

GLF Schools Job Description

For further details, please make contact with Kelly Timpson - k.timpson@glschools.org

Job Title	HR Business Partner - Leadership 1	Job Reference	HRBPRregB24
Location	Camberley, Sunbury, Epsom & Banstead	Travel required	Yes (own car required)
Core purpose			
<p>To provide comprehensive and pragmatic People Management advice and support to enable best outcomes for GLF schools</p> <p>To be responsible for the provision of high-quality People Management advice, support and coaching to Regional Operating Officer, School Leadership Teams and Headteachers</p> <p>To provide professional skills, expertise and specialist knowledge, integrity in decision making and operational activity when dealing with People casework</p> <p>To work alongside the Education Team ensuring the People Function is an integral part of school improvement</p>			
Key Accountabilities			
Operational HR			
<ul style="list-style-type: none"> ● To provide a solution focused People service including best practice advice to Senior Leaders in relation to absence management, conduct, and capability, grievance, organisational change and the full range of employment and employee relations matters including providing professional advice at hearings ● To take accountability for the management of dedicated People casework, ensuring legislation, policy and best practice are followed and options and risks are clearly explored and analysed ● To lead on change management programmes/initiatives, ensuring that all activities are firmly aligned with the needs of the organisation and consistent with legal obligations ● To establish productive and proactive dialogue with employees and their representatives to facilitate change, resolve conflict and promote a positive working environment ● To support the TUPE process and academy conversion process as necessary ● To advise on T&Cs and entitlements e.g. leave, maternity etc. ● To assist in the production and maintenance of HR policies and procedures, ensuring legal compliance, good practice and in line with GLF ethos ● Where appropriate, support the work on key People projects ● To advise at interviews as and when required ● To support traded HR work as required ● To foster good working relationship with recognised professional associations and trade unions and to attend joint consultative meetings ● To support exit interviews, retention interviews and analysis and reporting as required ● To promote equalities and diversity through effective HR policy and practice 			

<ul style="list-style-type: none"> ● To build effective networks within the Education HR community to aid professional development and enable GLF to deliver high quality and effective HR services ● To develop and deliver briefings and training to support the effective implementation of employment policies and procedures across the Trust
Training
<ul style="list-style-type: none"> ● To deliver HR training to GLF and non GLF schools ● To provide mentoring and coaching support to staff within regional hub
Professional Development
<ul style="list-style-type: none"> ● To keep abreast of employment legislation and national and local developments affecting the education sector ● To engage in continuous professional development
HR Administration
<ul style="list-style-type: none"> ● HR administration in relation to drafting letters and other documentation, proof reading and undertaking research as required
Other Duties
<ul style="list-style-type: none"> ● To undertake any other duties commensurate with this post as directed by the Head of Employee Relations
Accountability
<ul style="list-style-type: none"> ● Head of Employee Relations ● GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
Safeguarding
<ul style="list-style-type: none"> ● GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.