



ENABLE TRUST CANDIDATE PACK



**PEOPLE & CULTURE
ADVISOR**



Welcome

Andrew Buckton

Chief Executive Officer (CEO)

Thank you for your interest in this role and a very warm welcome to Enable Trust.

We are all committed to our vision of “Achieving More Together.”

Enable Trust has grown from its founding schools in 2018 into a strong, collaborative partnership, with a shared commitment to delivering the very best outcomes for children and young people. This is an exciting time to join the Trust as we continue to grow, building on our strong foundations and developing how we work together to support our schools and communities.

Our central team plays an important role in supporting our schools, working alongside colleagues across the Trust to provide guidance, consistency and a strong sense of connection. It is a team built on collaboration, professionalism and a shared commitment to making a positive difference.

I feel privileged to have served as CEO since the Trust’s inception, and I remain deeply committed to the vision, mission and values that shape our work. We are proud to be a relationship-driven organisation, where inclusion and diversity are not just principles but are lived through our everyday interactions with pupils, staff, families and partners.

We are committed to continually improving what we do, challenging ourselves where needed, supporting others through advocacy, and always acting in the best interests of the communities we serve.

Learning sits at the heart of our Trust, for our pupils and for our staff. We believe in creating an environment where people can grow, develop and contribute meaningfully, and where everyone feels valued and supported.

If our vision and values resonate with you, we would be delighted to hear from you.

I hope to meet you soon.

Best wishes,
Andrew Buckton
CEO



About Enable Trust

Our mission is “*working together passionately to achieve the best outcomes in our specialised SEND and Alternative Provision settings*”.

Enable Trust is a specialist school and Alternative Provision (AP) Multi Academy Trust based in South Gloucestershire. We established in 2018, when our founding schools, Culverhill and New Siblands came together with a shared mission. Since then we’ve opened up Two Bridges Academy, and welcomed Pathways Learning Centre into the Trust, and we’re excited to be on track to be on a growth trajectory.

Our children and young people are at the heart of everything we do.

School	Location	Designation	Pupils
Culverhill (since inception)	Yate	Complex Learning Difficulties	163
New Siblands (since inception)	Thornbury	Profound & Multiple Learning Difficulties Severe Learning Difficulties	124
Two Bridges Academy (opened 2024)	Alveston	Profound & Multiple Learning Difficulties Severe Learning Difficulties	112
Pathways Learning Centre (joined 2025)	Downend	Alternative Provision	170
Trym Valley (opening 2029)	Southmead	Complex Learning Difficulties	164
Sandfield Academy (opening 2028)	Cheltenham	Complex Learning Difficulties	200

We are passionate about advocating for improvement within the education, healthcare and social services systems, and we work with strategic partners at national, regional and local levels to provide a strong voice for positive change.

We also offer a range of specialist outreach services which support our mainstream partners to achieve the best outcomes for their pupils.

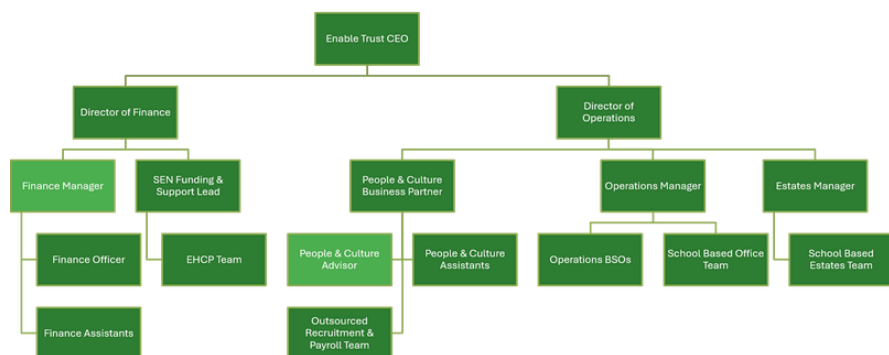


About our Central Services

The Trust Central Services Team was established in 2020 to deliver centralised business services across the Trust. The team encompasses a range of functions, including Finance, HR, Payroll, Operations, Project Management, Estates, Health & Safety, EHCP and Administration support.

