

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Regional HR Business Partner	Location	Milton Keynes and Coventry
Salary	c£45,000 per annum	Hours	Permanent, Full Time
Department	Human Resources	Reports To	Head of HR Business Partnering

JOB PURPOSE:

To support the school Leadership Teams with all aspects of the people management agenda and enable them to deliver a well-run organisation that can focus on improving educational attainment for students.

KEY RESPONSIBILITIES AND DUTIES:

- Provide remote and face-to-face HR service to schools within the region and Central Team.
- Contribute to the development of supporting documents and templates covering all aspects of HR activity, including policies, letter templates and pro-formas.
- Act as the guardian of Trust HR policies and procedures within the region and ensure these are being followed consistently and to a high standard.
- Line manage School HR Officers to support the development of effective HR processes and administration, advising individual academies on managing such matters at local level.
- Support and coach Creative Education Trust's leaders to effectively manage employee relations issues that arise relating to discipline, grievance, attendance and performance management matters.
- Support schools to effectively manage their local Joint Consultative Committees and maintain a harmonious ER environment.
- Support Trade Union meetings and provide administration support to key HR meetings and activities as required.
- Provide expert HR knowledge and project management support on any change management situations that arise, particularly in relation to academy transfers into the Trust, including but not limited to restructure, redundancies and TUPE.
- Support the development of common reporting processes to ensure that the Director of Human Resources, senior leaders, trustees and members of the local governing body or Academy Improvement Board are appropriately informed about performance indicators such as absences, turnover, performance appraisal, reward and tracking of ER issues.
- Where appropriate, be responsible for inputting HR data and information into central team systems in line with Creative Education Trust's requirements to identify trends and enable effective targeting of resources.
- Conduct regular HR and safeguarding audits to provide clear information on HR strengths and areas for development for each academy and region.
- Undertake performance reporting to monitor HR health and take a proactive approach to suggesting new HR initiatives where key trends are identified.
- Produce and maintain dashboards and reports (using Excel) on key HR metrics, providing insights to Principals, Heads, and People RemCo to support strategic decision-making.
- Support and liaise with Trust leaders to ensure the implementation and tracking of performance processes effectively and in a timely fashion.

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- Ensure performance processes and their delivery support overall school improvement and specifically improvements in their teaching and learning within the region.
- Support and contribute to the implementation of new pay and reward schemes including job evaluation and equal pay where this is needed to ensure parity across the Creative Education Trust and to meet statutory requirements.
- Work in partnership with school finance teams to provide support on any payroll related HR issues.
- Contribute to the development and delivery of an annual face-to-face and online training programme for schools across all generalist HR areas to include but not be limited to attendance management; performance management and appraisal; HR policies and procedures etc.
- Contribute to the development and delivery of a national HR network for the Trust to disseminate best practice and provide a regular upskill for HR resource within the Trust and at school level.
- Contribute to written and electronic HR communication across the Trust to provide regular updates on statutory changes and trends in HR.
- Provide first line guidance on effective recruitment processes.
- Assist with organising recruitment events if required.
- Act as panel member for recruitment processes if required.
- Provide advice, guidance and ensure compliance on robust procedures for pre-employment checks for all staff, volunteers and governors.
- Provide guidance and supervision to schools to create and maintain confidential single central registers in line with statutory requirements.
- Assisting in projects across all HR disciplines, for example, talent management, employee engagement etc.
- To support Trust-wide people initiatives and cultural change.
- Carry out any such duties as may be reasonably required by the Creative Education Trust.
- This regional role currently supports a selection of our schools based in Milton Keynes and Coventry as well as support our central team.
- There will be a requirement to travel to other schools in the group.

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed. The job description will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the post holder. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head of HR Business Partnering.

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JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified to degree level • Fully CIPD qualified level 5 or above 	<ul style="list-style-type: none"> • Training in job evaluation • Post graduate qualification
EXPERIENCE	<ul style="list-style-type: none"> • Experience of providing complex employee relations/generalist HR advice and guidance to Senior Leaders • Experience of managing a significant caseload of HR cases from start to finish achieving successful outcomes • Experience of implementing effective HR systems and procedures • Experience of developing positive and effective working relationships with Trade Unions • Experience of using HR and Payroll system • Experience of organisational change management • Experience of managing a team 	<ul style="list-style-type: none"> • Experience in the identification and implementation of improvements to people development, recruitment, culture and values work and employee engagement. • Experience of supporting TUPE • Experience of providing HR advice and guidance within an educational setting • Experience of working across multiple sites • Experience of using iTrent
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of current HR legislation 	<ul style="list-style-type: none"> • Understanding of national terms and conditions and/or of legislation that impacts on employment within the educational sector
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Advanced Excel skills, with experience in producing dashboards and analysing HR data • Able to inspire confidence among school principals and colleagues. • A relentless drive to improve performance and deliver outstanding results through new, innovative and more effective ways of working. • Excellent written communication skills 	<ul style="list-style-type: none"> • Knowledge of relevant education legislation

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	<ul style="list-style-type: none"> • Excellent interpersonal and negotiation skills • Good planning and project management skills • Highly resilient and determined in the face of challenges. • High levels of professional integrity • Able to use discretion intelligently, resourceful and solution oriented. • Self-starter who works well independently and as part of a team. 	
CREATIVE EDUCATION TRUST VALUES	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Regular travel between schools within the defined region and to London and other schools outside of the region as required. • Full UK driving license. • Have access to a car for work purposes and be able to travel to school sites. • NB there will be regular travel to schools within the region – this may be achieved using public transport, but it is preferable to drive. • Work flexibility and after office hours. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.