

# Newham Community Learning: Trust HR Business Partner

<b>Job title:</b>	HR Business Partner
<b>Grade:</b>	PO4
<b>Location:</b>	Trust Offices (with regular travel to schools)
<b>Job description reviewed by:</b>	HR Director and Deputy CEO
<b>Is a person specification included?</b>	Yes
<b>Date reviewed:</b>	July 2025

## JOB DESCRIPTION AND PURPOSE – HR Business Partner

**Grade:** PO4

**Based at:** Trust Offices at Eastlea

**Reports to:** Trust Director of HR

**Manages:** N/A

**Liaison with:** the Headteacher, senior leadership team, and the Trust's central HR team to ensure consistent and effective HR practice across the school and the wider Trust.

### **Responsible for:**

Delivering efficient and professional HR support across the school/s and to the Central Team, working closely with the Headteacher and Leadership Team, ensuring compliance with Trust policies, procedures, and employment legislation, while maintaining confidentiality and the highest professional standards at all times.

**Budget:** None

**Other requirements:** This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)

## **PROTECTING OUR CHILDREN - SAFEGUARDING**

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating.

**All staff are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

## **PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY**

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

## **EQUAL OPPORTUNITIES**

Newham Community Learning has a strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

## **DATA PROTECTION**

UK GDPR and the Data Protection Act 2018 control how personal information is used by our Trust. Everyone responsible for handling and using personal data has to follow strict rules called 'data protection principles', which apply to any and all data concerning a living individual. An introduction to data protection is provided in our induction systems; refresher training is also provided. Staff are required to seek advice from the leadership team should they have any queries regarding the processing of personal data of fellow members of staff, children or parents.

## **PURPOSE OF JOB**

To provide a professional, efficient and effective HR advice service across the school in accordance with agreed policies and procedures, ensuring compliance with all relevant legislation; maintaining confidentiality and high professional standards at all times

## **Key tasks and accountabilities**

In this role, the postholder will carry out the following specific duties:

<ul style="list-style-type: none"> <li>• Provide a professional, efficient, confidential and proactive HR support service.</li> </ul>
<ul style="list-style-type: none"> <li>• Be the lead HR officer for managing casework, including welfare calls and absence meetings, in one or more schools in the Trust, with support of the Deputy HR Director and HR Director</li> </ul>
<ul style="list-style-type: none"> <li>• Contribute constructively to Trust and School-based HR meetings, ensuring that key stakeholders are kept informed of any issues of interest and concern, and ensuring that action points from these meetings are followed through consistently</li> </ul>
<ul style="list-style-type: none"> <li>• Produce quality work that meets deadlines and is accurate and professionally presented.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that all returns and reporting are completed accurately and to deadlines.</li> </ul>
<ul style="list-style-type: none"> <li>• Advise and support staff on HR matters, ensuring compliance with policies and procedures</li> </ul>

<ul style="list-style-type: none"> <li>• Be the main point of contact for HR related enquiries from the schools linked to this post.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide strategic and practical advice on HR policies and procedures, employee relations, and best practice, ensuring compliance with employment legislation.</li> </ul>
<ul style="list-style-type: none"> <li>• Manage end-to-end recruitment processes, ensuring adherence to Safer Recruitment practices, as determined by up-to-date legislation and guidance.</li> </ul>
<ul style="list-style-type: none"> <li>• Manage the preparation and issuing of contracts, offer letters, and contract variations.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure recruitment across partner schools is compliant with up-to-date legislation and guidance and represents best practice.</li> </ul>
<ul style="list-style-type: none"> <li>• Make sure partner schools are fully compliant with all relevant safeguarding legislation in so far as it relates to HR matters.</li> </ul>
<ul style="list-style-type: none"> <li>• Support and, where appropriate, deliver aspects of, induction programmes and probationary periods as required for staff.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure changes to role, grade, or pay follow agreed approval and processing procedures.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure all job descriptions and person specifications are accurate and reflect current duties.</li> </ul>
<ul style="list-style-type: none"> <li>• Support and manage casework and employee relations issues, liaising with the deputy HR director/HR director as required.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain accurate and up-to-date case files and logs. Prepare anonymised summary reports for leaders, governors and trustees each term.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide HR support at formal meetings, including drafting letters, attending hearings, and taking accurate minutes.</li> </ul>

<ul style="list-style-type: none"> <li>• Liaise with employee representatives in relation to employment matters, including attending meetings.</li> </ul>
<ul style="list-style-type: none"> <li>• Use statistical data to provide performance indicators in relation to absence, retention and recruitment in order to improve value for money, staff retention and staff wellbeing.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure GDPR and Data Protection compliance in all HR data and file management across partner schools.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure the Managing Absence Procedure is followed, that accurate records of attendance are maintained and, where absence indicators require additional action, follow up appropriately.</li> </ul>
<ul style="list-style-type: none"> <li>• Undertake risk assessments for staff members, ensuring they are up to date, compliant with relevant guidance and that all stakeholders are informed of their responsibilities.</li> </ul>
<ul style="list-style-type: none"> <li>• Make referrals of staff to occupational health as required and oversee the coordination of any reasonable adjustments resulting from this.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide advice and guidance to headteacher/s on requests for non-sickness absence in line with current policies.</li> </ul>
<ul style="list-style-type: none"> <li>• Seek and provide confidential advice and support to leadership team/s, including referral advice regarding all matters relating to disciplinary and grievance matters.</li> </ul>
<ul style="list-style-type: none"> <li>• Be responsible for the timely and accurate submission of HR information to payroll on a monthly basis.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain high standards of professional behaviour and presentation.</li> </ul>
<ul style="list-style-type: none"> <li>• Take responsibility for Health &amp; Safety in the post holder's area of work.</li> </ul>
<ul style="list-style-type: none"> <li>• Establish constructive relationships and communicate effectively with other colleagues, agencies/professionals.</li> </ul>

