

JOB DESCRIPTION – People Partner



**KING EDWARD VI
FOUNDATION
BIRMINGHAM**
Educational excellence for our City

Location:	Foundation Office, Edgbaston Park Road, Birmingham, B15 2UD and schools within the Trust
Accountable to:	Head of People and Partnering
Direct reports:	None
Hours of work:	35 hours per week
Length:	Permanent. All year round
Salary:	£40,000 FTE per annum (dependent on skills and experience), plus excellent benefits
Purpose of the role	
The purpose of the role is to provide quality HR support, guidance and advice to Heads and senior management whilst consistently delivering excellent customer service and demonstrating best practice. Working as part of an experienced team of People Partners, you will be the initial point of contact for all HR related queries in your allocated schools.	
Responsibilities and duties	
<ul style="list-style-type: none"> • Work effectively as part of the central People and Systems team to ensure a consistent approach in HR advice, processes and procedures, in order to maintain and develop the effectiveness of HR support to schools across the Academy Trust and Foundation. • Collectively as a People team, implement the People strategy and contribute to the strategic People and Systems objectives set annually. • Give timely, quality advice and guidance to the Governors, Heads, senior managers and Heads of Department regarding employment law, the organisation's HR policies and best practice. • Ensure compliance with all relevant employment legislation, DfE, and OFSTED guidelines and school policies in the recruitment, training and management of all staff. • Advise on and oversee the implementation of recruitment, remuneration and change management practices. • Support and monitor the effectiveness of wellbeing initiatives. • Support the Head and senior leaders in recruitment processes. This includes forming part of interview panels as the safer recruitment trained member. • In line with Safer Recruitment guidance oversee the management of the School's Single Central Register to ensure compliance. Keep abreast of changes and their impact on the Central Register: Communicate with staff with regards to changes in procedure. (Includes ensuring the administration of the Disclosure Barring Service is adhered to). • Advise the Head and senior leaders on all staffing matters, including taking a lead role in the preparation of documentation for formal disciplinary, grievance and capability matters, attending those meetings as appropriate. • Ensure appropriate communication with staff on all HR matters, and act as first port of contact for Heads of Department and staff requiring advice on HR issues. • Review and monitoring of sickness absence, undertaking relevant interventions, including referrals to Occupational Health and advice to managers on phased return. • Manage the performance management system for all school staff. • Manage training needs for all support staff including induction, arranging appropriate training courses on safeguarding and School specific health and safety. • Provide coaching and training to managers on HR processes and procedures. • Participate in and take ownership of a variety of People projects. • Oversee the administration of the HR system and the authorisation of salaries, allowances and absences. Work as part of the central People and Systems team to support the review, creation and implementation of HR policies and procedures. • Liaise with the Academy Finance Manager regarding changes in staffing requirements and associated budget implications, attending academy finance committee meetings as appropriate. • Provide guidance on issues relating to equality and diversity and actively seek to implement and promote the Trust's Equal Opportunity Policy. 	

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General responsibilities and duties	
<ul style="list-style-type: none"> To develop a clear understanding of the Foundation and Academy Trust's vision, mission and strategic aims and to actively support these. To remain up to date with the Foundation and Academy Trust's policies, safeguarding procedures and code of conduct and always uphold these. To identify and undertake relevant training to enable continuing professional development, where resources allow. To prepare for and proactively engage in the performance development cycle with your line manager. To attend appropriate internal and external meetings, as directed by your line manager. To work in such a way as to minimise risks to data protection and to the environment. To undertake such other duties as are agreed as being in keeping with the general nature of the job and its grade. 	
Person Specification	
Essential	Desirable
Knowledge, skills and experience	
Experience of working across multiple sites and with many different stakeholders in a people focused organisation	Understanding of the education sector, in particular in relation to academies and multi academy trusts
Strong generalist HR background, with a good knowledge of employment law	An awareness of challenges and priorities within the education sector
Operational HR experience, supporting managers in all aspects of HR, in particular disciplinary, grievances, restructure, performance management and absence management	
Experience of developing and maintaining HR and payroll information systems	
Ability to work independently and autonomously	
Ability to work without close supervision yet able to judge when advice and support is required	
Ability to inform and empower/coach managers identifying the required approach in any given situation	
Excellent IT skills to include Microsoft packages and bespoke HR and payroll systems	
A positive attitude to innovation and change	
Excellent interpersonal skills with the ability to negotiate and influence	
Full clean driving licence and the flexibility to travel	
Qualifications	
Educated to a good standard of education or equivalent	
Qualified or working towards CIPD	
Competencies	
Influencing and persuading Acting on integrity Delivering quality at pace Team focussed Proactivity Flexibility, reliability and adaptability	

It would be a requirement of the role that most annual leave is taken during school holidays.