

# Job Description:

# HR Business Partner

<b>Job purpose:</b>	<p>To lead and develop the operational delivery of the HR function within the QUEST, providing pro-active, commercially focussed fit for purpose HR advice. To support QUEST schools in managing HR casework and processes in line with statutory guidance, employment law, and the trust values, as set out in our policies and best practice guidance.</p> <p>Support line managers and headteachers in addressing employee relations matters appropriately, ensuring fairness and consistency in line with QUEST policies.</p> <p>To be responsible for the development and maintenance of new and existing HR policies ensuring compliance with latest employee legislation.</p> <p>Manage the recruitment process, sickness management, leave of absence, disciplinary and grievance procedures under the direction of the CFO.</p> <p>The role involves working closely with the CFO, Deputy CEO, Headteachers and Senior Central Leadership Team under the direction of the CFO.</p> <p>As an employee of Quest, staff maybe required to work at any school within the Trust.</p>
<b>Reporting to:</b>	CFO
<b>Liaising with:</b>	Headteacher, Senior Leadership Team, other members of staff – teaching and support staff, Unions, HR partners
<b>Disclosure level:</b>	Enhanced

## Professional Responsibilities

### School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

## **Key Responsibilities**

### **HR Duties and Responsibilities**

- Policy Management – write and/or update relevant QUEST HR policies and/or statutory changes.
- Advises on options in relation to QUEST HR policies and procedures in line with associated risk and cost implications and the Equality Act (2010)
- Act as a point of contact for HR queries
- Supported by the External HR provider, provide competent advice and guidance to employees and managers on HR casework, including disciplinary, capability, probation, absence management, and other employee relations issues, ensuring adherence to statutory guidance, employment law, and Trust policies.
- Support and/or act as investigating officer to carry out disciplinary investigations effectively and in line with procedures.
- Coordinate & support the management of employment relations cases, including disciplinary, grievance, capability, and absence-related matters, SARs, ensuring compliance with QUEST policies and employment law.
- Provide advice, guidance and administrative support to leaders and managers throughout the case management process, including preparation, investigation, hearings, and outcomes.
- Ensure accurate and timely documentation is produced and maintained for all ER cases, including letters, meeting notes, and outcome records.
- Monitor ER case activity and timelines, ensuring key stages are completed promptly and escalating concerns where necessary.
- Support managers with informal and formal capability concerns, probation extensions.
- Check schools are maintaining accurate and confidential HR records and personal files using electronic systems.
- Organise and minute informal and formal HR meetings, where necessary (e.g., disciplinary, grievance, capability), ensuring high-quality, accurate, and confidential records.
- Provide accurate data and information to support statutory returns and audits, including Pensions, DfE and payroll.
- To complete frequent checks of school/central team training and policy logs to ensure that all statutory training has been completed and to monitor and follow up to ensure outstanding actions are completed and that all settings are fully compliant.
- Uses previous experience of TUPE regulations in the application of numerous sets of terms and conditions of employment across partner areas ensuring all procedures are followed to the correct requirement.

### **Recruitment and Onboarding**

- To co-ordinate the advertisement of vacancies, to both internal and external candidates, working with school staff to publicise available roles.
- To develop job descriptions, person specifications, job advertisements and candidate information packs, liaising with hiring managers where appropriate.

