



BELIEF IN EVERY CHILD



WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

Thank you for your interest in this post. Please take some time to have a look at this pack and gain a sense of who we are and what we stand for. All Multi-Academy Trusts are different and we are keen to explain why we believe that our values and ethos make us a great employer.

The Blackdown Education Partnership is a newly formed trust created by the merger of two founding trusts which shared some important similar values. Put simply, we believe that collaboration, partnership working and sharing our best ideas will enable us to deliver on our mission.

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities

All of our schools share this purpose and we work closely together to understand and deliver it.

We do not believe in creating schools which are replicas of each other. Our philosophy of aligned autonomy enables Headteachers to make effective decisions within the context of each individual school. We do not have a common curriculum but we do have a view on excellence and seek to harness the expertise of our subject leads to ensure that each school delivers schemes of learning that are rigorous, inspiring and rich in knowledge. Curriculum and other leaders across our schools meet regularly to network, share and moderate and the Trust operates a well-developed programme of peer-review to ensure that leaders are challenged, supported and have access to excellent professional development.

Our schools are all characterised by a strong ethos, ambitious culture and compassionate environment which together drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions. A large number of colleagues are currently undertaking leadership development training which ranges from the full suite of NPQs to some more bespoke leadership programmes run through our outstanding network of partners.

We take staff wellbeing seriously and take active steps to reduce workload. We have a wellbeing offer which ranges from gym membership and support with personal fitness to talking therapies and reflexology.

We are always willing to consider flexible working requests and job-shares and pride ourselves on a family friendly approach across our schools. The best resource we can provide for pupils is highly skilled, happy and fulfilled staff.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

LORRAINE HEATH, OBE
CHIEF EXECUTIVE OFFICER



The Opportunity



Trust HR Business Partner

- Starting Salary:** £35,745 - £36,648 FTE (pay award pending). £19,307 per annum starting salary, NJC Grade Points 27-28.
- Appointment:** Permanent, 22.2 hours per week term time only (41 weeks per annum – term time plus 3 weeks during holiday periods).
- Location:** Based in Uffculme, Devon EX15 3AG - with the opportunity to work from home on occasions.
- Starting Date:** September 2024.

We are seeking to appoint an experienced and professionally qualified HR Advisor to provide a high quality, proactive HR advisory service to managers and leaders in our schools as well as support the Trust HR Manager with the implementation of our HR strategy and development plan.

You will have or be working towards a Level 5 CIPD qualification and previous generalist HR advisory experience, gained in a medium to large sized organisation. Experience of working in the education sector would be ideal but is not essential. As a highly organised and conscientious individual, you'll have strong communication skills, a proactive approach and be passionate about providing an outstanding service to our teams.

The successful candidate will be a strong team player with experience of liaising professionally with a variety of stakeholders. You will be highly IT literate with excellent attention to detail.

This is an excellent opportunity for a HR professional who is looking to further develop their career in HR and offers flexibility in relation to working hours.

We can offer a competitive salary, access to a range of continuous professional development opportunities, a generous defined benefit Local Government pension, reduced rate on-site gym membership, access to wellbeing support and free on-site parking.

Blackdown Education Partnership is a unique partnership of schools working as a multi academy trust, employing over 1,000 staff and caring for more than 7,000 children and young people across Devon and Somerset. You will be joining an ambitious, committed and hardworking team who offer amazing support, and are relentless in their drive to make a genuine difference to our schools.

If you would like an informal conversation about this role please contact Lucy Hancock, Trust HR Manager via hr@bep.ac or telephone 01884 763183.

The closing date for applications is **9am on Thursday 11th July 2024**. We anticipate holding the selection process on **Tuesday 16th July 2024**.

For more information and to apply please use the following link, [Vacancies — Blackdown Education Partnership \(bep.ac\)](#)

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

Job Description & Person Specification



Job Title: Trust HR Business Partner
Location: Based in Uffculme, Devon EX15 3AG - with the opportunity to work from home on occasions.
Pay Grade: NJC point 27 within the range 27 - 28
Actual salary: £35,745 (FTE) £19,307 starting salary
Hours of Work: 22.2 hours per week, term time only plus 3 weeks to be worked during school holidays (41 weeks pa)

Responsible For: Providing a high quality, proactive and efficient HR advisory service to the Trust.

Key Relationships: Chief Financial Officer, Trust HR Manager, HR Administrator, Headteachers, School Business Managers

Reporting to: Trust HR Manager

Key Purpose of job:

To provide a high quality, proactive and efficient HR advisory service to managers and leaders that supports the strategic objectives of the school and Trust, in line with our policies and relevant employment legislation.

To support the Trust HR Manager with the implementation of the Trust's HR strategy and HR development plan.

