



Nurturing inclusive learning communities

## JOB DESCRIPTION

**Job Title:** Senior HR Advisor

**Reporting to:** HR Manager

**Location:** Reach Academy, Field Hill Centre, Batley Field Hill, Batley, WF17 0BQ

**Grade/Salary:** Grade 9 (£26,999 - £29,636 reduced to £23,988 - £26,330 in accordance with the term time only contract)

**Hours:** Full Time (some flexibility in hours may be considered). Term time Only plus 10 days.

### Statement of Intent

All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The intention is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.



## **Key Purpose of the Post:**

To provide proactive, hands on, high level, professional and operational support to schools within the Trust in line with key policy and legislative guidelines to provide a comprehensive, professional and customer focused HR service.

## **Key Outcomes/Activities**

In the first instance, the successful candidate will ensure the provision of a proactive, forward thinking, Trust-minded competent and consistent HR service. You will assist with the implementation and interpretation of HR policies and procedures, employment law and employee relations matters in compliance with statutory obligations and best practice across the Trust. You will oversee, provide advice, make decisions independently within the remit of the role on employee relations matters and attend related meetings in a HR advisory capacity as necessary across the Trust.

This is an exciting and new position in our small HR team within our Trust at an exciting time. Due to the size of the organisation at present, the appointee will have exposure to a wide range of HR issues within a school and Trust setting and the opportunity to expand their experience and develop skills. The role will be busy and no two days will be the same. As a Trust, we are ambitious for growth and the development of our staff and students which will bring with it, a great opportunity for the successful candidate.

As HR Senior Advisor, you will work closely with the HR Manager and within the Trust's Central and Executive Teams, as well as with Managers and the Senior Leadership Teams within each Academy setting.

The successful candidate will have experience of providing advice on employee relations, terms and conditions and contract issues. They will be confident using HR information systems and have a sound knowledge of employment law. A CIPD qualification or significantly working towards one is important as are strong English and maths skills.

The most important skills to ensure success in the role will include the ability to work with others to solve problems and sound judgement. This role offers the opportunity to work flexibly and the working days and times are negotiable.

In return, we are able to offer a welcoming Trust with supportive management and a strong programme of staff development.

## **Main Duties and Responsibilities**

- Support the HR Manager in the implementation and delivery of the HR strategy and key HR initiatives that underpins the Trust Strategy across all Academies.
- Assist the HR Manager to deliver training courses to support up-skilling for Leaders/Managers and to raise awareness of people management issues and HR policy/procedures.
- Support the HR Manager to actively manage employee relations across the Trust including assisting Managers to reduce and de-escalate disciplinary, grievance and absence issues, ensuring positive working relationships and outcomes across the Trust.
- To assist with and to monitor an effective absence management procedure, taking the lead where required or providing guidance to Managers when managing the process.
- Assist with the implementation of new Trust HR policies and support communication updates across the Trust.

- Support the HR Manager and the wider Executive Team to manage the wellbeing of all staff, to ensure that they are supported in accordance with policies and procedures.
- Support the development and implementation of a robust Safer Recruitment Strategy to the right candidates within the right timeframe and support the end to end recruitment and on boarding for successful candidates.
- To establish a standardised approach to recruitment and induction including providing advice and guidance to Academies on recruitment pieces in order to support the Trust's aspiration to become an employer of choice.
- To be responsible for the recruitment process of all Central Trust roles and Senior school roles (Assistant Head Teacher and above).
- Oversee and audit the organisation and administration of the recruitment/new starter process (for roles Assistant Headteacher and below) for all schools in the Trust, providing support and guidance to the school Office Manager and other members of recruiting staff as necessary.
- To ensure that a consistent induction process is developed and implemented across the Trust for new starters, promotions, secondments and redeployments. To oversee the delivery of the induction programme ensuring consistency of 'experience' throughout the Trust.
- Responsible for assisting to audit the Single Central Record within each school on a termly basis to ensure consistency, accuracy and compliance across the Trust, reporting any significant issues immediately to the HR Manager and/or CEO.
- Maintain the Central Team Single Central Record ensuring statutory compliance at all times.
- Responsible for the administration of the central team HR function, including staff records, sickness and recruitment processes, ensuring that there are appropriate and relevant administrative systems in place to support the central team in its aims and goals. Share good practice with Office Managers across the Trust.
- Responsibility as a primary user to ensure the HR Information System (Every) is accurate and conduct regular data checks for information to ensure users are making best use of the system. Act as the primary contact for schools for HR queries.
- Assist in producing regular reports and data checks to support key decisions/projects and advise on employment issues including absence, and organisational change across the Trust.
- Undertake specific HR projects and provide effective project planning supporting the HR strategy and continually add value.
- Support the HR Manager with creating and maintaining effective working relationships with Trade Unions and Professional Associations through effective and productive consultation processes.
- Support the HR Manager in reviewing the HR budget to ensure value for money for systems/services are utilised and conduct research for best quality/value service.
- Undertake research into new HR systems/services as required to support the development of the HR service and strategic priorities.
- Keep an up to date professional development and knowledge to ensure the latest law, guidance and practice is implemented for current policy and practice.
- Undertake any other duties as directed by the HR Manager including working at different locations in order to provide business continuity and to enable the HR team as a whole to fulfil Trust needs.