- With assistance from the central administration assistant oversee the recruitment process, including obtaining references, recruitment checks including DBS, and communicating timeframes to all involved and sending out the necessary information at each stage.
- To prepare materials for interviews, including collating interview questions, requesting tasks from department heads and liaising with hiring managers where appropriate.
- To ensure safer recruitment policies and procedures are followed.
- To oversee that the onboarding/offboarding checklist process, communicating with departments on starters and leavers to ensure they are aware of requirements.
- To follow the probationary policy, ensuring that staff probationary reviews are being undertaken by the line managers in a timely and effective manner.
- Ensure contracts are prepared by the external payroll provider - quality assurance of contractual documentation
- Along with the line manager, oversee robust induction processes to embed new staff into the culture and safeguarding expectations of the Trust.
- Complete contract variations where applicable and leaver processes by working with external payroll provider.
- Keeping records in accordance with the record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- To complete frequent Single Central Record Audits across all settings along with the Trust Safeguarding Lead. Ensuring that all SCRs are compliant with the most recent KCSIE guidance. Any non-compliance should be reported to the Headteacher/Trust Deputy Safeguarding lead as applicable.
- To attend Ofsted inspections to support school staff during safer recruitment scrutiny, including the SCR.
- To deliver training on SCR completion to relevant stakeholders.
- Lead the co-ordination of senior or hard to fill business-critical roles, advising on attraction strategy options and best practice selection tools in line with cost effectiveness. This may include advising recruiting managers on up-to-date content for Application Packs with input on shortlisting, design of assessment tools, candidate management, interview questions and attendance on panels.

### **Health and Wellbeing**

- Lead initiatives to promote staff wellbeing, including proactive stress and absence management.
- Create a nurturing and supportive environment for all staff.
- Expand health and wellbeing opportunities for all staff.

### **Diversity & Inclusion**

- Champion a diverse and inclusive workplace that reflects the communities we serve.
- Implement strategies to build a diverse workforce and promote a culture of respect.

### **Absence Management**

- Oversee the accurate and timely recording of staff absences across relevant systems (e.g.Bromcom, iTrent), ensuring schools are accurately recording absences, spot checking the data integrity and compliance with QUEST policies.
- Coordinate and provide guidance to leaders and staff on all leave entitlements or eligibility for discretionary leave; including sickness, annual leave, maternity, paternity, adoption, and parental leave, in line with policies and statutory requirements.
- Liaising with schools to ensure the preparation and issue of key documentation, monitoring key dates and ensuring all required paperwork is completed, signed, and securely stored on the electronic employee record.

- Support and guide leaders in applying absence management procedures, including monitoring thresholds, and advising on next steps in line with QUEST policy.
- Conduct absence management meetings as required.
- Checking schools are following the absence management process and raising any concerns of non-compliance with the QUEST Executive team.
- Contribute to the development of consistent and proactive absence management
- Implement and review wellbeing initiatives
- Report to CFO and trustees termly on absence management

### **Decision Making and Problem Solving**

- Works independently on a day-to-day basis, consulting with the CFO and HR external provider on the most significant or high-risk issues.
- Leads the development of HR and People strategy.
- Leads on all change programmes within partner areas ensuring appropriate guidance to senior managers and relevant stakeholders
- Proposes new initiatives to enhance the employee experience at both Trust and partner area levels.

### **Training and Development**

- Provides training on all aspects of Trust HR policy and best practice to support the delivery of the people aspects of the academy improvement plans or business area strategic plans.
- Oversees delivery of training on safer recruitment compliance in partner areas.
- Takes responsibility for own personal development, including identifying relevant training courses.
- Provides relevant training to leadership teams within partner areas on HR related subjects (e.g. conducting PDR, employee relations related case management, absence management).

### **People Leadership/Development**

- Supports line managers in the development and communication of the Professional Development Review (PDR) process for support staff.
- Proactively supports academy/business area senior teams to implement HR policies and procedures.
- Play a crucial role in fostering positive and productive relationships. Facilitate trade unions communication, negotiation, and conflict resolution.
- Supports the academies/business areas in promoting the values of the organisation.
- Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Trust's culture.

### **Influencing and Managing Relationships**

- Coaches and advises key stakeholders as a trusted expert in relation to people and business matters, providing advice and support that balances business and people needs.
- As the sole HR representative, provide expert advice to managers implementing strategic and operational business plans and targets.
- Builds strong and long-lasting relationships with Senior Managers in both partner areas and across the Trust to ensure credibility of HR advice and guidance.
- Works closely with Finance Business Team/Partners to ensure commercial awareness of any proposed changes and any budgetary impact is accounted for.
- Ensures positive working relationships with all relevant Trade Unions, sometimes involving complex negotiations.