By centralising these services, our schools and other Trust services benefit from specialist expertise, streamlined systems and processes to enhance efficiency. This approach not only improves operational effectiveness, but also generates budget savings that can be reinvested into our core mission.

Our Central Services Team is continually evolving to adapt to the growing and changing needs of our Trust. Our aim is to deliver efficient, high-quality business services that align with the Trust's vision, enabling our schools and services to focus on what matters most: teaching and learning.



Our professional services strategy centres on four core objectives which support excellent outcomes for pupils and staff and the communities we serve:

- Quality; specialist business support across all functions with a strong focus on continuous improvement, professional standards and accountability.
- Sustainability; embedding long-term viability, measurable efficiencies and financial optimisation into every service area.
- Scalability; adapting our capacity and delivery models to meet the needs of Trust expansion, maintaining seamless support across a diverse group of schools.
- Accessibility; designing and delivering services that are clear, responsive and easy to use, so every school experiences consistently effective and personalised support.



Job Profile

Job Title:	People & Culture Advisor
Salary/Range:	ET Grade 8 SCP 20-24 £32,597 - £35,412 FTE (pay award pending)
Hours:	Up to 4 days per week, term time only with some additional time to support projects. It's a brand-new role, so there's plenty of opportunity to explore and shape how it works, we'd love to find a setup that feels right for everyone
Base:	Two Bridges School in Alveston, with regular travel to other Trust schools
Responsible to:	People & Culture Business Partner
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	School Senior Leadership Teams, P&C Team including external recruitment & payroll, Enable Trust Central Team, School based colleagues, external HR advisers.

At Enable Trust, everything we do is grounded in working together to achieve the very best outcomes for children and young people. As our People & Culture Advisor, you'll play an important role in supporting the people who make that happen. Working closely with the People & Culture Business Partner, you'll provide practical, day-to-day support across the Trust, helping managers feel confident in handling people matters and making sure our processes run smoothly and consistently.

This is a varied, hands-on role within a friendly central People & Culture team. You'll work closely with our People & Culture Assistants and act as a key link between the Trust and our external recruitment and payroll partners, helping to deliver a joined-up, high-quality people service. As a developing team (and with this being a growing role), there'll also be plenty of opportunity to get involved, share ideas, and help shape how we do things.



Job Description

How you'll make an impact

Supporting managers with people matters

- Provide practical, down-to-earth advice to managers on a wide range of employee relations matters, including absence, performance, conduct, and grievances
- Support the management of casework, taking the lead on straightforward cases and working closely with the People & Culture Business Partner on more complex situations
- Support leaders to prepare case documentation, letters and outcome reports, ensuring accuracy and consistency
- Help managers feel confident having honest, respectful conversations and managing situations fairly
- Ensure all cases are managed in line with Trust policies, values and employment legislation

Keeping our people processes running smoothly

- Act as a key liaison between the Trust and external providers (payroll and recruitment), helping to ensure a seamless and efficient service
- Support People & Culture Assistants in coordinating recruitment, onboarding, contractual changes and leaver processes
- Provide a responsive and approachable point of contact for people queries from managers and staff
- Support the delivery of a smooth and compliant employee lifecycle, from recruitment through to offboarding

Helping deliver people priorities

- Support the People & Culture Business Partner by providing coordination and administrative support for people projects and Trust-wide initiatives
- Assist with engagement, wellbeing and development activities that support a positive and inclusive culture
- Support the delivery of training sessions and workshops for managers and staff (e.g. absence management, basic ER processes, or policy awareness), helping to build confidence and capability
- Contribute to the development of training materials and guidance, ensuring they are clear, practical and aligned to Trust policies
- Support the collation of people data and metrics to identify trends and inform improvements

Getting the basics right

- Support the review and updating of people policies and procedures to ensure alignment with current legislation and statutory requirements
- Help ensure statutory returns (e.g. Workforce Census) are completed accurately and on time
- Maintain accurate, confidential employee records in line with data protection requirements
- Promote consistent and compliant application of people policies, escalating risks where appropriate



