability to undertake coaching 	<p>Application form & selection process</p> <p>Application form & selection process</p> <p>Application form & selection process</p> <p>Application form</p> <p>Application form</p> <p>Application form & selection process</p> <p>Application form & selection process</p> <p>Application form & selection process</p>

The Person (cont'd)

The successful candidate will demonstrate the following:

Attributes	Essential	Desirable	How identified
Personal / general	<ul style="list-style-type: none"> • Be aware of and comply with Trust policies and procedures including but not limited to Keeping Children Safe in Education and Child Protection and Safeguarding • To demonstrate a commitment to and promote safeguarding • To undertake and obtain a satisfactory enhanced DBS check • Full, clean UK driving licence (or ability to travel independently between sites) – essential for travel between multiple locations. 		<p>Application form</p> <p>Application form</p> <p>Pre-employment checks</p> <p>Pre-employment checks</p>

Fluency Duty: The ability to converse at ease with members of the public and pupils, and provide advice in spoken English, is essential for this post.

How to Apply

Applications for this role are via the TES website. If you require a paper copy of the application form please contact us at info@inovamat.org

The closing date for applications is 9:00am on Monday 25 August 2025.

Safeguarding

INOVA is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

Shortlisted Candidates:

- References will be requested before interview (unless requested otherwise)
- A Criminal Convictions Disclosure Form will be requested at interview.
- Evidence of right to work in the UK will be requested at interview.
- Qualification certificates will be requested at interview.
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview.
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role or to working with children then this may be raised with the candidate at interview and/or we may take advice from the local authority children's services.

Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check.
- Successful candidates will be required to be asked to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts).
- Pre-employment medical screening

Policies: Our approach to safeguarding and school safeguarding policies can be found on the Trust website: [Discover Our Schools | INOVA Multi-Academy Trust](#)

Equality and Diversity

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies](#) page of our website.



INOVA MultiAcademy Trust
Floor 5, Block 2, Pennine 5, Tenter Street, Sheffield, S1 2BY

☎ 0114 5532840

✉ info@inovamat.org

🌐 www.taptontrust.org.uk

