JOB TITLE: People Partner

LOCATION: Hybrid (with travel required to Bolton (Where HR Team are based) and sites in Macclesfield and London)

REPORTS TO: Head of Human Resources, Operations

ACCOUNTABLE TO: Head of Human Resources, Operations

JOB PURPOSE:

As part of an exciting phase of expansion following the acquisition of multiple schools, we are introducing a newly created people Partner role to support a rapidly growing education division- ‘Blenheim Schools’.

This is a standalone, business partner-level role, perfect for a dynamic and commercially savvy HR generalist who thrives in fast-paced, change-led environments. Acting as the single point of contact for all people matters, the People Partner will work closely with school leaders and internal stakeholders to deliver a flexible, professional, and solution-oriented HR service across the employee lifecycle.

You will support everything from day-to-day HR admin to complex employee relations, and strategic planning in conjunction with the Head of HR. If you’re someone who is as comfortable advising on ER cases as you are jumping in to fix onboarding hiccups, coordinating learning and development initiatives, or resolving a payroll query – we want to hear from you.

We’re looking for someone who can hit the ground running, bringing proven experience and confidence to take ownership quickly. It’s a fantastic opportunity for an established HR professional ready to make an immediate impact and shape how we embed our people strategy in a growing division.

KEY RESPONSIBILITIES:

* Act as the first point of contact for all people-related matters across the division, supporting leaders with a full spectrum of HR support.
* Own and deliver generalist HR processes including onboarding, compliance, performance management, and L&D.
* Support and advise on a wide range of employee relations cases, using good judgment and commercial awareness to find appropriate resolutions.
* Coordinate recruitment activities and advise hiring managers throughout the selection process.
* Design and deliver learning and development initiatives in line with divisional needs.
* Resolve employee payroll queries by working closely with the central payroll team.
* Ensure HR processes are embedded and aligned with organisational values while remaining adaptable to the specific needs of different schools.
* Lead on people-related aspects of school acquisitions, including onboarding new schools and supporting cultural and operational integration.
* Act as the HR point of contact during due diligence processes, ensuring timely and accurate assessment of employment risks, contractual obligations, and compliance matters.
* Use data and insight to support decision-making and recommend areas for improvement.
* Champion a customer-first, people-centric approach, ensuring a high level of support and responsiveness to stakeholders at all levels.
* Contribute to strategic HR initiatives in collaboration with the Head of HR.
* Identify areas of risk and provide proactive challenge where necessary to ensure compliance and best practice.
* Travel as required to schools and the Bolton office, which serves as the division’s HR hub.

STANDARD RESPONSIBILITIES:

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within OFG Group are expected to be familiar with and adhere to.

Leads, manages, and participates in an annual performance review programme

Works, always, in accordance with the policies and procedures of the OFG Group and statutory regulations applicable to the Group.

Observes, always, strict rules of confidentiality appropriate to the post.

To always comply with the requirements of Health and Safety Regulations to ensure their own wellbeing and that of their colleagues.

OFG Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.

Ability to work attentively and accurately with data inputting

Undertakes other duties as assigned.

EXPERIENCE, SKILLS & QUALIFICATIONS:

ESSENTIAL

* Proven experience in a true HR generalist role.
* Experience across L&D, onboarding, compliance, employee relations, and recruitment.
* Experience supporting or leading HR integration activities during acquisitions, including due diligence, onboarding, and cultural alignment.
* Strong understanding of employment considerations in mergers/acquisitions, with the ability to identify risks and implement practical solutions.
* Able to operate both strategically and tactically – rolling your sleeves up when needed.
* Confident managing a range of stakeholders, with excellent communication and interpersonal skills.
* Strong commercial acumen and ability to balance operational demands with strategic goals.
* Resilient, adaptable, and able to thrive in a fast-paced, non-unionised environment.
* Willingness and ability to travel regularly to the Bolton office and across the school network.

DESIRABLE

* Experience within the education or public sector.
* CIPD qualification or equivalent professional development.

\*\*\*\***Please note:** **While OFG operates a 4-day working week policy as a noncontractual benefit in some parts of the organisation, this division is subject to different policies. Therefore, this benefit is not available for this role.\*\*\*\***

Job Holder’ signature

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the OFG Group

Name: : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_