



Job Description – HR Business Partner

Salary Range:	£38,000 - £40,000 d.o.e
Hours:	37 hours per week. Part time considered
Location:	Ashby de la Zouch (Flexible working is possible)
Job Purpose:	To support a range of MATs and schools with HR advice and strategic development

Main Responsibilities:

- Advise and guide MATs and school leaders on individual cases relating to recruitment and selection, development, absence management, family friendly procedures and performance concerns to meet business needs and help to raise standards of performance and reduce risk to the organisation
- Proactively work with clients to understand their business plans and the HR implications and to support them to implement appropriate responses.
- Assist with the development and delivery of strategy and manage specific projects and activities.
- Keep up to date with developments in employment legislation and human resources and organisational development best practice, knowledge sharing within the team to ensure continuous development and improvement in the service offered.
- Support the development of a communication plan and access to policies and associated documents.
- Lead the research, development and implementation of HR policies, procedures and toolkits.

Person Specification

Criteria – Qualifications	Essential	Desirable
CIPD Level 5 qualified or significant relevant experience	X	
Good general education background to include a minimum of 5 GCSE Passes including English and Maths	X	
Criteria – Special Knowledge and Training		
Proven knowledge and experience of working on HR projects with a focus on policies, Organisational Development and change management.	X	
Above experience in the education sector, or working knowledge of sector specific regulations, such as STPCD, Green Book, Burgundy Book, and working with Trade Unions		X
Excellent project management skills	X	
The ability to interpret and follow agreed policies, procedures and HR guidelines	X	
An understanding of Data Protection principles	X	
Criteria – General skills & experience required		
Good customer service skills	X	
A flexible approach to work.	X	
The commitment to producing accurate work to deadline with a persistent and resilient approach and able to work under pressure	X	
Excellent verbal and written communication skills, with regard to confidently liaising with staff and external parties.	X	
Great communication and stakeholder engagement	X	
Excellent organisation and time management skills	X	
Experience of managing remodelling and change programmes.	X	
General willingness to learn and a 'can do' attitude to assist others.	X	
Criteria – Personal Qualities		
Ability to work effectively under own initiative as well as working as part of a team	X	
Enjoy working in a fast paced environment and be the type of person who is always looking at what they can get involved in next, rather than waiting to be told.	X	
Warm, friendly and approachable personality	X	