

Job Description

Job title:	Senior HR Business Partner
Responsible to:	Head of HR Services
Responsible for:	Line Management of the HR Advisor and HR Coordinators
Location:	Lift New Rickstones, Conrad Road, Witham, Essex, CM8 2SD (with regular travel to other schools in the region as required)
Hours of work:	37 hours per week
Salary:	£60,000 per annum

Overview of the role:

The role of the Senior HR Business Partner is to be responsible for managing and developing a proactive and effective HR service to the regional schools, ensuring strategies and service provision is in place to balance the requirements of individual schools within the region.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

Responsibilities:

To lead and support our brilliant HR team to provide expert advice and guidance to Principals, Senior Leaders, Chairs of Governors and key stakeholders, including:

- Advise on employment practices, pay, conditions, and employment law.
- Advise and support a wide range of HR issues, including discipline, capability, absence and grievance, together with attendance at meetings and hearings.
- Establish productive and proactive dialogue with employees and their representatives to facilitate change, resolve conflict and promote a positive working environment.
- Lead and develop the regional HR team.
- Lead local trade union consultations and negotiations.
- Support the development, implementation and monitoring of HR strategies and policies and procedures.
- Work collaboratively with a range of internal and external partners to identify scope for coordinated approaches to the delivery of HR services to schools.
- As required, effectively gather, analyse and report on HR data to underpin best practice and effective people management and planning.
- In conjunction with the Talent Resourcing Partner, manage and oversee the transactional recruitment and selection process in the region.
- Check and sign off first and final reports each month by the payroll deadline, identifying any significant changes and reconciling these for accuracy before submitting to the Payroll Team.
- Design and deliver HR training to meet the needs of the HR team and stakeholders managing and supporting the HR function, including regular Safer Recruitment Training for schools as required.
- Support school Principals, Regional Education Directors, Chairs of Academy Councils, senior leaders and managers to have the capability and capacity to manage HR issues in a timely and effective manner.

- Manage the delivery of the regional HR service to Principals on all complex HR issues, including but not limited to: TUPE, grievances, disciplinary cases, dismissals, redundancies, maternity/paternity conditions, contractual and job description changes, sickness absence management and capability procedures.
- Attend meetings; establish productive and proactive dialogue with employees and their representatives to facilitate change, resolve conflict and promote a positive working environment.
- Offer expert interpretation, advice and representation to customers on employment legislation, best practice and policy and procedures concerning: remuneration and terms and conditions of service.
- Ensure casework, insurance logs, and management information are readily available and up to date.
- Ensure the HR team provides advice which is compliant with the relevant Lift Schools policies and legislative requirements to panel members/Principals.
- Ensure written documentation is available to HR panels, along with a quality administrative process to panel members/Principals at hearings.
- Ensure the team provides legally compliant HR letters and documents for case work, and ensure information is logged on the HR case log and, as appropriate, on personal files.
- Keep up to date with developments in employment legislation and HR best practice, identifying and communicating developments and good practice to members of the HR team and relevant stakeholders.
- Be proactive in identifying situations where safeguarding and child protection support is needed and to ensure statutory guidance and reporting is adhered to, alerting the Head of HR Services and liaising as appropriate with LADO, Principals, Designated Safeguarding Lead (DSL) and Regional Education Director where appropriate.
- Undertake, research and lead on strategic HR projects related to current employment trends as required by the Senior HR team.
- Liaise with legal insurers and solicitors regarding legal and procedural issues, compiling evidence for use in employment tribunals, personal injury claims, etc.
- Participate in Principal and Regional Education Director meetings to review the HR service, providing management information on the KPIs, and offer an opportunity for feedback to ensure a proactive HR service that supports continuous school improvement.
- Be responsible for the compliance and pre-employment screening process for the region, ensuring the Single Central Record is up to date in line with all statutory requirements, safer recruitment and working together to safeguard children.
- Work collaboratively and attend the local JCC professional associations and employee representatives, where required, to ensure productive and proactive dialogue to facilitate change, resolve conflict and promote a positive working environment.
- Provide cover as required to ensure a proactive HR service across all regions.
- Attend regular HR meetings with the Senior HR Team to develop service provision, share good practice and maintain consistency of service.
- The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Lift Schools, provided that they are consistent with the nature of the post.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties, and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.

2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others, and to appropriately report hazards, illnesses, or injuries in accordance with our Health & Safety Policy.

Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our colleagues and volunteers to share this commitment. We adopt a strong, fair, and consistent recruitment process which is in line with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, equity, diversity and inclusion:

At Lift Schools, we want all of our colleagues to feel included bringing their passion, creativity, and individuality to work. We value all cultures, backgrounds, and experiences, and we truly believe that diversity drives innovation.

Person Specification

Qualifications and experience

Essential

- L2 qualifications - GCSE Maths and English (Grade 4) or equivalent.
- L6 qualifications - bachelor's degree or equivalent.
- A relevant professional qualification, full (CIPD) qualification or relevant experience.

Desirable

- L7 qualifications - master's degree or equivalent.

Knowledge and skills

Essential

- Must have significant, proven HR advisory experience.
- Experience in conducting and advising at disciplinary/grievance/redundancy meetings/hearings.
- A proven track record of dealing with complex HR issues.
- Knowledge of TUPE legislation, HR policies and

Desirable

- IT literacy with Google Workspace.
- Education HR experience.
- Knowledge of the education sector.
- Experience of dealing with HR in a multi-site organisation.
- Knowledge of safer recruitment/safeguarding/child protection.

<p>procedures.</p> <ul style="list-style-type: none"> • Ability to use at least an intermediate level of Microsoft Office, including Word, Excel and Outlook or equivalent. • Ability to use databases and experience in data entry. • Work effectively as part of a team. • Ability to be proactive and prioritise work. • Ability to produce accurate correspondence and identify errors. • Ability to produce and understand statistics and collate these in reports for distribution. 	
Leadership skills	
<p>Essential</p> <ul style="list-style-type: none"> • Experience in managing and developing a regional HR team. 	<p>Desirable</p> <ul style="list-style-type: none"> • N/A
Personal attributes and behaviours	
<p>Essential</p> <ul style="list-style-type: none"> • Have strong interpersonal skills. • Ability to work independently. 	<p>Desirable</p> <ul style="list-style-type: none"> • Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are: <ul style="list-style-type: none"> ○ Share ideas early, often, and honestly ○ Embrace constructive disagreement ○ Value ideas, not ego ○ Be curious and open to new ideas ○ Focus on facts and reason
Special requirements	
<ul style="list-style-type: none"> • Successful candidates will be subject to an enhanced Disclosure and Barring Service Check. • Right to work in the UK. • Evidence of a commitment to promoting the welfare and safeguarding of children and young people. • Show commitment and a forward-thinking approach to drive forward equality, equity, diversity, and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services. 	