

HR Business Partner

Post Title: HR Business Partner
Grade: Bexley 15/3 (£40,800 for a full time role)
WTE: Full time
Responsible to: Chief Finance and Operations Officer (CFOO)
Responsible for: HR Assistant /s
Location: Primarily based at Hillsgrove Primary School but will be required to travel across all six schools when appropriate

Functional links with: Trust Leadership Team, School Leadership Teams and Central Team
External links: Members, Trust Board, UHY Hacker Young, Kreston Reeves LLP, Local Authority, ESFA, DfE and Local Governing Bodies

JOB DESCRIPTION

Main purpose of the job

To provide the Trust with an effective operational and strategic human resources service. The HR Business Partner will work closely with the CFOO helping to manage the function on an operational level whilst developing strategies and procedures in line with the aims and objectives of the Trust.

Key Responsibilities

- Provide an effective HR function which oversees compliance in this area, management of resources, provision of accurate data to both internal and external sources, and advice and guidance on a range of HR related topics
- Work closely with the CFOO to ensure that there is exceptional people management across the Trust which will be central to both Trust culture, but also to the outcomes of all of our students
- Be responsible for ensuring policies and processes are followed in relation to HR practice. Work with the CFOO and external support to ensure they are always up to date and in line with current legislation
- Provide a quality driven and efficient cohesive and co-ordinated HR service which aims to provide timely interventions and a high professional standards
- Develop and foster effective working relationships across the Trust, building trust between key stakeholders and the HR function
- Advise on the full range of HR issues and seek guidance where appropriate from external support, and / or legal advisors

- Act as the initial point of reference for Trust leaders in all HR matters, as well as participating in the management of projects where appropriate
- Oversee performance management processes for the Trust, ensuring that it is fair, quality assured, consistent and completed in line with Trust policy
- Work with the CFOO on a strategy to improve staff wellbeing, recruitment and retention as well as succession planning
- Responsible for the day to day management of the HR Assistant /s providing appropriate and regular support, management, guidance and development to ensure the highest standards of service delivery
- Oversee the people risks outlined in the Trust's risk register planning remedial action to support the Trust where appropriate
- Develop KPIs in collaboration with the CFOO, monitor those that fall within a HR context and provide targeted solutions
- Work in collaboration with the CFOO to manage a recruitment strategy helping to support the Trust's aims to be an 'Employer of Choice'
- Monitor Trust wide compliance with Data Protection, DBS regulations (SCR Tracker) and safeguarding. Monitor all training records for staff in relation to mandatory training
- Ensure effective arrangements are made to support delivery of the Pay Policy, ensuring it is up to date, compliant, and communicated effectively to all staff
- Dealing with operational employee relations issues understanding when to seek advice and guidance
- Monitoring, managing and implementing absence management policy and process, including referrals to OH, welfare meetings and guidance meetings to leaders within the Trust schools
- Manage the starter / leaver process from a Trust level ensuring that effective probation, induction and leaver processes have been implemented. Be equipped to create, discuss and analyse data to ensure it feeds back into Trust strategy
- Keep up to date with latest developments in HR theory and practice through appropriate methods assessing the need for the Trust to apply them
- Any other reasonable task or duty that falls within the remit of the HR function within the Trust

The job description will be reviewed annually to reflect the plans, growth and development of the Trust.

PERSON SPECIFICATION

The candidate appointed as the CEO will meet the following Person Specification. During the selection process that will be informed by the application, interview and references, the Amadeus Primary Academies Trust will look for evidence of compliance.

Category	Essential	Desirable
Qualifications and Experience		
Strong understanding of employment law	✓	
Strong understanding of technical skills within HR	✓	
Level 5 or 7 CIPD qualification	✓	
Ability to build rapport and relationships with specific experience of dealing with the various layers of stakeholders within an education setting	✓	
Excellent time management skills with the ability to prioritise in a positive way	✓	
Excellent communication skills both written, verbal and listening	✓	
Ability to analyse, present and understand data	✓	
Previous experience of working / providing support in an educational setting	✓	
Skills		
Excellent management, leadership and planning skills	✓	
High level analytical and organisational skills	✓	
Ability to think creatively to solve problems and identify opportunities	✓	
Collaborative and engaging leader who will be ambitious in their desire to move the HR function forward at the Trust	✓	
Ability to be flexible, persuasive and influential in communication		✓
Good understanding of Health and Safety duties		✓
Good understanding of Data Protection duties		✓
Experience of supporting with payroll		✓
Personal Characteristics		
Commitment to safeguarding having due regard for Keeping Children Safe in Education	✓	
Attention to detail	✓	
Ability to prioritise and manage own time effectively	✓	
Ability to work under pressure and to challenging deadlines	✓	
High integrity and openness	✓	
An exceptional role model	✓	
Ability to be reflective and self critical	✓	
Ability to see the bigger picture and understand how the HR function underpins the work of the Trust	✓	