

Senior HR Business Partner

Recruitment Pack





BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.



The Futures Trust is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



Job Details

JOB TITLE	SENIOR HR BUSINESS PARTNER
OPPORTUNITY	We are seeking to recruit an excellent Senior HR Business Partner. You will work alongside our existing Senior HR Business Partner and will play a key role in shaping and supporting HR's ongoing transformation within The Futures Trust. You will work in partnership with leaders to deliver a positive, impactful HR service which directly contributes towards the achievement of our ambitious 5 year strategy and aligns to the values of the Trust.
REPORTING TO	Associate Director HR
LOCATION	The HR Office is based at Keresley Newland Primary School but in this role you will provide a service to all schools in the Trust.
SALARY / HOURS	£57,059 - £61,071 per annum 37 hours per week / All Year. Flexible applications welcome.
BENEFITS ENHANCING WORKING LIVES	- Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements www.thefuturestrust.org.uk/why-work-for-the-futures-trust



Job Description

Job Purpose

The Senior HR Business Partner will work alongside our existing Senior HR Business Partner and will play a key role in shaping and supporting HR's ongoing transformation within The Futures Trust. They will work in partnership with leaders to deliver a positive, impactful HR service which directly contributes towards the achievement of our ambitious 5 year strategy and aligns to the values of the Trust.

Duties and responsibilities

- **Team Leadership & Development** - Lead HR Business Partners to develop and deliver HR plans and solutions in line with the needs and priorities of The Futures Trust. Develop HR Business Partners to maximise HR expertise in order to drive performance, address organisational challenges and enhance the employee experience.
- **Employee Relations** - Be a trusted advisor and oversee complex casework across the Trust to successful conclusion utilising conflict resolution strategies to manage risk and ensure statutory compliance whilst maintaining a strong enabling culture where employees feel valued.
- **Talent Management** - Implement initiatives and talent pipelines to achieve effective long term workforce planning, ensuring the Trust has a strong people offer to attract, develop and retain the right talent to meet the organisations needs utilising Trust wide career paths.
- **Change Management** - Support organisational change which aligns to school improvement plans, helping to guide and advise employees and leaders through periods of transformation.
- **Coaching and Development** - Mentor and coach managers and leaders to improve their leadership skills, decision making, and their ability and confidence to manage their people effectively.
- **Compliance** - Stay ahead of legislative and regulatory changes, particularly within the Education Sector to minimise risk and promote a fair working environment. Be aware of best practice which can positively influence the organisation to achieve the most beneficial outcomes for all stakeholders.
- **People First:** Proactively foster a positive organisation culture which has a strong sense of belonging. Drive employee engagement initiatives that improve job satisfaction, productivity, and retention.



- **Continuous Improvement** - Use HR data to identify trends, assess the effectiveness of HR programs, and provide targeted actions to improve performance and employee engagement. Utilise advances in technology to automate processes in order to increase efficiencies and promote customer self service.
- **HRBP** - Provide a HRBP service within the Trust.
- **Project Work** – Have responsibility for a Trust wide project which supports the advancement of the organisation.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



Person Specification

AREAS		DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	- Educated to degree level, or equivalent experience - CIPD qualified at Level 7 or above - Full driving licence and own transport	A relevant postgraduate qual	Application Form Interview Certificates
EXPERIENCE, SKILLS & ABILITIES	- Minimum of 2 years' experience in an HR Business Partner or HR management position. - Experience of leading and developing a team - Proven track record of successfully partnering with leadership to align HR strategy to meet business objectives. - Strong business acumen with the ability to develop cost effective HR solutions - Able to provide advice, guidance and targeted actions to support advancements in recruitment and retention, absence management, performance management, learning and development and employee engagement - Demonstrated ability to coach and develop senior leaders and managers to improve their leadership and people management skills - Expertise in employee relations, conflict resolution, and handling complex HR issues. - Excellent verbal and written communication skills, with the ability to communicate complex HR concepts in a clear and understandable way to diverse audiences.	Working in HR in education or an academic environment Working across multiple organisational sites	Application Form Interview

AREAS		DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE, SKILLS & ABILITIES	- Proactively support the development of policies and procedures in accordance with statutory requirements and organisational needs. - Worked in a unionised environment and consulted with trade union representatives to achieve positive outcomes - Fully utilises HR and business data to inform decision making and action planning. - Able to demonstrate careful attention to detail and ability to check work for accuracy and quality standards - Ability to prioritise and work well under pressure to strict deadlines		Application Form Interview
KNOWLEDGE AND UNDERSTANDING	- The impact that HR practices has on the achievement of organisational outcomes - The role of HR in relation to safeguarding in educational settings - Data protection and confidentiality - Equal pay and job evaluation - The impact of TUPE on HR practice post transfer - Project management skills		Application Form Interview
ATTITUDE & PERSONAL QUALITIES	- Committed to, and able to promote, the values of the Trust – Learners First, Its about Learning and No Barriers - A professional role model who is committed to developing their own, and others, professional development - Self-motivated and resilient - Approachable - Able to work calmly under pressure and withstand stress - Ability to work flexibly, to attend meetings and INSET days as required		Application Form Interview



How to apply

Closing date:
Monday 27 July 2026

Interviews:
tbc

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:
tel: 02477 102134

To apply for this post, please complete the online application form found at:
www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:
www.thefuturestrust.org.uk/work-with-us/recruitment-pack

- Keresley Newland Primary School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.