



HR Business Partner / HR Manager

Based in Billingshurst, West Sussex

SLT Scale I/L £33,024 - £44,428 subject to experience

(pro-rated if you are seeking part-time or term-time)

Our organisation is growing and we're looking for an HR professional with the right skills and values to join our team. You will proactively support the development of our 'people' practices across the Trust; contributing to the provision of the highest possible educational opportunities for children and young people across our communities. We are looking for a team player who is equally able to work autonomously. You will be a positive, collaborative, robust and enthusiastic individual with a track record of advising and coaching managers to achieve effective people management solutions. Your ability to quickly build rapport and credibility and develop effective working relationships will compliment your flexible, outcome focused and resilient approach to supporting organisational change and development.

You will either be:

an experienced HR adviser or a HR business partner seeking an opportunity to be proactively involved in the development of an HR hub for a group of academies with potential opportunities for further professional development as the Trust continues to grow.

Or a seasoned HR professional looking to play a lead role in developing an HR hub for a group of academies with opportunities for further professional development as the Trust continues to grow.

You will provide a credible, customer focused, HR service to leadership teams and staff within a designated group of schools; working collaboratively with local leadership teams, providing efficient, professional and effective HR advice and strategies to facilitate the achievement of local and Trust objectives. You will also lead the provision of a high quality efficient and effective Trust HR Administration function for your group of schools and for coaching and developing line manager's people management practice to guide them to effective solutions. Working closely with HR colleagues you will aid the development of systems and policies that are aligned with academy and Trust strategies and development plans.

The specific job description will reflect your skills and experience. Copies of both the HR Business Partner and HR Manager job descriptions and person specifications can be found on our website www.sussexlearningtrust.co.uk/join-us/vacancies . You will find details under the central trust services.

In return we can offer you the opportunity to be part of a forward-thinking, supportive and positive HR team, where we will help you feel respected, valued and included. We'll support you with opportunities to shine, feel positive about Monday mornings and to gain further skills and experience to support your career development. We also recognise the commitments people have outside work, and in return for your hardwork and commitment we can offer a degree of flexibility and support in how you achieve success in your role. As such, we welcome applications from individuals looking to work full time, part-time, term time only or all year round.

Above all, at Sussex Learning Trust you'll have the chance to make a difference to the educational experience and outcomes for children across our communities.

If this sounds like you, then contact our HR Director julie.keylock@sussexlearningtrust.co.uk to find out more. To apply for this post please download the job description, person specification and application form from our website:

<https://www.sussexlearningtrust.co.uk/join-us/vacancies/>

Please return your completed application form and a letter supporting your application by email to jobs@sussexlearningtrust.co.uk

Sussex Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted candidates will be subject to an online check and the successful candidate will be subject to an Enhanced DBS Check as well as other pre-employment checks.

PLEASE NOTE WE DO NOT ACCEPT APPLICATIONS MADE BY CV

Closing Date for applications:: Friday 19th April 2024

Interviews: Friday 26th April 2024

We advise applying promptly for this post as we reserve the right to close and interview early if sufficient suitable applications have been received.

[Job Description](#)

[Application Form](#)

[Safer Recruitment Form](#)