



**Maiden Erlegh Trust
Job Description**

Role	Associate HR Business Partner	Reports to	Head of People & Culture
Salary	Grade 5 – SCP 12-17 Will be reviewed as professional qualifications achieved and as experience develops	Hours of work	37 hours per week, all year round Full Time - hybrid
Purpose	<ul style="list-style-type: none"> The successful candidate will play a pivotal role in delivering the Trust’s People strategy and will be part of a dedicated team passionate about delivering operational excellence and providing a quality service to our schools. Working closely with the allocated schools and with support from the wider team as required, the postholder will provide expert guidance and support on a wide range of HR matters, ensuring compliance with statutory requirements and promoting a positive working culture. To support the strategic development of their allocated schools and Shared Services by working closely with the Headteachers, Head of People & Culture and other key stakeholders to enable effective decision making and achievement of Trust aims. 		
Scope	Staff responsibilities: None	Financial accountability: None	
Relationships	<p>The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to, Trust leaders, school leaders and colleagues in other Trust schools, school staff and external agencies as required.</p> <p>As the trusted HR advisor to the allocated schools, the postholder will need to develop key professional relationships with the headteacher and other SLT members as appropriate.</p>		
Main duties and responsibilities	<p>The following list of accountabilities is not intended to be exhaustive. The postholder is expected to understand the broader requirements of the role, and the degree of flexibility that will be required.</p> <p>Leadership and management</p> <ul style="list-style-type: none"> Support the Head of People & Culture to partner with the leadership team across the Trust to implement HR and people strategies consistently and effectively across the Trust. <p>HR support</p> <ul style="list-style-type: none"> Provide an HR advice and support service for schools and manage HR casework as appropriate, liaising with the Head of People & Culture and employment law providers as necessary. Develop awareness and experience of all people management and employment law issues including: TUPE, organisational change, change management, complex case management, employment tribunals industrial action, disciplinary, grievance, performance, absence management, ill health retirement, recruitment, pay and terms and conditions of employment. Advise and support with school-based recruitment and on-boarding. Support senior leaders with people meetings across the Trust and act as a mediator when required to resolve employee disputes, prior to formal proceedings. Support the development and management of HR policies, procedures, and guidance. 		

- Lead and support on HR Projects across the Trust as required.
- Establish a high level of credibility and develop and manage strong, co-operative working relationships with the academy Headteachers, and other internal and external stakeholders.
- Support the development of a performance management culture for both the academies and the Shared Services team which recognises and values the contributions of staff, setting high standards and expectations and challenging underperformance.

Stakeholders & relationships

- Maintain strong relationships with stakeholders throughout the organisation, and particularly with Headteachers. This will require having a presence/ working directly with stakeholders across our schools and Shared Services as part of your ongoing business partnering focus – e.g., meet regularly with the Headteachers/ other leaders to discuss on-going issues and areas of support required.
- Strive to improve and simplify HR and recruitment processes and policies wherever possible – balancing risks and benefits appropriately.

As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance.
- Role model elevated levels of literacy and numeracy including modelling appropriate language.
- Aspire to develop own professional skills and qualifications.
- Use all forms of social media appropriately.
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively.

Any other duties that reasonably fall within the purview of the post which may be allocated by the Director of Finance after consultation with the post holder.

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Signed: Post holder	
Date:	



**Maiden Erlegh Trust
Person Specification**

Role	Associate HR Business Partner	School/Department	Trust role
Qualifications, training and education	<ul style="list-style-type: none"> • Good standard of basic education including Maths and English GCSE or equivalent • Minimum CIPD level 5 qualification (or willingness to work towards) • Knowledge of local government and teachers' terms and conditions of service 		
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Significant experience of working in a generalist HR advisory role. • Experience of dealing with employee relations and trade union issues. • Experience of managing complex casework through to dismissal. • Experience of advising on and leading change management. • Developing and implementing HR policies. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of working in an education/public sector environment. • Experience of working within an academy or a multi-academy trust. • Experience of working over multi-site organisations. • Coaching and mediation experience. • Knowledge of Health and Safety practice and legislation. • Knowledge of HR/Payroll systems development. 		
Skills and abilities	<ul style="list-style-type: none"> • Ability to adapt and adjust legal and HR best practice appropriately in a complex working environment, supporting managers with varying degrees of experience and diverse job roles. • Ability to make risk-based judgements and recommendations and act with professionalism and discretion. • A flexible working approach. • Strong ICT skills. • Ability to develop, promote and maintain effective working relationships at all levels, inspiring confidence among colleagues and senior leaders. • Good organisational and project management skills, and the ability to balance competing pressures, deadlines and demands. • Excellent communication skills, verbal and written – able to deal with a variety of people sensitively, empathetically and, when necessary, assertively. • Creative thinking with the ability to anticipate and solve problems. • Personal energy and resilience in the face of challenge. • Committed to own personal development. 		
Requirements specific to the role	<p>All staff are expected to be committed to safeguarding, equality and promoting the welfare of children and young people and to be aware of local safeguarding policies and procedures and to report any concerns or information received as required.</p> <p>Able to travel to numerous schools within the Trust as there will be essential, regular travel to school sites.</p>		