Co-op Academy Delius

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|  | Academy HR Advisor |
| Salary / grade range | 37 hours per week. All year round. |
| Reports to: | HR Manager |

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| Purpose of role:  You will support the Trust Regional HR Manager in providing a high quality, operational HR service to Co-op Academy Delius and be the first point of contact for staff and manager queries on all HR matters and respond to HR and staffing issues.  You will be responsible for managing the HR provision with the support of the Business Manager and Head Teacher, and a HR assistant, over a number of sites (up to 2).  Be responsible for the line management of the HR assistant including appraisal and professional development. |

**Responsibilities:**

**HR Policy**

* First point of call for queries and advice on all HR matters, policies / terms and conditions from staff and managers, ensuring good practice and compliance in line with policy and legislation;
* Ensuring the most up to date version of Trust HR policies and procedures are being followed and give practical support in implementation (e.g. coaching managers or delivering briefing sessions)
* Safeguard & promote the welfare of pupils/students through your own actions and effective management of staff resources, implementing policies & procedures, in line with local & national protocols and statutory requirements relating to safeguarding.

**Case work**

* With guidance from the Trust Regional HR Manager, Business Manager and Head Teacher undertake employee relations case work [grievance, disciplinary Inc. safeguarding, Induction (probationary) monitoring, absence management, capability / performance which may include organising hearings & case papers, note taking, drafting & issuing letters, advising managers at meetings / hearings;
* Absence – Responsible for accurate recording of absence on the payroll system and keeping absence records on the MIS and monitoring against absence indicators; maintaining contact with employees on long term sick, and arranging and holding meetings / occupational health referrals / phased returns ensuring all processes are followed
* Work & Families - Supporting processes (e.g. maternity, paternity, parental, family friendly etc) and providing advice to managers and employees ensuring all processes are implemented and followed through.
* Undertake risk assessments e.g. stress, pregnancy / maternity and case work, whilst at all times considering the needs of the individual and the school. Communicating and support and reasonable adjustments put in place with the line manager and senior leadership team

**Recruitment**

* Coordinating and supporting recruitment processes to “add value” and improve the process. Ensuring equalities (and other) data is recorded appropriately;
* Ensuring adherence to the Trust’s Safer Recruitment policy, all pre-employment checks take place and the Single Central Record is accurate and maintained at all times*;*
* Writing adverts, job descriptions, person specifications and posting them on relevant sites;
* All recruitment administration from the vacancy arising to the induction being completed. Participating in interview panels (as required);
* Producing new starter offer letters and contracts (to be approved by the Head Teacher) and processing them as a new starter on the payroll system.
* Ensuring that the formal induction and on-boarding process for new colleagues is effective.

**Other HR activity**

* Issuing offer letters, contract variations as appropriate;
* Ensuring accurate records of all activities are consistently maintained (i.e. employee, contractual and absence management information);
* Management of the payroll system. Including monthly/weekly collating and inputting of payroll data (overtime, expenses, absences etc), and ensuring that payments/adjustments are processed correctly (i.e. new starters, contractual variations, leavers, family friendly variations)
* Effectively communicate with staff, where required, on all payroll issues.
* Effectively communicate with the School Business Manager, any contract changes for budgeting purposes.
* Issuing and collating exit questionnaires;
* Providing timely and accurate HR information to the Headteacher, Business Manager, Trust HR Manager and Governors as appropriate to enable them to fulfil their responsibilities;
* Support with staff wellbeing;
* Attend and participate in training events, partake in ad hoc HR project work and assist with HR Audits, Ofsted Audits, or any management information analysis required;
* Assist with the day to day operations of HR function and duties and proactively support the HR assistant in coaching and upskilling;
* Continually work to improve and streamline HR processes and systems and put forward suitable recommendations in an effort to continually improve the HR service.

**General**

* Work as part of the Academy’s Business Team to secure school improvement across the Academy;
* Contribute to Academy life and the overall vision, values and guiding principles including the Ways of Being Co-op;
* Attend, deliver and participate in training events and ad hoc project work as required;
* Take responsibility for health and safety issues relating to area of responsibility;
* Comply with policies and procedures relating to safeguarding, child protection, health & safety, security and confidentiality, reporting any concerns;
* To carry out any other reasonable request as required.

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| Personal attributes required (based on job description): | | |
| Attributes | All attributes are essential, unless indicated below as ‘desirable’ | How measured, e.g. application form (A), interview (I) test (T) |
| Qualifications   * Working towards or having completed Level 5 qualifications in Personnel is essential e.g. CIPD qualified (or equivalent); * Experience of working in HR in a school setting, can demonstrate a good understanding of teachers’ and support staff terms and conditions is desirable; * The ability to demonstrate an empathy with schools’ issues; * Able to evidence experience of working at the relevant level, including responsibility for organising recruitment, advising on HR policy, and relevant employee relations case work; * Up-to-date awareness of HR matters; * Understanding of employment law and HR good practice; * The ability to assess implications and provide advice within the responsibilities of the role to manage risk. * GCSE English and Maths (A-C) or equivalent (e.g. Adult Literacy/Numeracy level 2). * CLAIT certificate (Computer Literacy and Information Technology) or equivalent. * GCSE ICT( A-C) or equivalent | D  D  D  D  D | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| Experience   * Successful management experience in a school, or in a relevant field outside education * Line management experience * Contributing to staff development * Working with children or young people * Experience of development, management and operation of administrative systems and ICT packages. * Experience of successfully working as part of a team. * Experience of supervising or managing staff. * Experience of leading projects and achieving results * Experience of strategic planning * Experience of the use of complex databases (e.g. S.I.M.S packages within the school) and a range of other ICT applications. * Excellent Excel skills | D  D | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| Personal Qualities   * A confident, resilient, self-managing approach to work, able to use initiative, independently plan and prioritise work to deliver on time and to a high standard in a fast paced environment; * A “people person”; able to build strong working relationships with, and influence others; * Excellent attention to detail; * Excellent written and verbal communication and interpersonal skills; * Self-motivated, proactive with a positive, can-do attitude; * Literate and in line with the Immigration Act 2016; all applicants must be able to demonstrate fluency of the English Language to an advanced level. * Ability and willingness to work flexibly and respond to change on a daily basis including working outside normal hours on occasions * Good Team player; * Good coaching skills; * High level of IT literacy (including Microsoft Office, HR & Education information systems); * Good role model, understands and committed to and models the co-operative values; * Forward thinker with a solution-based approach to problems; * Be approachable and professional; * Committed to undertaking continuous professional development. * Ability to relate well to pupils and adults. * Demonstrate good co-operative, interpersonal and listening skills. * Flexibility and willingness to lead and manage change * Ability to prioritise conflicting demands and pressures, remaining calm under pressure. * Approachable, courteous and able to present a positive image of the school visitors, contractors and other outside agencies * Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils * Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Embraces change well * Deals with difficult situations effectively * Willingness to participate in development and training opportunities including Team Teach training * Evidence of further training in a range of computer applications and other relevant business / financial administration courses. |  | I/T  A/I  A/I  I  I  I/T  I/T  I  I  I  I  I  I  I/T  I  I  I  I  I  I  I  I  I  I  I  I  I |

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.