



HR Shared Services Partner

Hamwic Education Trust Managed Services Team

*All
about
the
child*

Location:	Poole/Dorset working across 4 schools
Contract:	37 hours per week, term time plus 2 weeks (41 weeks per year)
Salary:	Salary between £36,182 to £40,006 per annum (actual) £39,862 to £44,075 full time equivalent
Start Date:	As soon as possible
Application deadline:	Tuesday 5 May 2026 at midday
Interview date:	Friday 15 May 2026

Established in 2011, Hamwic Education Trust (HET) is one of the largest multi-academy trusts in the South of England. We have a growing number of schools and partnerships spread across Portsmouth, Southampton, Poole and Dorset.

Our core principle is to place the child at the heart of everything we do. We celebrate the uniqueness of our pupils, staff, and schools, striving for everyone to reach their full potential through the opportunities we provide. We aim to create an environment where both pupils and adults can thrive. As a learning organisation, we are committed to continuous improvement for ourselves and others. Our strength lies in our people, whom we value and develop. We bring professional expertise and experience to secure the highest possible achievement for all.

We are passionate about delivering education and believe that every local school should be good enough for its community. To achieve this aim we put the child at the centre of everything that we do. This concept is the driving force behind our ethos, vision and values – and also our decision-making.

A key strategy to ensure we do the best by our pupils is our 'one team approach'. Investing in our staff through a strong development programme and a combined common purpose is what underpins our drive for school improvement. Leaders, teachers and support staff at both school and trust level work together as one team to deliver the Hamwic vision.

Role Summary:

We are looking for an exceptional HR Shared Services Partner to play a vital role in supporting our schools and the people who work within them. In this varied and rewarding role, you will be at the heart of our HR service, delivering high quality responsive HR support across a hub of schools. Reporting to the Head of HR and working closely with school leaders and the central HR Business team, you will provide first line HR advice and manage the HR admin for the full employee lifecycle. You will manage complex HR administration with accuracy and professionalism, ensuring payroll changes, contracts and HR systems are maintained to the highest standards.

This is a role for someone who enjoys building strong relationships, balancing competing priorities and making things happen. In return, you'll join a supportive, collaborative HR team that is deeply committed to safeguarding, inclusion and putting children at the centre of everything we do.

If you're looking for a role where your HR expertise will genuinely make an impact — and where no two days are the same — we'd love to hear from you.

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We are seeking a professional individual who:

- Has experience in delivering a high-quality HR shared services or HR administration function
- Has a sound understanding of employment policies, procedures and HR best practice
- Is confident in providing first line HR advice and guidance to line managers on routine people matters, with appropriate escalation where required
- Has experience of managing HR processes across the employee lifecycle
- Has high levels of professional judgement, integrity and confidentiality
- Has excellent organisational skills, with the ability to prioritise workload and manage competing deadlines across multiple stakeholders
- Has a methodical, detail focused approach to HR systems, payroll data and compliance requirements
- Has strong communication and relationship management skills, enabling effective collaboration with school leaders and central teams
- Has emotional resilience and the ability to remain calm, objective and solutions focused in a fast-paced environment

What we offer you:

- An opportunity to be part of a collaborative managed services team with a shared vision of excellence
- Flexible working approach, where possible, including hybrid working
- Wellbeing day (trial for 2025/26)
- Excellent training and development programmes and opportunities
- Eligibility to join the Local Government Pension Scheme
- Generous holiday entitlement, increasing with length of service
- Access to our benefits portal offering a full range of discounts available through Lifestyle Savings
- Access to Wellbeing Support through our Employee Assistance Programme, this includes free confidential telephone and face to face counselling for employees and family members
- Access to financial wellbeing support through a company that provides comprehensive guidance on all things mortgage related
- Eligible for a Blue Light card

About Hamwic Education Trust:

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT, finance and estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools, and we aim for everyone to achieve their full potential through the pathways of opportunities available.

Application Procedure:

If you would like to discuss the role further, please contact our HR team by emailing recruitment@hamwic.org to arrange an informal chat.

If you wish to apply for this position, please complete an application form which can be found at www.hamwic.org/category_vacancies/managed-services/ and return to recruitment@hamwic.org

CV's will only be accepted along with a completed application form.

Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.

Hamwic Education Trust (HET) are committed to safeguarding and protecting the welfare of our pupils and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET.

All HET employees you will be required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils.