

POST TITLE	HR Advisor
CONTRACT	Permanent 37 hours per week. All year round or Term Time Only + 10 days
SALARY	G9 SCP: 28 – 31 £34,723-£37,261 (37 hours. All year round) £31,298 - £33,585 (Term Time Only + 10 days)

JOB DESCRIPTION

PURPOSE OF THE ROLE

- To provide a high-quality HR service to all schools within the Trust and the Central Team.
- To provide effective and comprehensive HR advice and support, ensuring high levels of accuracy and compliance with all relevant staffing legislation.

KEY RESPONSIBILITIES

The current main areas of responsibility are as follows but all staff within the Trust are expected to show flexibility and an adaptable approach in the reviewing of responsibilities to meet the Trust and school's needs, which may change from time to time.

HR

- Providing accurate and clear HR advice on a range of employment issues including discipline, grievance, capability, attendance, performance management and pay referring any complex cases to the Trust's External Lead HR Consultant.
- Providing first line advice regarding employment law and case law and referring any complex cases to the Trust's External Lead HR Consultant.
- Providing advice on national and local conditions of service.
- Liaising with Occupational Health and other wellbeing providers, when necessary.
- Creating high quality, clear and concise legally compliant HR documents including contracts of employment and all related contractual amendments.
- Producing HR letters in line with the Trust branding guidelines and ensuring that all communication on behalf of the Trust and individual schools is consistent, accurate and professional.
- Creating and maintaining a repository of template HR letters for use in all settings across the Trust, ensuring that all communication is legislatively compliant as well as being in line with local and national guidance.
- Assist with the production and amendment of HR policies and procedures on behalf of the Trust.
- Providing advice and professional support on recruitment and selection.
- Supporting recruitment and selection processes on behalf of the Central Team and wider Trust including drafting and placing job adverts.
- Administering all new starter information on behalf of the Central Team including the accurate retention of all statutory documents as well as ensuring the required safeguarding checks are in place.
- Administering timely and accurate HR reports, such as staff attendance and gender pay gap, including all data collection and collation.
- Creating the basis for monthly and quarterly attendance management reports including downloading the relevant data from the absence management system for reporting to individual settings.
- Monitor and identify any absence cases, in liaison with school leaders, providing advice and support in line with Attendance Management Policy.
- Maintaining the Trust's Single Central Record, as well as providing advice and guidance to schools regarding creating and maintaining their own records.
- Producing annual leave cards for all AYR staff at all Trust settings.

KEY RESPONSIBILITIES

- Administering various engagement surveys on behalf of the Trust, including creating the survey format, managing responses and collating data for analysis.
- Collating bundles of documents for disciplinary hearings and other multi delegate meetings.
- Administering all apprenticeships for the Trust including maintaining the apprenticeship portal and annual reporting requirements.
- Supporting HR training sessions across the Trust.
- Contribute to ensuring the Trust is compliant with data protection legislation (GDPR).
- Provide professional HR expertise regarding TUPE as new academies join the Trust and/or when contracts are brought in house or outsourced.
- Encourage and preserve sound employee relations through consultation with trade union representatives as necessary.

PAY

- Regular maintenance of the Trust's HR system, liaising with staff and schools to ensure all staff data (personal and contractual) up to date and accurate.
- Managing and advising employees where pay is negatively impacted because of exhaustion of contractual sick pay entitlements.
- General payroll administration on behalf of the Central Team.
- Assisting Trust staff with all payroll related queries, referring more complex cases to the Chief Finance Officer.

GENERAL

- Keep abreast of relevant legislation and best practice through continuous personal and professional development.
- Any other duties commensurate with the grade and post.
- Attendance at meetings as and when required (including some outside of normal working hours).

CHARACTERISTICS OF THE POST

All employees of the Trust have a responsibility for promoting and safeguarding the welfare of children and young people.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

- Evidence of a satisfactory safeguarding check e.g. Enhanced DBS Disclosure

PERSON SPECIFICATION

PERSONAL QUALITIES, QUALIFICATIONS AND EXPERIENCE

QUALIFICATIONS

- Minimum of GCSE Maths and English at grade A*-C (or equivalent) or Level 2 Literacy and Numeracy **(Essential)**
- Qualified to degree level (or equivalent) **(Desirable)**
- CIPD HR qualification (Level 5) **(Essential)**

EXPERIENCE

- At least two years' experience of working in an HR environment as either an HR Assistant or HR Advisor role (or similar) **(Essential)**
- Significant experience to contribute to delivery of a high quality, professional and forward-thinking HR service **(Essential)**
- Demonstrable experience in advising and supporting managers in effectively and efficiently managing sickness absence, capability, disciplinary and grievance matters to an appropriate conclusion **(Essential)**
- Previous experience of working in a customer facing role and delivering excellent standards of service **(Essential)**
- Confident in dealing with matters confidentially and sensitively **(Essential)**
- Experience of handling competing demands and meeting targets **(Essential)**
- Experience working in a HR role in a school, Academy Trust or Local Authority **(Essential)**
- Up to date knowledge of employment law legislation **(Essential)**
- Up to date knowledge of safeguarding legislation **(Desirable)**

KNOWLEDGE/SKILLS/ABILITIES

- HR systems knowledge **(Desirable)**
- Proficient in the use of Microsoft Office **(Essential)**
- Excellent standard of written and spoken English **(Essential)**
- Strong administration and organisational skills **(Essential)**
- Attention to detail and thorough **(Essential)**
- Able to collate and present data effectively **(Essential)**
- Outstanding interpersonal skills including listening and communication **(Essential)**
- Excellent organisational skills and ability to manage conflicting deadlines **(Essential)**
- Reliable and trustworthy, able to maintain strict confidentiality at all times **(Essential)**
- Commitment to safeguarding and promoting the welfare of children **(Essential)**
- Knowledge of national and local conditions of service as well as employment law and case law **(Essential)**

PERSONAL QUALITIES

- A committed, enthusiastic and flexible approach to working **(Essential)**
- Ability to be resilient in response to challenge to secure successful outcomes **(Essential)**
- Passionate about continuous improvement and change **(Essential)**
- Willingness to contribute new innovative ideas **(Essential)**
- Proactive and approachable **(Essential)**
- Possess a full driving licence to enable travel to other schools **(Essential)**