



St Dunstan's

— College —

People Partner

JOB DESCRIPTION & PERSON SPECIFICATION

Applications Close: 0900 Thursday 12 February 2026

Longlist Interviews (Online): Tuesday 17 February 2026

Shortlist Interviews (In-person): Thursday 19 February 2026

Start Date: ASAP

PEOPLE PARTNER

JOB OVERVIEW

Job Title: People Partner

Department: People Team

Employment Type: Full-time, 12-month Fixed Term Contract subject to extension

Salary: S6 £50,915 - £57,279 per annum, (September 2025 pay scale)

Start Date: ASAP

Responsible to: Director of People

PEOPLE PARTNER

ABOUT THE DEPARTMENT

This is an exciting time to join our team as we develop and implement a progressive People Plan and pivot from an administrative service to a strategically engaged People team, which puts the employee at the heart of what we do through effective employee engagement and management.

Led by the Director of People, the team consists of the following roles who support the People needs of the four schools within the St Dunstan's Education Group:

- Head of People Operations
- HRIS Implementation Manager
- People Partner x 3
- People Operations Administrators x 2

JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses:

- Partnering with staff and leadership team in assigned schools/divisions to provide credible and proactive support and guidance
- Ensuring delivery of high-quality operational HR services, including all aspects of the employee life cycle and advisory services
- Developing and implementing innovative people-centred solutions that enhance organisational effectiveness, and advance strategic goals
- Supporting the development and implementation of new structures, practices and processes for the People team
- Taking ownership of a specialist portfolio, ensuring compliance, strong procedures and effective knowledge sharing
- Using insights from data, metrics and trends to inform and drive decision-making
- Coaching managers to build confidence and capability in handling people matters
- Working closely and effectively with the entire People team to deliver operational excellence and strategically informed advice and support
- Acting as a role model and trusted advisor, supporting leaders across the organisation

PEOPLE PARTNER

REQUIREMENTS OF THE ROLE

As a People Business Partner, you will deliver trusted partnering services and help shape a positive, inclusive and high performing culture. Working in collaboration with leaders and managers across the Group. Through effective coaching, influencing and excellent people advice, you will make a significant contribution to our goal of making St Dunstan's Education Group a great place to work.

PERSON SPECIFICATION

- Full CIPD qualification (or equivalent experience) with business partnering experience
- Collaborative mindset, and the ability to balance strategic thinking with hands-on operational delivery
- Expertise in continuous improvement
- Strong knowledge of employment legislation, case law and HR best practice
- Excellent leadership, communication and stakeholder management skills
- Effective interpersonal and communication skills, to build and maintain relationships with a wide range of stakeholders
- Proactive and self-motivated with the ability to thrive independently and as part of a team
- Ability to juggle competing priorities





St Dunstan's College Senior School is proud to be part of St Dunstan's Education Group, bringing together likeminded schools in the delivery of a modern, pioneering education enriched through the diversity of a south-east London heritage and setting.



St Dunstan's College, Catford



St Christopher's The Hall, Beckenham



Rosemead Prep, Dulwich



St Dunstan's Junior School, Catford