



Fettes College

Human Resources Business Partner



An opportunity has arisen for a proactive and motivated individual with extensive Human Resources experience to join the Fettes College Human Resources Department as a Human Resources Business Partner. This is a new position, created to support key business functions in a full generalist HR role.

The Role

Reporting to the Head of Human Resources, this new role will become an integral part of the HR function, delivering a professional HR service to the College, supporting and advising several departments, advising on the application and implementation of HR policies and procedures, terms and conditions of employment and employment legislation. Supporting leaders across the College, offering advice and support on complex, sensitive and sometimes contentious

employment related issues. All of this, whilst working collaboratively with the HR Team to ensure Fettes staff and management have the right tools to support the full employee lifecycle.

Responsibilities

- Recruitment
 - Lead on safer recruitment requirements, including recruitment timelines, job description review, job postings, screening resumes and conducting interviews, and where appropriate, liaising with the PAs on teaching staff recruitment.
 - Liaise with HR Administrator on reference checking, GTCS requirements and PVG requirements.
 - Build and maintain working relationships with internal clients to foresee upcoming recruitment needs.
- Provide high quality generalist HR liaison, advice, support and coaching to managers and employees.
- Lead on employee relations issues, including investigations, disciplinary, grievance, absence, performance management in conjunction with the HR Manager.
 - Attend formal meetings as required, support investigations and prepare for meetings, maintaining confidentiality.
 - Provide accurate recording of all HR case work including minutes, emails, letters, witness statements, etc.
- Support the HR Administrator with keeping the HR Database (CIPHR) current with starters and leavers, and liaising with Payroll on absences, changes, etc by communicating accurately and in a timely manner.
- Review and make recommendations on current policies, suggest new policies, and ensure that new employment legislation is incorporated.
- Assist with updating current management guidance documents and preparation of additional ones.
- Supporting employees and managers with absence management, working with occupational health providers as required.
- Build relationships with leaders and managers to understand their work to be able to offer solutions.
- Be proactive in the HR interventions required in relation to safeguarding, eg accurate case notes.
- Drive the appraisal process through the College, enabling managers and supervisors to engage with the process and support employees to gain value

and personal development from it.

- Engage in promoting the values and acting as a role model.
- Other duties and responsibilities commensurate of the post.

Person Specification

Qualifications and Skills

- CIPD qualified/part qualified preferable, but not essential if experience can be shown
- Demonstrated ability to work on own initiative
- Experienced at dealing with employee relations issues
- Proficient in Microsoft Office
- Knowledge of HR databases essential (CIPHR database in use at Fettes College)
- Sound knowledge of GDPR requirements
- Keen to develop their skills and into a more senior role

Personal Qualities

- Be a multi-tasker
- Sense of humour
- Always respect confidentiality
- Communicator of the highest standard, both oral and written



Benefits

This is a permanent full-time role, working 37.5 hours per week Monday to Friday (8.30 am to 5 pm, with a one-hour unpaid lunch break).

Annual Salary: circa £45,000

Staff Benefits: In addition to being part of a great team you will be entitled to a range of benefits that include:

- 30 days holidays and 8 days public holidays, generally taken outside term time.
- Parking within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving several routes across the city and to rail stations.
- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.
- Free lunchtime meals during term time, and at other times when catering is provided, and you are on duty.
- Life insurance scheme.

- Excellent Employee Assistance Programme (EAP).
- You will be opted into the Fettes Trust Non-Teaching Staff Pension Scheme after 3 months service. This scheme is a money purchase one and full details of it and your options will be made available to you prior to your opt-in date. The Fettes Trust will contribute to the scheme and your contribution will be subject to the minimum overall combined employer and employee contribution limits set by the Pensions Regulator. Fettes operate a contribution matching scheme up to 12% of base salary.
- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our benefits portal.

Application Process

The closing date for applications for this role is **Thursday, 24th October 2024**. Interviews will be held in the w/c Monday, 28th October 2024.

To apply please go to our website and follow the link for this vacancy:

www.fettes.com

Applications must include a covering letter setting out how you meet the person specification and what you feel you can bring to this role.

Our Head of Human Resources, Wendy Davidson, is available to have an informal conversation with any potential candidate prior to applying. If this is of interest to you, please contact recruitment@fettes.com to arrange a time to speak with Wendy.

An offer of employment will be subject to two satisfactory references and a clean report being obtained from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

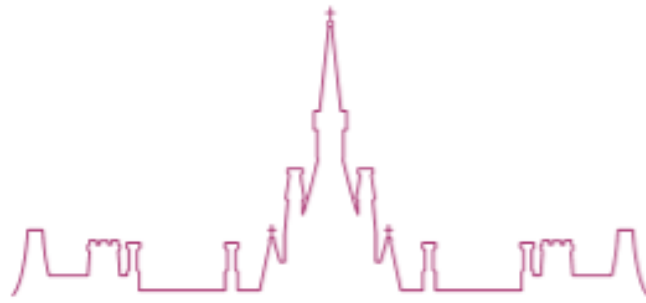
We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any questions about how this might work for you, please contact Sadia Hussain-Savuk (DEI Lead) at s.hussain-savuk@fettes.com.



About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with a Prep school for students starting at age 7. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing their students with '*A place to live. A place to learn. A place to grow*'. Founded by Sir William Fettes in 1870, it was originally a boy's school and started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, consisting of circa:

- 800 students (with c 600 in the senior school)
- 130 academic staff (with c 100 full time members of the Common Room in the senior school)
- 240 operational staff across a range of departments.



Fettes Moving Forward

Our vision

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

You can discover our vision – and how it shapes and informs our future – at [Fettes.com/vision](https://fettes.com/vision)

