



People Partner Job Description and Person Specification

Role: People Partner

Salary: £30-35k per annum dependent on level of experience

Benefits: 25 days annual leave plus birthday day off and other benefits including, support with professional development e.g. CIPD qualification

Location: Flexible (hybrid with regular travel to schools and MAT's)

We are The Edwin Group - a growing collective of like-minded education professionals, working together to positively impact the lives of young people. At the Edwin Group we are incredibly proud of the products and services we provide to our valued clients in the Education sector.

We are looking for an additional role of People Partner for our Edwin People division; to support our growing team in the delivery of high-quality strategic advice and support exclusively to Schools and Multi Academy Trusts (MATs).

Edwin People support Schools and MATs to deliver organisational improvement, reduce workload, and enhance staff retention by providing expert HR, financial, recruitment, and strategic leadership support, whilst driving efficiency and securing financial stability. We predominantly work with Head Teachers and C-suite executives in MATs, helping to address their key pain points. We are fully committed to establishing Edwin People as a strong and respected brand in the education sector space, through the development of a compelling suite of services and products but also increasing our role as thought leaders in the sector.

Since launching in January 2024, feedback from clients on the quality of our services has been excellent and we are now ready to scale up, accelerating our growth plans and building a service that operates nationally, supported by our branch network across The Edwin Group.

The role of People Partner will be integral to providing proactive strategic advice to our clients through project work and retained service contracts. The role will provide expert guidance on complex employee relations cases, acting as a trusted advisor and sounding board for headteachers, CEOs, and internal HR teams.

Job Description

Main Responsibilities

HR Advisory and Project Support:

- Support the Senior People Partner in providing high-quality strategic HR support, offering proactive strategic advice in alignment with employment legislation and education sector standards.
- Serve as a point of contact for clients, offering expert guidance on HR policies, procedures, terms and conditions and employment legislation.
- Provide hands-on HR advice, including guidance on complex employee relations issues.
- Act as a vital sounding board to school and MAT internal teams in areas such as terms and conditions of employment, complex investigations, employee relations issues, and TUPE etc.
- Provide support to the Senior People Partner to undertake external reviews including executive pay, pay and rewards, wellbeing and flexible working.
- Support with the school and MAT growth projects including academisation, MAT growth and MAT mergers.
- Provide strategic advice on change management processes, including redundancies, restructures, and TUPE transfers.

Client Relationship Management:

- Build strong, trusted relationships with senior leadership teams within schools and multi-academy trusts.
- Regularly liaise with headteachers, school business managers, and other key stakeholders to address their HR needs and enhance service delivery.

Employee Relations & Case Management:

- Manage complex employee relations cases, ensuring they are handled effectively and in compliance with internal policies and employment law.
- Supporting and advising at formal hearings and appeals.
- Work collaboratively with Trade Unions and employee representatives where applicable.

Policy Development & Implementation:

- Support the development, review, and implementation of HR policies and procedures across client organisations, ensuring they are aligned with statutory requirements and best practices.
- Provide training and guidance to managers on the interpretation and application of these policies.

Compliance & Data Management:

- Ensure all client HR practices adhere to safeguarding, data protection (GDPR), and other relevant regulatory requirements.
- Assist clients with maintaining up-to-date employee records and producing reports on key HR metrics such as absence, turnover, and employee performance.

Group Wide Responsibilities

- Act as an Ambassador for the Group's ESG strategy demonstrated through a commitment to adopt, promote and comply with ESG policies, developments, and initiatives.
- Ensure company policies and legal guidelines are understood and adhered to.
- Working in collaboration with Group departments e.g. Strategic Partnerships, Marketing, and Finance.
- Any other duties commensurate with the level of the role.

Person Specification

Requirements and skills - Essential

- CIPD Level 5 (or working towards) or equivalent experience in a generalist HR role.
- Demonstrable experience providing HR advisory services within the education sector, ideally to schools or multi-academy trusts.
- Proven experience managing complex employee relations cases, including absence management, disciplinaries, and grievances.
- Strong understanding of UK employment law, specifically in the education sector.
- Excellent communication and interpersonal skills with the ability to influence and coach senior stakeholders.
- Ability to write reports with a focus on high quality and attention to detail.
- Ability to manage multiple clients and projects simultaneously while maintaining attention to detail and meeting deadlines.
- Proficiency in HR systems and data management, with strong IT skills (Microsoft Office suite).
- Customer-focused with a proactive and solution-oriented approach.
- Ability to work independently as well as collaboratively within a team.
- Resilient, with the ability to handle sensitive and confidential issues tactfully.
- Commitment to ongoing professional development and learning.
- Willingness to travel to client sites as required with a full driving license and access to a vehicle.
- Willingness to undergo an Enhanced Disclosure and Barring Service (DBS) Check and other relevant clearance checks.
- Commitment to safeguarding children and young people and ensuring that all policies, procedures and service provision practices comply with all statutory safeguarding requirements and obligations.

Requirements and skills – Desirable

- Degree or relevant experience in HR or education.
- Experience with safer recruitment practices and maintaining compliance with regulatory frameworks such as OFSTED.
- Experience of working with Trade Unions.

This job description is designed to outline the key duties and responsibilities of the role but may evolve as the company expands its services within the education sector. The successful candidate will be expected to adapt and grow within the role.



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Edwin People

Specialist education HR and strategic leadership services