



**JOIN OUR TEAM AS  
HR BUSINESS PARTNER  
AND BECOME A PART  
OF OUR STORY**

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**TO APPLY  
PLEASE VISIT  
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**DEADLINE FOR APPLICATIONS:  
30/01/2026**



# Welcome from the Chief Executive Officer



Dear Applicant

Thank you for your interest in the post of HR Business Partner at St John Paul II Multi Academy (SJPIIMA).

This is an exciting opportunity to join a highly successful and expanding Catholic Multi Academy that is dedicated to providing outstanding education across our primary and secondary schools.

As a Multi Academy, we are committed to ensuring that all our students receive an education that allows them to flourish academically, spiritually, and personally. The HR Business Partner will play a crucial role in our future growth, supporting the Academy's people strategy, organisational development, and long-term workforce planning.

Please do not hesitate to contact us if you require any further information. We look forward to receiving your application and welcoming the successful candidate to our team.

Best wishes

Teresa Cotter

Chief Executive Officer  
St John Paul II Multi Academy





# About the Multi Academy



**St John Paul II Multi Academy is a growing and dynamic Catholic Multi Academy Company, currently comprising nine primary and two secondary schools, with plans for significant expansion.**

**Our schools are located in the northern area of Birmingham, serving diverse communities and ensuring that all pupils receive an exceptional education grounded in our Catholic values.**

**We are dedicated to:**

- Upholding our Catholic ethos and values across all schools.
- Providing high-quality education to enable students to reach their full potential now and into the future.
- Ensuring strong financial stewardship to support long-term sustainability and growth.
- Fostering a culture of collaboration, continuous improvement, and professional development for all staff.



# About the Role



**We are seeking an experienced and ambitious HR Business Partner to shape and drive the people strategy across our growing Multi Academy. This is a high-impact leadership role, central to delivering excellence in HR operations, safeguarding compliance, and championing organisational development as we enter an exciting phase of significant growth.**

## **Job Purpose**

The HR Business Partner is responsible for the strategic leadership and operational management of the HR and Employee Relations (ER) functions across the organisation.

The role focuses on developing and implementing people management strategies that align with organisational goals, fostering a culture of excellence, inclusion, and continuous improvement.

The post holder will lead the HR team, ensuring effective delivery of HR services, compliance with statutory requirements, and the efficient operation of payroll and pension functions. A key aspect of the role is to champion Diversity, Equity, and Inclusion (DEI), supporting staff development and well-being across all levels of the organisation.

The position requires strong collaboration with colleagues in Finance, HR, and other departments across the Multi-Academy Company (MAC), as well as with external partners. Excellent communication, leadership, and interpersonal skills are essential.



# Job Description

**Post:** HR Business Partner

**Contract:**

Full time, permanent

**Start date:**

As soon as possible

**Salary:**

Grade 6 (£52,413-£64,811)

**Location:**

Hybrid Working  
Arrangements based at the  
MAC Central Office  
(Kingstanding,  
Birmingham), Schools  
within The Academy, and  
some home working

## Roles and Responsibilities

The HR Business Partner will play a pivotal role within the organisation, working closely with the Chief Operating Officer to ensure the effective management of the following areas:

- HR administration
- Payroll and pension management
- Employee relations (ER)
- Policy development and compliance
- Organisational development and workforce planning
- Other duties commensurate with the purpose of the post

The HR Business Partner will bring strategic vision, enthusiasm, and leadership to drive the development and consolidation of HR operations as the organisation continues to grow. Working in partnership with the Chief Operating Officer and Chief Executive Officer, the post holder will lead initiatives that enhance staff well-being, engagement, and performance, ensuring that the MAC remains an inclusive and supportive employer.

The role also involves close collaboration with Principals and senior leaders across the MAC to ensure compliance with HR policies and procedures, provide expert advice on complex employee relations matters, and build HR capability across the organisation.

## PRINCIPAL ACCOUNTABILITIES

### HR Management

- Lead the development and implementation of HR strategies aligned with the organisation's mission, values, and Diocesan vision for flourishing Multi-Academies.
- Review, update, and implement HR policies and procedures in line with statutory requirements and organisational needs.
- Ensure consistent and high-quality HR service delivery across all schools within the MAC, including payroll and pension administration.
- Provide regular written reports and analysis to the COO/CEO on HR performance, compliance, and workforce trends.
- Ensure full compliance with GDPR and data protection regulations in all HR processes.
- Oversee the completion of statutory HR reports and returns, including workforce census submissions.
- Promote a culture of continuous improvement, professional development, and employee engagement across the organisation.

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## Payroll, Pensions and HR Operations

- Ensure the correct pension contribution rate is utilised across the MAC, undertaking timely pension valuations.
- Undertake the monthly payroll validation and checks with each appropriate school, working alongside the Director of Finance.
- Ensure all EOY certificates are produced for Teachers' pensions.
- Ensure all Salary statements are produced annually.
- Ensure all HR changes are recorded and processed correctly through the MAC systems.
- Ensure that every school within the MAC adhere to all HR related policies and procedures, producing monthly reports on each school within the MAC.
- Review and amend HR related policy and procedures in accordance within the MAC cycle.
- Inform and advise the senior leaders on HR matters in order to identify trends and facilitate strategic decision making.
- Contribute to the due diligence and project management process for schools wishing to join the MAC for any HR / Administration aspects.
- Work with schools on the administration of all HR process including areas such as occupational health
- Ensure all HR related statutory reports and returns including workforce census and SCR are completed and to the appropriate standards.
- Monitor and evaluate the appraisal process across the MAC, reporting to the COO/CEO.

