

HR Business Partner

Required ASAP

Salary: PO4 SP 36 -39 £45,711 – £48,747 pa (FTE)

Permanent | Full Time | 52 weeks



St Paul's Way

Education • Foundation • Trust

St Paul's Way Secondary School and Sixth Form is an exceptional school where all of our students matter, where expectations of all the members within our community are high and where achievement and fulfilment are valued and sought after.

Established in September 2016, the UST currently comprises three member schools located in two London Boroughs: St Paul's Way Trust School - an Outstanding all-through school, Cyril Jackson – an outstanding Primary School, both in Tower Hamlets - and Royal Greenwich Trust School - a growing school in the Royal Borough of Greenwich.

The UST has exceptional links with six world-leading universities and four sector-leading bodies and together we work collaboratively to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We are seeking to appoint an experienced and skilled HR Business Partner to work for the school and Trust, with a strategic vision to include the key priorities of the trust. You will be able to:

- Provide specialist advice on matters relating to Trust policy, organisational culture, workforce, and leadership development, change management and employee relations, across all aspects of the employment cycle.
- Manage a casework portfolio, and identify risks, themes, and interventions required.
- Support the delivery of key strategic HR objectives both at St Pauls Way Trust School and the wider trust.
- Help develop a positive employee relations culture with a focus on equality, staff engagement and well-being.

Specific key accountabilities will include:

- Work with the Head of HR to establish good practice methodologies for all types of case work across the HR team – and provide coaching and support to junior staff managing cases – to ensure that cases are consistently and appropriately managed.
- Create opportunities to improve communication and guidance to staff and line managers – ensuring up to date, clear and consistent information on HR policies and processes and answers to routine questions is available.
- Liaise with Head of HR where guidance needs improving or updating and liaise with Senior Leadership team to identify opportunities to reduce or prevent further cases arising.
- Lead and support the implementation and embedding of new HR processes and procedures.
- HR Policy development and implementation.
- Provision of quality workforce information and reports.

If you would like to play your part in delivering an outstanding provision for our Trust and students, we would very much like to hear from you.

Application closing date:

Monday 17th July | 09:00am

Interview date:

Ongoing throughout recruitment process

Please note, we do not accept CVs alone. We also reserve the right to close the recruitment process early.

The University Schools Trust, East London is committed to safeguarding and promoting the welfare of children and young people. Further information is available at:

[UST Safeguarding and child protection policy](#)

St Paul's Way Trust School is part of the