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| <ul style="list-style-type: none"> <li>• Help keep own knowledge and understanding relevant and up to date by reflecting on own practice, liaising with your line manager, identifying relevant professional development to improve personal effectiveness and undertake training as required.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Promote equal opportunities, staff wellbeing and compliance with Trust policies at all times.</li> </ul>   |

**Mobility:**

*You will be required to work at any of the Trust's sites, including all schools and the central office, as directed. The role involves travel between locations, and you are expected to attend any Trust site as required to meet operational needs. Flexibility in relation to location and working arrangements is an essential requirement of the role.*

**General Duties:**

*You will be expected to undertake any other duties and responsibilities that are commensurate with the role, as reasonably directed by the Trust or individual school leadership. This includes supporting the broader aims and priorities of the Trust and contributing to additional tasks, duties, projects, or activities as required to meet operational or organisational needs.*

## PERSON SPECIFICATION – HR Business Partner

	Essential	Desirable
<b>Qualifications and Training</b>	<p>A qualification in Human Resource Management or Business Administration</p> <p>Certifications such as Chartered Membership of the Chartered Institute of Personnel and Development (CIPD)</p> <p><i>Willingness to work towards such qualifications within an agreed time frame and/or demonstration of the ability to work with appropriate level of expertise may also be considered.</i></p>	<p>Basic First Aid qualification</p>
<b>Experience</b>	<p>Extensive experience delivering comprehensive HR services, encompassing policy development, sickness and absence management in compliance with regulatory standards.</p> <p>Proven track record in overseeing recruitment processes, from advertising through to contract management, and maintaining the Single Central Record.</p> <p>Skilled in negotiating and consulting with diverse stakeholders to achieve organisational objectives effectively.</p> <p>Proficient in utilising HR software systems for reporting and statistical analysis, with advanced IT skills in Microsoft and Google Applications.</p> <p>Familiarity with safer recruitment practices specific to educational settings, coupled with a strong background in basic payroll administration.</p> <p>Successful administrative experience in dynamic office or school environments, demonstrating proficiency in chairing</p>	<p>Proficient in Capita SIMS and Arbor systems for MAT operational management.</p> <p>Comprehensive understanding and application of employment law in HR practices.</p> <p>Expertise in performance management, enhancing staff productivity and development.</p> <p>Extensive experience in end-to-end payroll management.</p>

	<p>meetings and ensuring efficient note-taking for clear communication and documentation.</p> <p>Experience in managing employee relations, including handling complex grievances and disciplinary matters.</p>	
<b>Professional Values</b>	<p>Proficient in independently managing workload with initiative to achieve objectives, ensuring strict confidentiality.</p> <p>Adaptable to challenging environments, flexible in approach to tasks and delivery methods.</p> <p>Ability to consistently produce accurate work within tight deadlines, fostering cooperation and proactive problem-solving.</p> <p>Advanced communication and ICT skill's enable effective interaction and influence across all levels within the Trust and external organisations.</p>	<p>Proficient in delegating tasks and effectively managing team members.</p>



<b>Skills</b>	<p>Demonstrates an organised approach to work, upholding professional standards and promoting the Trust's objectives positively.</p> <p>Adapts flexibly to changing work demands, prioritising effectively to meet specific needs, and commits to equal opportunities and customer service practices.</p> <p>Establishes and maintains strong professional relationships with diverse stakeholders including Central Team members, Trustees, LGB Governors, school staff, stakeholders, and colleagues.</p> <p>Proficient in Google Applications and School Management Information Systems (MIS) with training, complemented by a robust understanding of ICT Systems and capability to enhance them.</p> <p>Excellent oral/written communication and negotiation skills, including fluent letter composition and an ability to undertake a wide range of clerical tasks and procedures.</p> <p>Ability to work independently, make decisions, and collaborate effectively within a team while demonstrating discretion, sensitivity, and diplomacy in handling confidential matters.</p>	<p>Strong rapport-building skills and effective communication across various levels in a school and trust environment.</p> <p>Commitment to continuous learning and development within the role.</p>
<b>Personal Characteristics</b>	<p>Punctual, approachable, and empathetic, demonstrating professionalism. Organised, resourceful, and adept at prioritising and managing requests effectively, with a proactive approach.</p> <p>Works independently, makes informed decisions, collaborates effectively within a team, and handles confidential matters with discretion, sensitivity, and diplomacy.</p> <p>Communicates clearly and concisely, both orally and in writing, ensuring effective dissemination of information.</p>	<p>Demonstrates a commitment to Equal Opportunities in both service delivery and employment, ensuring effective implementation within a school setting.</p>

	<p>Committed to providing a responsive and supportive service, continuously seeking ways to enhance service delivery.</p> <p>Establishes and maintains appropriate relationships and personal boundaries with children and young people.</p> <p>Upholds ethical standards and integrity in all HR practices and decision-making processes.</p> <p>Promotes a culture of fairness, respect, and inclusivity throughout the organisation.</p>	
<b>Other</b>	<p>Committed to undertaking necessary training and possessing or willing to undergo an enhanced DBS check.</p> <p>Willing to undergo a pre-employment health check to ensure readiness for the role.</p>	

*The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the criteria listed.*