

CITY OF ROCHESTER SCHOOL

JOB DESCRIPTION

HR Business Partner



Job Title:	HR Business Partner	Team	Administration
Reports To:	School Business Manager	Version/Date	V2 May 2025
Hours	Monday – Friday 08:30 to 16:30, across 52 Weeks		

Job Summary:

The HR Business Partner will work closely with the Senior Leadership Team and line managers to provide strategic HR support and ensure that HR practices align with the school's vision and goals. This position will play a key role in creating and maintaining a positive, inclusive, and supportive working environment for staff, with a focus on the unique needs of our pupils and the specialist nature of the school. This role will form part of the administration function and the postholder will be expected to share general administration duties of the department as a whole, including answering the telephone, dealing with visitors, staff and pupil queries and act as PA for Headteacher.

Key Responsibilities:

1. Strategic HR Support:

- Work with the Senior Leadership Team to align HR strategies with the school's goals and values.
- Advise on HR matters to support effective leadership and decision-making, ensuring compliance with employment laws, school policies, and best practices.
- Provide strategic advice on workforce planning, including recruitment, retention, and talent management, taking into account the specialist skills needed in a special needs environment.

2. Employee Relations:

- Provide guidance on complex employee relations issues, including conflict resolution, disciplinary processes, grievances, and performance management, consulting with the HR provider Mentor
- Mediate between staff and management to address concerns, foster a positive working environment, and reduce the risk of disputes.
- Promote a culture of inclusivity, respect, and professionalism across the school.

3. Recruitment and Onboarding:

- Lead the recruitment process for all school staff, including teachers, teaching assistants, and support staff, ensuring the attraction and selection of high-quality candidates.
- Oversee the onboarding process for new hires, ensuring they are equipped with the knowledge and resources needed to succeed in a special needs setting.
- Advise on job design and role specifications, ensuring recruitment needs are met in a timely and effective manner.

4. Learning and Development:

- Assess the training and development needs of staff and recommend appropriate professional development programs.
- Promote continuous professional development (CPD) to enhance staff performance and wellbeing.
- Coordinate training on key HR issues such as safeguarding, equalities, and diversity, and any other subject pertinent to the special needs school setting.

5. Staff Wellbeing and Support:

- Develop and implement strategies to support staff wellbeing, including initiatives to reduce stress and prevent burnout, particularly given the challenging nature of working in a special needs environment.
- Provide confidential HR support to staff, ensuring access to the appropriate resources and guidance for managing their professional and personal wellbeing.
- Foster a positive, inclusive work culture that values diversity, equity, and inclusion.
- Conduct employee risk assessments for long term and temporary needs. Recommending reasonable adjustments that can be made to reduce risk and promote staff wellbeing and recovery where appropriate.
- Liaise with external occupational health providers where required to ensure recommendations are reviewed and implemented as appropriate, working with line managers to monitor effectiveness.

6. Compliance and Policy Management:

- Ensure that the school complies with all relevant employment legislation, safeguarding guidelines, and statutory requirements.
- Be responsible for the day to day oversight and management of the Single Central Record
- Regularly review and update HR policies and procedures to ensure they are in line with best practices and applicable legislation.
- Support with audits, including HR audits, and ensure that accurate and timely HR data is maintained.

7. Performance Management:

- Support and advise on performance management processes, ensuring that appraisals, reviews, and development plans are effectively implemented.
- Provide guidance and training to managers on setting performance goals and managing underperformance within the context of a special needs setting.

8. HR Reporting and Data Management:

- Maintain and analyse HR data to produce regular reports for the Senior Leadership Team, ensuring they have the information necessary for decision-making.
- Oversee the management of employee records, ensuring they are accurate and compliant with data protection regulations.

9. PA to the Headteacher:

- Administrative Support: Provide high-level administrative assistance to the Headteacher, including managing correspondence, scheduling meetings, and handling confidential documents.
- Act as a key point of contact between the Headteacher, staff, parents, and external stakeholders, ensuring smooth communication and efficient school operations.
- Event & Diary Management: Organise the Headteacher's diary, arrange meetings and school events, and ensure timely preparation of agendas, reports, and briefing materials.

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION LEVEL AND QUALIFICATIONS		
CIPD Level 5 qualification or equivalent (willingness to work towards/or working towards).	X	
SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS		
3-5 years proven experience in an HR Business Partner or HR Manager role, ideally within an educational or special needs setting.	X	
In-depth knowledge of employment law, HR best practices, and relevant policies in an educational or similar environment.	X	
Experience in managing employee relations issues, including complex disciplinary and grievance cases.	X	
Strong communication, interpersonal, and advisory skills, with the ability to work effectively with a wide range of stakeholders.	X	
Experience of working within a special needs school or similar educational institution.	X	
Strong organisational skills and attention to detail	X	
Experience in workforce planning and talent management in a school context.	X	
A proactive, solution-focused approach to HR issues.	X	
Experience of mediation and conflict resolution	X	
Ability to work using own initiative, prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	X	
Work is subjected to conflict with deadlines and ensuring work is effectively managed and demands are responded to	X	
Exceptional planning, organising and project management skills	X	
Ability to undertake risk assessments	X	
PERSONAL ATTRIBUTES		
Commitment to equality, diversity, and inclusion in the workplace	X	
Willingness to participate in development and training opportunities	X	
Be patient and understanding	X	
Ability to handle sensitive and confidential information with discretion	X	
Show a commitment to equal opportunities and safeguarding	X	
To be enthusiastic, energetic, conscientious and committed	X	

Understanding of how the role contributes to the overall operation and success of the school	X	
Ability to work under pressure and meet tight deadlines	X	
Knowledge of HR systems and software, including data analysis and reporting.	X	
Knowledge of safeguarding and child protection procedures.	X	