Person Specification

Criteria	Essential	Desirable
<p>Experience</p>	<ul style="list-style-type: none"> • Experience working in a HR/People role within a structured team, providing first-line advice to managers and employees • Experience supporting employee relations matters (e.g. absence, performance, disciplinarys, or grievances) • Experience working in a busy, operational environment with competing priorities • Experience supporting core HR processes across the employee lifecycle 	<ul style="list-style-type: none"> • Experience working in a multi-site organisation or shared/central services model • Experience working in a unionised environment • Exposure to TUPE processes, including supporting consultations or employee transitions
<p>Knowledge and Skills</p>	<ul style="list-style-type: none"> • Sound understanding of core HR policies, procedures, and employment law basics • Ability to provide clear, practical and consistent HR advice, knowing when to seek guidance or escalate • Strong interpersonal skills with the ability to build effective relationships across teams and services • Excellent written communication skills, with experience drafting HR correspondence and documentation • Strong organisational skills, with the ability to manage a varied workload and meet deadlines • Ability to handle sensitive and confidential matters with professionalism and discretion • Confident using HR systems and Microsoft Office 	<ul style="list-style-type: none"> • Understanding of safer recruitment or safeguarding principles



Person Specification

Criteria	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> • Approachable, responsive and committed to providing a high-quality HR service • Collaborative and team-oriented, comfortable working as part of a central HR function supporting multiple settings • Values-led, with a genuine commitment to inclusion, respect and building positive relationships • Calm, fair and solution-focused when dealing with people matters • Open to learning, taking feedback and developing HR knowledge and capability 	
Qualifications	<ul style="list-style-type: none"> • Evidence of continuous professional development, particularly around changes in Employment Legislation 	<ul style="list-style-type: none"> • CIPD Level 5, or working towards

As a growing Trust, our roles naturally evolve over time. This is especially true for this position as it is newly established, so there will be plenty of opportunity to shape how it develops. We're looking for someone who is flexible, open to change, and keen to grow with us, making the most of professional development opportunities along the way.

This job description gives an overview of the role as we see it today, but it isn't set in stone. We'll keep it under regular review and may make changes over time, always through open conversation with the post holder. From time to time, you may also be asked to take on other reasonable duties that support the wider work of the Trust.



Recruitment Process

What you can expect from us

Inclusivity: We warmly welcome applications from under-represented groups, including those relating to ethnicity, gender, age, disability, sexual orientation or religion.

Clear information: This pack includes a Job Profile and Person Specification, including safeguarding responsibilities, so you know what to expect.

A straightforward process: Applications are completed online via Eteach, we aim to keep things simple and transparent with a single stage interview process designed to help you share your experience, skills and potential.

Open communication: We'd love you to feel informed and comfortable throughout. If you're considering applying, our People & Culture Business Partner would be very happy to have an informal chat about the role and answer any questions.

Respect and fairness: We're committed to treating every candidate with honesty, professionalism and care.

Constructive feedback: We aim to provide timely, helpful feedback wherever possible.

Reassurance: We take your privacy seriously, full details can be found in our Privacy Notices on the Trust website.

How to apply

The closing date for applications is 20 July 2026 at 09:00, with interviews planned for 28th and 29th July 2026.

Applications should be made online via Eteach and completed in full, clearly demonstrating how you meet the skills and experience outlined in the Person Specification.

You can find out more about the Trust at www.enabletrust.org.uk

If you'd value an informal conversation about the role with our People & Culture Business Partner, please contact: Charlotte.Marshall@enabletrust.org.uk

We look forward to hearing from you.



Keeping Children Safe

Enable Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Suitability to work with children and young people will form part of the selection process. Keeping children safe

You will be asked to account for any gaps or discrepancies in your employment history. Short-listed applicants will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children and young people. We will carry out online searches on all short-listed applicants, in accordance with Keeping Children Safe in Education, Part 3, Safer Recruitment.

Where given permission to do so, references will be requested for short listed candidates prior to interview. Referees will be asked about their relationship to you, your current post and salary, your performance history and conduct, any disciplinary action involving the safety and welfare of children, details of any substantiated allegations or concerns relating to the safety and welfare of children, and whether they have any concerns about your suitability to work with children.

Candidates attending an interview should expect the interview panel to explore issues relating to safeguarding, and at least one member of the panel will be trained in Safer Recruitment.

All successful applicants will be required to undergo security and vetting checks appropriate to the post, including checks with past employers and an enhanced DBS check. Applicants must be aware that it is an offence to apply for a role if barred from engaging in regulated activity relevant to children and young people