

Keystone Knowledge  
Recruitment Pack

# Consultant – HR Advisor

## February 2024



## Welcome to Keystone Knowledge

Thank you for your interest in this role. We're really excited about what we do, and the impact that we're having in the schools that we work with, right across the country.

Keystone is a small but rapidly growing business that exists to provide great support to schools and multi academy trusts. We have a strong vision for our direction of travel. By 2030 we will be the preferred supplier of services to schools. This is ambitious, exciting, and challenging. We have made a brilliant start; our team are dedicated and receive incredible testimonials from our clients. But, we're not done yet, and we are looking for our new colleague to come and join with us to support some amazing projects, and provide high quality support to the schools that we work with

Keystone was established in 2020 to build upon my belief that all children in our schools deserve the very best. And whilst not everyone in a school is a teacher, everyone in a school does contribute to making sure that each day is an enriching, engaging and inspiring experience. Somewhere, in one of our schools is a future prime minister, a rocket scientist, someone that will cure cancer, and everyone will leave a lasting impact on numerous people as yet untold. We owe it to them to give them the best education we possibly can.

That's where you might come in. By being part of the team, you will play an integral part in the efficiency and effectiveness of Keystone. With your proactive assistance delivering HR advice and services to school and trust leaders, you will be adding value to them and directly impacting on the quality of school experience for young people. Your expertise will clearly demonstrate to the client the best solutions for the query and issue. Combining remote and onsite support you will have the opportunity to use a wide veracity of your HR skills in all areas from Employee relations, recruitment and retention to workforce planning and restructuring.

Keystone is a special place. Every application pack you'll review will probably say that, but, it is especially true with us. We place huge emphasis on our values, ***integrity, commitment, collaborative, transparency and being personable***. All of our team demonstrate these values every day, and it's a stand out characteristic we look for. In addition, we have some fundamental practices,

- **we deliver what we say we will,**
- **we don't duck tough decisions,**
- **we reflect and learn,**
- **we keep it simple**
- **we trust each other**

Recruitment works both ways, and it is important we let you know what it will be like working with me and the rest of the team. We will let you flourish, with very high levels of professional autonomy. We will hold true to our values and practices, not sweat the small stuff and keep our eye on what we're trying to achieve, and we often use humour to lighten the pressure. I am incredibly ambitious for Keystone but listen carefully to others. I believe how we do things counts as much as what we do.

If this incredible opportunity interests you, and if you believe you have the skills and passion to succeed in this role, then we would love to hear from you. Details of how to apply are given at the end of this recruitment pack. I very much look forward to receiving your application.

**Stephen Mitchell – CEO**

[hello@keystoneknowledge.com](mailto:hello@keystoneknowledge.com)



## What we do

At Keystone Knowledge, we work with schools and trusts on an operational and strategic level. We are passionate about the importance of good education and supporting school leaders to improve on industry standards and bring school operations and teaching practice together to create truly great schools.

We work in areas such as finance, internal scrutiny, HR and trust growth to assist senior leaders and school business management with solutions that ultimately facilitate better outcomes for students and pupils. Our client-facing team are school people with experience working in education sector roles, so they have direct knowledge and awareness of the issues that schools and trusts face on a daily basis.

## Our Vision and Values

### As a team and individually we:

- Act with **Integrity** it is at the heart of everything we do and every decision we make
- Are **committed** to contributing towards school and sector improvement
- Are **collaborative**, working together and sharing best practices
- Act with **transparency**, ensuring all our interactions are open, honest and accountable
- Are **personable**, friendly and approachable, caring about the people we work with



### Vision

Our vision is for every child to receive an outstanding education, underpinned by excellent school and trust management.



### Mission

To play our part towards achieving this, our mission is to provide schools and MATs with quality management services and solutions embedded in best practice and delivered by committed sector specialists.



### Values

We believe in creating partnerships with schools and trusts, and our values reflect the way that we work.

## Why Join us?

Here at Keystone, we are keen to use our skills and expertise to improve the outcomes for students and give them the best possible future. Although it may seem like a lofty ideal, we can make a difference by working shoulder-to-shoulder with schools. No matter if you are part of the client-focused team or the operational support functions, everyone within Keystone Knowledge is forming part of our art of the possible.

**We are a friendly bunch, and we also offer some nice perks.**

- ✓ A friendly, people focused environment with great values
- ✓ Sector competitive pay and terms of employment
- ✓ Contributory pension scheme
- ✓ Flexible working arrangements
- ✓ Working from home arrangements
- ✓ Generous holiday pay scheme, including 25 days paid leave, bank holidays and bonus Christmas to New year closedown
- ✓ Director's discretionary bonus
- ✓ Access to discounts at 100's of retailers and service providers through PerkBox™
- ✓ Employee Assistance programme, supporting mental and physical health
- ✓ Your birthday as paid leave if it falls on a workday
- ✓ Carbon offsetting for your entire household
- ✓ Free access to a financial advisor

## About you

As a member of the HR team, you will support client service delivery, combining retainer service queries with in depth project delivery. We are often asked to support on urgent projects and you will have the ability to assess and adapt quickly whilst being supported from the Head of HR and other HR colleagues.

