



Job Description

Job Title: HR Support Partner

Reporting to: Lead HR Partner

Base: North East, Yorkshire/Leeds

The Company

Avec Partnership are part of EPM whose parent Company is Citation Group, this is an excellent opportunity to join a high-growth and acquisitive division who are leading the way in the education sector. We represent the Education Division within Citation Group with our offices based in Newton Aycliffe, although we work across the North of England.

We are 100% dedicated to education and together our expert teams support more than 2,350 Schools and Trusts nationwide.

Technology is key to our business; however, people are at the heart of what we do. Our culture is unique and built upon the motivation and passion of our team. We encourage our employees to flourish and unleash their talent by building their confidence and providing them with the opportunities and support to empower them and realise their full potential.

Our performance in the market has been and continues to be, exceptional, resulting in significant growth year after year. Our success can be attributed to our proactive, forward-thinking approach and passionate team. Our strategy is people and customers first with continual growth across the education sector.

Purpose of the Job

As HR Support Partner you will support the team in providing high quality HR advisory services to our schools and academies. You will ensure that the HR function proactively supports the best interests of all the schools and academies we work with to achieve their objectives. You will actively promote the business, generating new clients and retaining existing clients across the North of England Region.

Main Responsibilities/Duties of the Job

Core Responsibilities

1. To assist in providing specialist hands on support and advice to CEO's, Head Teachers, School Business Managers, Senior Managers and Governors in relation to a wide range of HR issues.
2. Undertake the full range of duties in connection with school/academy recruitment advertising and Head Teacher recruitment administration including liaising with schools, members of the Governing Body and the HR Partners.
3. Provide advice to schools in respect of national conditions of service and local agreements for teaching and support staff in schools.
4. Provide support to the HR Partners where requested, such as carrying out sickness absence reviews, managing the administration of disciplinary and grievance cases and communicating with Trade Union partners.
5. Supporting schools to ensure they have appropriate and effective HR systems in place in accordance with agreed policies.
6. Supporting school and academies in ensuring accurate employee records are maintained.
7. Prepare reports for a range of needs including sickness, data management, academy conversion etc.
8. Keep abreast of HR developments across the Educational Sector, notably in relation to the Academies Sector.
9. To ensure that clients receive effective and appropriate advice and support on all practical aspects of HR.
10. To be able to assist in the Academy Conversion Process as part of a project management team, providing relevant support with HR issues.
11. To build up effective, collaborative, dynamic relationships with all of our schools and academies.
12. To actively seek out feedback in order to maintain positive relationships and professional credibility.
13. To be responsible for leading your own work, with support and supervision, proactively dealing with your workload in a creative and flexible working environment.
14. To work collaboratively with the Finance and H&S arms of the team, to offer schools a seamless service.

Internal Broader Responsibilities

1. To develop an understanding of varying policies and procedures within schools and academies, complying with their contents and raising concerns.
2. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

Person Specification

Job Title: HR Support Partner	
Qualifications	
Essential	Desirable
Five 9 - 5 GCSEs including Maths and English or equivalent	Educated to degree level or equivalent
CIPD Level 5 qualified (or working towards) or at least 1 year's experience in a HR environment	
Full driving licence and own transport	
Current Membership of the Chartered Institute of Personnel and Development	
Experience, Skills and Abilities	
Essential	Desirable
Minimum of 1 years experience in a HR environment	Previous experience of the Education Sector
Experience of dealing with a wide range of people in a diplomatic and professional manner	
Experience of providing information on maternity/paternity/adoption leave including advising on policies and collating and sending relevant documentation	
Able to demonstrate careful attention to detail and ability to check all work for accuracy and quality standards	

Experience working in dynamic fast paced agile environments, working collaboratively and openly with others	
Strong commercial and business awareness	
Excellent communication; both oral and written, with strong interpersonal skills	
Excellent IT skills (i.e. Excel, Outlook, Word)	