## General

- Other duties and responsibilities of an equivalent nature are undertaken, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.
- Carry out your duties with due regard to current and future Trust policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, induction and on-going performance development and through Trust communications.
- As part of your wider duties and responsibilities, you are required to promote and actively support the Trust's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is about everyone who may be vulnerable, including staff.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

## Equality and Diversity Statement

The Trust will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of any of the protected characteristics (as defined by the Equality Act 2010). The Trust will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The Trust provides an open, welcoming and safe environment for all its students, employees and visitors.

## Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The intention is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

Employees are required to undertake appropriate safeguarding and other checks which may include:

- Evidence of entitlement to work in the U.K.;
- Evidence of essential qualifications;
- Two satisfactory references;
- Formal interview process including tasks;
- Confirmation of medical fitness for employment;
- Registration with appropriate bodies (where applicable);
- Evidence of a satisfactory safeguarding enhanced Disclosure and Barring checks.

Applicants called for interview should note that the interview itself (and/or any additional tasks to be performed, if applicable) will, as appropriate to the role:

- (i) Focus on the requirements to carry out the duties of the job, as described;
- (ii) Explore issues relating to the safeguarding and promoting the welfare of children, including:
  - Motivation to work with children and young people;
  - Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
  - Emotional resilience in working with challenging behaviours;
  - Attitudes to use of authority and maintaining discipline.'

### Prevent Statement

All employees are required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

### Application Details

Applicants for this post are asked to:

1. Complete the Trust Application, Equality and Diversity Forms;
2. Include a supporting statement as part of your application or in a supporting letter of application if you consider it useful.

The closing date for the role is: 12pm on 16 July 2020.

Please send completed applications to **recruitment@eat.uk.com**

If you require further information about the role or an informal chat, please contact Lesley Conway, HR Manager, Ethos Academy Trust on 01924 478482 or [lesley.conway@eat.uk.com](mailto:lesley.conway@eat.uk.com) or you can visit the Trust website: <http://www.eat.uk.com>.

If you apply and are unsuccessful in being called to interview, thank you in advance for your time in making this application. Due to time constraints, it may not be possible to respond to everyone individually.

# Person Specification

## Ethos Academy Trust – Senior HR Advisor

Key Criteria	Essential	Desirable	Identified
<b>Knowledge, Education and Training</b>	1.1 To hold or be significantly working towards completion of CIPD qualification (level 5) or to hold a business or management level qualification equivalent to level 5 (Foundation degree/Diploma of Higher Education/Higher National Diploma, as awarded by a degree-awarding body)		Application Form / Selection Process / Interview
<b>Relevant Experience</b>	2.1 Proven experience of working at an HR Officer/Advisor level, preferably across multiple sites with the ability to build relationships and influence people. 2.2 Experience of carrying out and leading on a variety of HR meetings including disciplinaries and absence management 2.3 Experience of delivering operational requirements in a unionised environment. 2.4 Proven ability to interpret and provide advice to managers on a diverse range of HR issues including employment law and conditions of service. 2.5 A solution-based approach to problem solving.	2.1 Experience of using online HR/recruitment systems. 2.2 Project Management Skills and experience of change projects. 2.3 Experience of providing HR advice in an educational setting. 2.4. Proven evidence of experience for continuous improvement.	
<b>Aptitudes, Skills and Competencies</b>	3.1 Demonstrate enthusiasm for, and commitment to, the role; showing reliability, integrity and passion. 3.2 Excellent written and verbal communication skills. 3.3 Ability to work within relevant policies, legislation and codes of practice. 3.4 Ability to relate well to staff. 3.5 Ability to engage and motivate staff, in a happy and supportive working environment, to achieve the highest standards in all aspects of school life.		

	<p>3.6 Understanding of best practice with regard to safeguarding, child protection, safer recruitment and safeguarding policies and procedures.</p> <p>3.7 A team player.</p> <p>3.8 The ability to develop, maintain and use an effective network of HR and school contacts.</p> <p>3.9 Ability to work calmly under pressure, prioritise workload and consistently meet deadlines.</p>		
<p><i>Any additional factors</i></p>	<p>4.1 Act as a role model and represent the Trust professionally, both internally and externally.</p> <p>4.2 Understanding and commitment to working in line with legislation and Trust policies and procedures.</p> <p>4.3 Commitment to ongoing personal training and development.</p> <p>4.4 Willingness and ability to travel within the Trust in a cost and time effective manner.</p> <p>4.5 Willingness to work outside of normal working hours on occasion and where necessary.</p> <p>4.6 Willingness to undertake an enhanced Disclosure and Barring Service check, both pre-employment and on a two-yearly basis.</p> <p><b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b></p>		<p>Application Form / Selection Process / Interview</p>

We recognise and welcome our responsibility to remove any barriers found in our recruitment and selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please inform us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.