
Job Description: Human Resources Business Partner

Contract type: Full-time, 36 hours per week, 52 weeks per year

Salary range: £44,430 - £51,663

About the role

We are based in the Dulwich/Camberwell area and are looking for an experienced Human Resources practitioner to join our newly established central service HR team, providing professional HR advice to schools, coaching and mentoring to senior leaders and delivering HR projects to the Trust. As a HR business partner, you will be required to regularly visit our schools based in the Lambeth and Southwark areas. You will manage employee relations issues and support your schools in maintaining the integrity of payroll. As part of the HR team, the HR business partners also support the HR Director in developing, implementing and improving HR procedures, to ensure that our employee offer is delivered to a high standard.

To be successful, you will need to have:

- CIPD qualification, ideally to level 7.
 - Strong team-working skills
 - The ability to build strong working relationships with a wide range of stakeholders
 - The ability to work with all levels of staff, using excellent written and verbal communication skills
 - A well-developed knowledge of education terms and conditions and employment law
 - Knowledge of payroll processes
 - Proven experience of managing complex case work with strong analytical skills, and experience of working with trade unions
 - Proven experience of delivering HR projects.
 - The ability to work to deadlines and under pressure and able to re-prioritise demands on your time in an environment where change is the norm
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What the Trust can offer

Our newly formed team offers the opportunity to work collaboratively with HR colleagues to develop the HR's reputation within a diverse and growing Trust. The Trust offers a range of family friendly working arrangements and a supportive environment that is committed to continuously improving how we represent our local communities. We welcome applications from individuals with diverse backgrounds.

Please download an application form and job description and email to recruitment@tcset.org.uk.

Please note that CVs cannot be accepted in order to comply with safeguarding requirements and that successful applicants will be required to undergo a number of pre-employment checks, including an enhanced DBS check.

No agencies please.

Closing date: Noon on Thursday 28th November 2024

Interviews: Thursday 6th December 2024