



# JOB DESCRIPTION

## HR BUSINESS PARTNER

<b>REPORTS TO:</b>	Director of HR
<b>PAYSCALE:</b>	Starting Salary £47,436 per annum plus travel allowance
<b>LOCATION</b>	Covering all Secondary schools within the Trust. Hybrid working options can be discussed.
<b>TERMS:</b>	37 hours per week, 52 weeks a year
<b>CONTRACT:</b>	Permanent, Full-Time

### PURPOSE OF THE JOB

- To provide professional support and advice to assigned schools within the Trust
- To support and encourage the Trusts ethos and its objectives, by following policies and procedures.
- Assist in the development and management of HR systems and procedures ensuring safer recruitment practices at all times.

### Liaison with:

The HR Team, Finance Business Partners and all stakeholders within BMAT.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

### Specific Duties:

- Provide timely, accurate and practical information and advice to schools in accordance with policies and procedures and address any inconsistencies of approach ensuring compliance with employment law and appropriate education legislation.
- Ensure that application of Trust policies are being adopted such as discipline and dismissal, grievance, recruitment, induction, probation, performance management, CPD, health and safety and sickness absence.
- Assist in the development and management of HR systems in order to deliver the HR strategic plan.
- Contribute to the effective working relationship with national trade unions and their professional association representatives.
- Ensure that all documentation is kept and produced in accordance with confidentiality and GDPR legislation.

### HR Casework and Employee Relations

- Lead on casework within assigned schools and support the HR Leads and SLT with adhering to policy and procedure guidance.
- As directed by the DoHR, liaise with legal advisors if required.
- Prepare casework and confidential paperwork as directed and attend hearings, take minutes, and ensure that all documentation is kept confidentially.
- Review case documentation and remove letters from files upon expiry.
- Liaise with HR leads to oversee and monitor sickness absence / leave of absence arrangements and ensure that all return to work interviews are completed.
- Manage staff absence with support assistance via OH or EAP systems offered at the appropriate time for long term sickness absence
- Assist with all risk assessments in relation to sickness absence, maternity, mental health support and injury at work keeping detailed notes on a regular basis.
- Provide case studies as requested by the DoHR for Ofsted purposes.
- Assist with any TUPE project work connected with future academy transfers.

### Recruitment, Selection and Retention

- Ensure that all vacancies, terms of conditions of employment and recruitment methodology has been agreed prior to recruitment in conjunction with the DoHR.
- Oversee preparation of recruitment packs and advertise using suitable media for campaign including support in the preparation of interview tasks and questions.
- Manage online recruitment platforms and website to ensure that all are up to date.
- Ensure that all safer recruitment practices have been followed to include trained panel members.
- Interview candidates as directed accordingly.
- Assist the DoHR with monitoring the overall cost of recruitment and retention and contribute to reducing this cost. Prepare documentation to outline turnover across the assigned schools within the Trust.

### Reward and Recognition

- Be responsible for the overseeing of job offer letters, changes to contracts and other documents of employment and recruitment across the assigned schools within the Trust.

- Support the HR leads with monthly payroll checking and working alongside Finance Business Partners to resolve any payroll queries.
- Consider new strategies to enhance the experience of working at the academy through reward and recognition practices.
- Ensure that staff receive an annual statement of earnings for the assigned schools within the Trust.
- Oversee School Workforce Census and other HR returns as appropriate.

## Training and Development

- Prepare and oversee the Performance Management Process for support staff within assigned schools ensuring the following:
  - Documentation is prepared and distributed accordingly
  - Training sessions are held for relevant Line Managers to ensure consistency of approach
  - Objectives set are linked to the overall Trust objectives
  - Training and development is requested and costed to ensure that this is on budget
  - Deadlines are adhered to on an annual basis with a six month review logged.
- In conjunction with DoHR, consider areas for development in relation to training and development for assigned schools and relevant platforms to support ongoing requirements.
- Measure the effectiveness of training and development assigned in accordance with budget analysis and value for money.

## Additional duties:

- Attend HR meetings as requested to support the further development of the team and department.
- Work alongside Finance Business Partners in relation to workforce planning.
- Line manage HR leads within assigned schools, complete their PMR and suggest future development as directed.
- Assist with the development of wellbeing across the assigned schools within the Trust.
- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

## Other specific duties:

- To continue personal development as agreed via Performance Management Review.
- To undertake any other duty as specified by the DoHR, CEO and CFOO not mentioned in the above
- To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of the responsibilities for all staff to protect personal data under the GDPR, work in accordance with the school's data protection policy and ensure that any suspected data loss or theft is reported immediately, as directed.

## Safeguarding Children

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

## **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

## **General responsibilities common to all members of staff**

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

## Person Specification – HR Business Partner

		Essential	Desirable
<b>Qualifications and documentation</b>	1. CIPD Level 5 qualification in Human Resources or equivalent.	X	
	2. Evidence of continuous professional development (CPD) in HR-related topics.	X	
	3. Educated to degree level or equivalent.	X	
	4. Training or qualification in safer recruitment practices.		
<b>Experience</b>	1. Substantial experience in a generalist HR role, including advising managers on HR policies and procedures.	X	
	2. Demonstrable experience in managing employee relations casework, including investigations, grievances, and disciplinary matters.	X	
	3. Experience working within the education sector or a similar regulated environment.	X	
	4. Proven track record of supporting safer recruitment processes.	X	
	5. Experience of working collaboratively with senior leaders to deliver strategic HR initiatives.	X	X
	6. Experience of working within a Multi-Academy Trust or similar organisational structure.		
<b>Knowledge</b>	1. Strong working knowledge of UK employment law and HR best practices.	X	
	2. Familiarity with safer recruitment guidance and compliance in schools (e.g., Keeping Children Safe in Education).	X	
	3. Excellent communication and interpersonal skills, with the ability to build positive working relationships at all levels.	X	
	4. Strong analytical and problem-solving skills, including the ability to assess risk and provide sound advice.	X	
	5. High level of IT literacy, including proficiency in HR systems and Microsoft Office Suite.	X	
	6. Knowledge of the challenges and opportunities in the education sector, particularly within secondary schools.	X	
	7. Experience with HR management systems and reporting tools.		X
<b>Personal Qualities</b>	1. Commitment to the ethos and objectives of the Trust, promoting a positive and inclusive culture.	X	
	2. Proactive and self-motivated with the ability to work independently and as part of a team.	X	
	3. High levels of professionalism, integrity, and discretion in handling sensitive and confidential matters.	X	
	4. Strong organisational skills, with the ability to manage multiple priorities and meet deadlines under pressure.	X	
	5. A solutions-focused approach with a commitment to continuous improvement.	X	