We care much more about getting the right person to work with us than what paper qualifications you may have. However, the right person likely will:

- ✓ be experienced in supporting educational Human Resources.
- ✓ be skilled in case management
- ✓ Have generalist ER and operational HR knowledge
- ✓ be talented in written and verbal communication and correspondence
- ✓ adaptability to pick up and work across several project areas
- ✓ be enthusiastic and passionate about the work you do
- ✓ multitasking own workload across several areas
- ✓ like working as part of a supportive team and a good fit for our values
- ✓ exercise discretion and sensitivity whilst supporting the executive team

## Job Profile

<b>Role title</b>	Human Resources Advisor ( Consultant HR)
<b>Department</b>	Human Resources
<b>Salary</b>	£40,000 to £45,000 Per annum FTE
<b>FTE</b>	37 hours per week Full-time/ Flexible working discussion welcomed
<b>Location</b>	Hybrid working, between Ashby de la Zouch office and work from home. (must have ability to travel to client sites)
<b>Reporting to</b>	Head of Human Resources
<b>Responsible for</b>	N/A

### Core Purpose

To ensure that the role is carried out in a way that reflects the vision and values of Keystone Knowledge. Observing company policy, practice, and procedures.

To contribute to a culture of a personal approach and vision of supporting outstanding education.

To provide rapid response to client HR queries via the support lines and in person.

### Role-specific responsibilities:

#### Working to client policy and procedures:

- Support clients with a range of HR related advisory support
- Manage HR process for clients, including, disciplinary, grievance and capability processes, absence management etc, ensuring compliance with educational regulations and guidelines.
- Where needed undertake disciplinary investigations as acting investigation officer.
- Support pay, pension and contract queries, recognising and advising in line with academies handbook restrictions.
- Advise on general employment law and HR regulations.

#### Advising and implementing guidance support:

- As directed and supported by Head of Human Resources, review policy and procedures and offer client advice for improvement when needed.
- Support the Head of Human Resources with the administration of client management systems.
- Conduct HR audits related to school/trust activities and in particular Single Central Record reviews.

- Be integral to the Keystone team, applying attention to detail, organisation.
- Work with Keystone colleagues on project work and alongside wider Keystone project delivery programmes, such as TUPE, Due Diligence and Trust Conversation/ close down.

**General responsibilities:**

- Support the Human Resources team with another other reasonable request directed from the Executive team.
- Work in accordance with our policies and champion our vision and values, maintaining the company's reputation.
- Observe the health and safety policies and procedures.
- Invest time in your own development; attend training, undertake personal research and identify opportunities for your continued personal development.
- Recognise that Keystone is a growing business and undertake all reasonable requests in line with your position.
- Work to the highest standards of corporate and social responsibility.
- Be committed to our ethics and values in relation to equality, diversity and inclusion.

## Person specification

Role Title	Human Resource Advisor (Consultant HR)
Department	Human Resources

Assessed by  
application (A)  
or at interview  
(I)

### Attainment and Qualifications

#### Essential

GCSE Grade C/4 or above, or an equivalent, including English and Maths	A
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#### Desirable

Level 5 Human Resources Degree/ CIPD associate member	A
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### Experience

#### Essential

Experience providing Human Resource Support in Educational setting	A/I
Experience use of MS Office software including email, spreadsheet and word processing	A/I
Experience in HR Employee Relation case work	A/I

#### Desirable

Experience in Human Resources Consulting.	A/I
Experience with TUPE, restructuring and redundancy processing.	

### Skills and Knowledge

#### Essential

To demonstrate the ability to communicate orally or in writing complex and contentious information with a wide range of audiences.	A/I
Good organisation and personnel management skills	A/I
To demonstrate problem-solving and analysis skills	A/I

#### Desirable

Knowledge and understanding of the education sector and in consultancy-based work	A/I
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### Personal Disposition

Adaptable multitasker  
Highly organised and solution-focused  
Conscientious approach to working.

### Other

Ability to obtain a successful DBS check (carried out by Keystone)	I
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## How to Apply

We currently advertise our open positions on LinkedIn™ and via our website:

[www.keystoneknowledge.com](http://www.keystoneknowledge.com). We welcome enquiries related to the job. To apply, please submit a cover letter no longer than two pages of A4 along with your complete CV to [HR@keystoneknowledge.com](mailto:HR@keystoneknowledge.com). Your cover letter should explain why you are interested in this position and what skills you can bring to Keystone Knowledge.

While we strive to provide feedback to all applicants, depending on the number of applications received, there may be other options. If you are still waiting to hear from us within four weeks after the application deadline, please assume your application has not succeeded. Please note that we reserve the right to close the position earlier than the deadline if we receive sufficient suitable applications.



Contact us:

Web: [www.Keystoneknowledge.com](http://www.Keystoneknowledge.com)

Email: [hr@keystoneknowledge.com](mailto:hr@keystoneknowledge.com)

Phone: 01332 278032