- Participates and represents the Trust in national and local networks of HR professionals so that the Trust is alert to new trends and is familiar with the current practices or developments.
- Liaises effectively and professionally with external suppliers e.g., recruitment agencies to ensure a cost effective and efficient service for the Trust is maintained.

## **Safeguarding**

Encourage good practice by promoting and championing the school's safeguarding and child protection policy and procedures

Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and provide reports where required.

Safeguarding Children's Board with regards to safeguarding and child protection.

Maintain confidentiality at all times, and ensure appropriate confidentiality is maintained by all staff during safeguarding processes.

## **Performance Management and Professional Development**

- Embrace and actively take part in CPD, fulfilling obligations to maintain and continue professional development in line with the QUEST expectations.
- To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- Disseminate information from professional development activities undertaken and ensure colleagues receive feedback from monitoring and evaluation activities.
- To be passionate, committed to improve your own abilities and those of others you interact with, either student or staff.
- Be the embodiment of our values in action and stay true to our core moral purpose, to unlock the potential of all.
- To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.
- Maintaining a secure, healthy and risk free environment for students, staff and visitors.

*The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require*

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_



# Job Specification

## HR Business Partner

---

### A. Experience

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
			A = Application I = Interview R = References T = Task/Observation P = Presentation
Proven track record in HR team management, including excellent generalist experience in a wide range of employee relations issues, recruitment, organisational change and staff development	E		A, I
Experience of implementing employment law policies and procedures	E		A, I, T
Able to use all MS Office programs particularly Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases	E		A, I,
Proven experience of working with schools		D	A, I
Experience of dealing with difficult and sensitive situations in a diplomatic and professional manner	E		A, I

### B. Training and Qualifications

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
NVQ Level 4 in Business Administration or equivalent relevant qualification or comparable level of relevant experience	E		A, I
Recognised HR qualification (CIPD preferred) and or/ significant current experience at high level		D	A, I
3 x GCSE's level C or above including English & Maths	E		A, I

Evidence of continual professional development	E		A, I
--	---	--	------

### C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Ability to assume full responsibility for both the efficient day to day functioning of QUEST HR Business Partner role as well as developing the role further.	E		A, I
Up to date knowledge of employment legislation and HR best practices	E		A, I
Knowledge of a range of complex office procedures	E		A, I
Knowledge of developing and maintaining HR and administrative procedures	E		A, I
Knowledge of school related office procedures		D	A, I
Knowledge and experience of Safer Recruitment processes and legislation	E		A, I
Self-starter, with and ability to work independently & use own initiative to overcome obstacles.	E		A, I
Able to work to tight deadlines, managing and prioritising time effectively.	E		A, I
An understanding of HR legislation in the education sector	E		A, I

### D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Ability to deliver polite, courteous and efficient customer service	E		A, I
Very good communication skills to deal with a range of people	E		A, I
Ability to use initiative to respond to and resolve problems within recognised procedures	E		A, I
Good organisational skills to manage and support meetings and other events	E		A, I, R
Ability to deal effectively with conflicting demands placed on your time and be personally effective	E		A, I
To work effectively with personnel at all levels and build and maintain effective relationships	E		A, I
Have a balanced and diplomatic approach	E		A, I

Demonstrate effective teamwork skills	E		A, I
Ability to prioritise, plan and organise yourself and others	E		A, I
Maintain confidentiality at all times	E		A, I, R
Ability to travel to all QUEST sites	E		I

#### **E. Equal Opportunities Awareness**

	<b>Essential</b>	<b>Desirable</b>
A commitment to equal opportunities, awareness of diversity issues and a positive and non-discriminatory approach	E	
A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities	E	
A commitment to working in a flexible and collaborative manner with all members of the school community	E	

#### **F. Legal Issues**

	<b>Essential</b>	<b>Desirable</b>
Legally entitled to work in the UK	E	