## Employee Relations and Organisational Development

- Provide expert advice and guidance to senior leaders on complex HR and ER matters, ensuring fair and consistent application of policies.
- Lead initiatives to promote staff well-being, engagement, and retention.
- Support leadership teams in managing change, workforce planning, and organisational development.
- Identify and address training and development needs across the organisation, fostering a culture of learning and growth.
- Analyse HR data to identify trends, risks, and opportunities, informing strategic decision-making.
- Contribute to the development and reviews of a 3 year strategic business plan ensuring objectives are linked to the overall long term financial plan of the MAC.
- To manage special projects as required.



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## Leadership and Collaboration

- Lead, motivate, and develop the HR team to deliver a high-performing, customer-focused service.
- Build strong relationships with internal and external stakeholders to support effective HR operations.
- Contribute to the strategic planning and development of the MAC, ensuring HR considerations are embedded in all organisational initiatives.
- Uphold and promote the organisation's values, ensuring that equality, diversity, and inclusion are central to all HR practices.

## General responsibilities

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To participate in the operation of the MAC Appraisal Scheme
- Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary, grade, abilities and aptitudes.

## Safeguarding

- The jobholder is expected to observe their obligations in accordance with the MAC policy, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.

## People

- Overall responsibility for all employees within the MAC. The jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description.

## Staffing

- Direct responsibilities for the MAC HR officers and administrators.

## Financial

- Ensure adherence to Academies Financial Handbook and the scheme of delegation

## Physical Resources

- The post holder will be responsible for the physical resources required to perform their role e.g. computer, software.

# Special Conditions of Employment

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## Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Manager by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with JPIIMAC Disciplinary Procedure.

## Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the JPIIMAC Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

## Equality and Diversity

St John Paul II Multi Academy is committed to equality and values diversity. As such it is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the MAC to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

## Training and Development

The MAC has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

## Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the MAC they may be required, in accordance with legitimate operational requirements and or facilitating the avoidance of staffing reductions.

**This job description outlines the main duties and responsibilities of the role. It may be reviewed and amended to meet the needs of the organisation, in consultation with the jobholder and in line with the grade of the post. The jobholder is expected to comply with any reasonable management requests.**



# Person Specification

Attributes	Essential	Desirable
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Successful experience of working in a school or Academy HR Management role, or in a similar position working alongside schools e.g. LA or independent education sector or a consultant</li> <li>• Experience of managing large and complex business and administration functions;</li> <li>• Experience of developing and implementing systems and processes</li> <li>• CIPD Level 5 Qualification</li> <li>• Demonstrate situational decision making</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience of working in a school or Academy management role and managing school administration, payroll and pensions</li> <li>• CIPD Level 7 Qualification</li> <li>• Engagement with wider educational partnerships spanning the primary, secondary and local authority sectors e.g. TSAs, MACs or the Diocese</li> <li>• Experience of developing school or academies administration systems</li> <li>• Experience of managing a large team</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent administration management and planning skills.</li> <li>• Ability to introduce and maintain effective and robust systems and processes</li> <li>• Ability to manage an SLA between central provision and individual schools</li> <li>• Outstanding communication skills; ability to engage effectively with the CEO, Principals, senior staff, and Directors, and to liaise confidently with internal and external stakeholders, including Government agencies.</li> <li>• Ability to analyse complex information and to offer sound, reliable professional advice</li> <li>• Commercial awareness and ability to achieve value for money within business and operations functions</li> <li>• Competent and confident in using Microsoft Office</li> <li>• Ability to work effectively under pressure, managing conflicting priorities and to meet challenging deadlines</li> <li>• Ability to work independently to tackle problems creatively and to think laterally.</li> <li>• Demonstrate ethical practices</li> <li>• Self-motivated and a good time manager.</li> <li>• Value people</li> <li>• Passion for learning</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to interrogate school performance data and systems accurately and identify next steps for progress</li> <li>• Good negotiation skills</li> <li>• Ability to successfully manage initiatives for change</li> <li>• Experience of advanced Excel skill including the use of pivot tables and macros.</li> <li>• Experience of Powerpoint, publisher</li> <li>• Experience of marketing and branding</li> <li>• Receptive to new ideas and able to generate them</li> <li>• Knowledge of using educational HR packages.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Motivation to work with children, young people in an educational setting</li> <li>• Excellent numerical and verbal skills, understanding and application</li> <li>• Professional courage and influence</li> <li>• A positive, enthusiastic outlook with the energy, drive, enthusiasm and determination to succeed</li> <li>• Must be proactive not reactive</li> <li>• Driving licence and use of own car</li> <li>• Ability to work inclusively</li> <li>• Ability to attend evening meetings as required.</li> <li>• Commitment to and belief in equality of opportunity for all</li> <li>• Ability to work as a supportive member of a team, acting flexibly to support colleagues at pressure points.</li> <li>• Insight focused</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to cope resiliently with the responsibilities and demands of the post</li> </ul>

# How to apply...

**If you believe you have the skills, experience, and passion to excel in this role,  
we would love to hear from you!**

To arrange an informal discussion about this role, please contact  
Emma Samuel, COO, via email at [e.samuel@sjp2.net](mailto:e.samuel@sjp2.net)

**To apply, please visit [www.johnpaulii.co.uk/vacancies](http://www.johnpaulii.co.uk/vacancies) or contact [hr@sjp2.net](mailto:hr@sjp2.net) to request an  
application pack.**

**Application Deadline: Friday 30th January 2026**

**Interviews: Wednesday, 18th February 2026**

We look forward to receiving your application and welcoming the successful candidate to our  
Multi Academy!

St John Paul II Multi Academy is an equal opportunities employer and is committed to  
safeguarding and promoting the welfare of children. A DBS check is required for all  
successful applicants.



[www.johnpaulii.co.uk](http://www.johnpaulii.co.uk)

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