To play a key role in the development of the central Trust HR provision, to identify opportunities to improve support and deliver services more effectively.

Duties and accountabilities of post:

- Provide appropriate and effective HR advice to managers to ensure people management concerns are resolved, referring complex or highly sensitive cases to the Trust HR Manager.
- In conjunction with the Trust HR Manager, proactively work with schools to identify people management concerns early on and work with the relevant manager to develop appropriate strategies to prevent escalation.
- Provide HR support to managers to effectively investigate employee relations matters and support at subsequent hearings where appropriate.
- Support schools to monitor employee sickness and attendance and provide HR support to those managers who are implementing the Trust's Absence Management policy to ensure attendance concerns are resolved.

- Support the Trust HR Manager to review and develop HR systems to ensure they continue to be effective and add value to the Trust.
- Support the Trust HR Manager to collate and analyse Trust HR data to be presented to managers and trustees on key trends across the Trust.
- Assist the Trust HR Manager to undertake TUPE processes as appropriate to support Trust growth.
- Support with onboarding of schools new to the Trust to ensure the joining process is efficient and effective.
- Participate in recruitment and selection activity across the Trust ensuring processes are robust, fair, transparent and compliant with safer recruitment legislation.
- Undertake HR project work as directed by the Trust HR Manager.
- Provide training and coaching to line managers to develop their people management skills.
- Maintain third party relationships, including with our pension and recruitment providers, legal advisors, and union representatives.
- Support the maintenance of accurate personnel and payroll records.

Safeguarding

- Attend all safeguarding training as directed.
- Ensure all HR processes are compliant with safeguarding principles and policies.
- Follow Trust procedures and report all concerns to the designated safeguarding lead.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.

Data Protection

- Ensure that legislation and Trust policies and procedures relating to confidentiality and data protection are adhered to.

Other responsibilities

- This role will involve traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than your normal working location, will be as per the Trust's travel policy.
- To support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.
- Maintain positive, professional relationships with students, parents / carers and colleagues;
- To participate in induction training, staff review processes and professional development opportunities;
- Commit to equal opportunities and anti-discriminatory practice.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures;
- The post-holder must comply with the Trust's Health and Safety requirements;

- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Typical working pattern

- Typically, 3 days per week 9am - 5pm, including a 30-minute unpaid break. However, there may be some flexibility and a working pattern will be agreed with the post-holder on appointment. Working from home by agreement for some of these hours, particularly during school holiday periods, may also be viable. There may occasionally be a requirement to work beyond school hours to support meetings or recruitment/training events.
- Annual leave will only be taken during school holidays.
- The post is term time but includes an additional three weeks per annum to give some flexibility for peak periods during term-time and a limited amount of school holiday working particularly at the start and end of the summer holiday.
- This working pattern is subject to change and you will be required to work flexibly with colleagues to ensure the operational needs of the Trust are met.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

Trust HR Business Partner Person Specification

The successful candidate must be able to demonstrate the following specific attributes.

Qualifications	Essential	Desirable
Membership of the Chartered Institute of Professional Development (CIPD).	✓	
Level 5 CIPD qualified or working towards.	✓	
Educated to A level, including GCSE grade C in Maths and English.	✓	
Experience		
Generalist HR experience, in a medium to large organisation.	✓	
Experience of advising and coaching managers on a wide range of employment and people management issues.	✓	
Experience of building positive relationships with key stakeholders.	✓	
Experience of the education sector, and an understanding of the relevant terms and conditions relating to the National Joint Council and the School Teachers Pay and Conditions document.		✓
Experience of working with Trade Union representatives.		✓
Skills and Knowledge	Essential	Desirable
Excellent communication skills both verbal and written.	✓	
Excellent people skills.	✓	
Demonstrate tact and persuasiveness.	✓	
Ability to manage time to meet deadlines and prioritise work.	✓	
Highly organised and conscientious with good attention to detail.	✓	
Ability to be proactive and work on own initiative.	✓	
Positive team player.	✓	
Excellent IT Skills.	✓	
Effective analytical, reporting and problem solving skills.	✓	
Behaviours		
Understanding of and commitment to safeguarding and equality and diversity.		
Understanding of and commitment to Trust Values.		
Capacity to work as part of a team as well as individually without close supervision and under pressure.		
Demonstrate a positive and pro-active approach to work, focussed on outcomes.		
Demonstrate creativity, flexibility and responsiveness to change.		
Commitment to continuous professional development of self and others to maximise skills/experience.		
Other essential criteria		
Suitable to work with children and young people.		
Valid UK driving license and access to own transport for work		
High professional standards and integrity.		



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OUR MISSION

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- To create a family of schools that are deeply and purposefully connected to their communities.

Our Schools



