

Job Profile

HR Business Partner



Job title	HR Business Partner
Responsible to:	HR Manager
Responsible for:	N/A
Salary / Grade:	Grade 7, (£30,451 - £33,782 per annum)
Working hours / weeks:	Full Time
Core purpose:	<p>This post holder is responsible for the provision of advice, guidance and a first-class HR service to a cluster of schools.</p> <p>The role includes advice on policy and employment law and includes:</p> <ul style="list-style-type: none"> • Case management (discipline, grievance, capability, absence and so on) • Management of recruitment and employee information for a cluster of schools. <p>Effective liaison between transactional HR and the school.</p>

Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Key responsibilities:

- To deliver a responsive, customer focussed and high quality HR service to each of your cluster of schools both on their site and from a central base, building trust and respect between all stakeholders.
- To liaise with Headteachers, school staff and the central team to ensure that all recruitment campaigns run to a high standard at every stage from identification of the need to recruit through to the appointment of the successful candidate.
- To operationally manage the recruitment process for your schools, acting as the key point of contact, including the development of accurate and compliant job profiles, drafting and placing advertisements, timely and compliant shortlisting, referencing and making interview arrangements, liaising with schools and the transaction team and keeping all parties informed.
- To draft interview arrangements and schedules including questions, tests and observation requirements in conjunction with the host school, ensuring that these are always appropriate to the role.
- To ensure that safer recruitment procedures are complied with throughout the entire recruitment process.
- To ensure that new starter checks are completed thoroughly for your cluster of schools and that Safeguarding, DBS and Right to work checks comply with statutory requirements, including the Single Central Record.
- To signpost any concerns with pre-employment checks to the HR Manager.
- To provide support, advice and guidance to Headteachers or school employees within your cluster on employment matters, ensuring that advice given is fully compliant with good practice, precedent, Trust policies and prevailing employment law, taking advice from the HR Manager as required.



- To ensure that absence is accurately recorded in all of your schools undertaking an absence analysis on a monthly basis and next steps are taken as a result, including supporting managers as defined within the Trust's absence management procedure.
- To oversee and manage maternity, paternity, and all family friendly and special arrangements in accordance with Trust policies including ensuring that appropriate documentation is held and providing responses to requests for any leave following consultation with the Headteacher and working with the transactions team where there is a link to pay or contract changes.
- To develop and maintain collaborative and productive working relationships with all of your schools, supporting them to identify and implement appropriate and where required innovative solutions to people issues.
- To assist Headteachers and the HR Manager with restructures and redundancies as required in your cluster of schools.
- To ensure that probationary reviews are completed to timescale with appropriate follow up action taken for all new education support staff.
- To maintain records and report on of the outcomes of appraisal and pay movements.
- To provide reports, correspondence and documentation for any HR related matter required by your cluster of schools or the Trust central office.
- To support the HR Manager with TUPE transfers.
- To co-ordinate the provision of pension information to the relevant scheme for new employees.
- To cover for other Business Partners during their absence.
- To make referral to Occupational Health and follow up any action required.
- To promote the range of employee benefits in your cluster of schools.
- To undertake analysis and reporting for example on HR KPIs / other as required by the HR Manager within your cluster of schools.
- To ensure that all employee files within your cluster of schools contain the required information and are well maintained.
- To input and manage information as required into Payroll/ HR / Sims / Other systems.
- To undertake investigations under the direction of the HR Manager/Director of Operational Resources.
- To manage the process of fixed term contract reviews for your cluster of schools.
- To support CPD within each school, including support to oversee the apprenticeship programme in each of your cluster of schools.
- To run and manage exit interviews within your cluster of schools, providing termly data to the HR Manager/Director of Operational Resources for analysis and reporting.
- To support the HR Manager/Director of Operational Resources with any harmonisation or contractual changes required in your cluster of schools.
- Any other duties which may be reasonably expected within the scope of this job role.

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.



Our Mission:

Why do we exist?

To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

Our values:

How do we behave?

Ambition: we maximise our potential through striving for excellence.

Teamwork: we give 100% effort, displaying kindness and humility for the benefit of all.

Honesty: we are respectfully open about our successes and areas for growth

Our strategic anchors:

- Create a healthy organisation, free from politics and confusion through clarity following the **empowered to lead** operating model.
- Build a **compelling school culture** built on strong professional relationship where all can achieve.
- Craft and implement a **high-value curriculum** which is knowledge rich to allow meaningful application of skills.
- Put **people first** through high impact professional development and instructional coaching.



PERSON SPECIFICATION

Role: HR Business Partner		E/D	A	I
Qualifications & Training				
1	Level 5 Diploma in Human Resources Practice	E	✓	
2	CIPD member	E	✓	
3	Evidence of continued professional updating	E	✓	
Experience				
4	Experience of successfully working in a HR business partner role	E	✓	✓
5	Experience of complex case work including discipline and grievance	E	✓	✓
6	Experience of delivering exemplary customer service within HR	E	✓	✓
7	Experience of developing and training others in good HR practice	E	✓	✓
8	Experience of working in a multi-site environment	D	✓	✓
9	Experience of working in a school environment	D	✓	✓
10	Experience of successfully managing recruitment processes	E	✓	✓
11	Experienced user of MS office and HR information Systems entailing analysis and reporting	E	✓	✓
Knowledge & Understanding				
12	Up to date knowledge of employment law	E	✓	✓
13	Knowledge of safer recruitment and the requirements of Keeping Children Safe in Education	D	✓	✓
14	Understanding of terms and conditions of employment in the education sector	D	✓	✓
Skills & Abilities				
15	Ability to prioritise and manage a diverse workload	E	✓	✓
16	Highly organised and able to appropriately plan the work of others	E		✓
17	Able to multi-task and flip roles quickly to respond to emerging demands	E		✓
18	Able to work independently and on own initiative	E	✓	✓
19	Able to work as part of a team and support the team at all times	E	✓	✓
20	Clear verbal communication skills	E		✓
21	Clear and accurate written skills	E	✓	
22	Professional and persuasive	E		✓



23	Able to consistently work at a pace	E		✓
24	Numerate with an eye for detail	E	✓	

Personal Attributes

25	Able to work as an ambassador for the Trust when working with schools	E		✓
26	Confident and credible with a range of stakeholders	E		✓
27	Excellent time management skills	E		✓
28	Commitment to go the extra mile to deliver an exceptional service	E		✓
29	Approachable coupled with strength of character	E		✓
30	Innovative, pragmatic, and focused on delivering solutions and results	E		✓
31	Patient, meticulous and conscientious	E		✓
32	Flexible approach in order to deal with the demands of the role	E		✓

Other

25	A commitment to uphold and promote equality of opportunity	E		✓
26	Demonstrates an understanding of Safeguarding issues relevant to the post	E		✓

Key: ✓

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview

Date: September 2021

