Job Description

**Post title:**  HR Advisor

**Contract**  Permanent, Term Time + 10 days

**Pay range:** Band PO1/PO2

**Line manager:** HR Business Partner

**Supervisory responsibilities:** N/A

**Location:** Exceed Academies Trust HQ (Horton Park Primary School) with frequent travel to undertake duties at any of the schools/academies

**Hours of Work:** 37 hours per week

**Purpose of the Role:** towork alongside theChief HR Officer, HR Business Partner and HR Assistant assisting in the provision of 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:**

**HR**

1. Providing accurate and clear HR advice on a range of employment issues including discipline, grievance, capability, attendance, performance management and pay and referring any complex cases to HR Business Partner/Chief HR Officer
2. Providing first line advice regarding employment law and case law and referring any complex cases to HR Business Partner or Chief HR Officer
3. Supporting the Chief HR Officer/HR Business Partner with capability investigations, including grievance and disciplinary
4. Providing advice on national and local conditions of service
5. Liaising with Occupational Health and other wellbeing providers, when necessary
6. Creating high quality, clear and concise legally compliant HR documents including contracts of employment and all related contractual amendments.
7. 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
8. 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
9. Assist with the production and amendment of HR policies and procedures on behalf of the Trust
10. Providing advice and professional support on recruitment, selection and retention
11. Supporting recruitment and selection processes on behalf of the Trust and all schools including drafting and placing job adverts, managing responses, liaising with prospective candidates, arranging interviews and requesting references
12. 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.
13. Administering timely and accurate HR reports, such as staff attendance and gender pay gap, including all data collection and collation
14. 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
15. Monitor and identify any absence cases, in liaison with school leaders, providing advice and support in line with Attendance Management policy
16. Monitoring, responding to and distributing e-mails sent to the generic HR@, Recruitment@ and Payroll@ inboxes
17. Processing all DBS requests on behalf of all settings
18. Working with the HR Business Partner to accurately maintain the single central record, as well as providing advice and guidance to schools regarding creating and maintaining their own records
19. Processing all requests for Leave of Absence and Annual Leave on behalf of Headteachers and the Central Team, including inputting the data onto the Trust absence management system
20. Producing annual leave cards for all AYR staff at all Trust settings
21. Administering various engagement surveys on behalf of the Trust, including creating the survey format, managing responses and collating data for analysis
22. Organisation of all HR based leadership meetings, for example Headteacher performance management reviews, including schedule setting and hospitality management
23. Collating bundles of documents for disciplinary hearings and other multi delegate meetings
24. Minute taking at HR meetings and staff hearings as and when required, including creating and maintaining accurate records
25. Supporting HR training sessions across the Trust including arranging venues, hospitality and ensuring the effective administration of all delegate information and resources
26. Assist in supporting and developing school-based staff, assisting them to achieve the requirements of their roles
27. Contribute to ensuring the Trust is compliant with data protection legislation (GDPR)

**Pay**

1. Liaising with the responsible staff at all settings within the Trust to ensure the accurate and timely provision of monthly payroll data
2. Calculating and administering all staff pay increases in line with incremental and performance related rises
3. Liaising with the Trust’s payroll provider, uploading monthly payroll spreadsheets and all supporting documents ensuring the accurate inclusion of all benefit entitlements
4. Regular maintenance of the Trust’s HR MIS system, liaising with staff and schools to ensure all staff data (personal and contractual) up to date and accurate
5. Management of monthly payroll data submissions, including Office of National Statistics (ONS) and monthly absence data when required
6. Managing and advising employees where pay negatively impacted as a result of exhaustion of contractual sick pay entitlements
7. Advising employees in relation to pension queries
8. General payroll administration on behalf of the Trust schools and Central Team including setting up self-service accounts on behalf of staff and the creating of annual salary statements
9. Assisting all Trust staff with all payroll related queries, referring more complex cases to the HR Business Partner or Chief HR officer for review.

**General**

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

Person Specification

|  |  |  |
| --- | --- | --- |
| **Area of specification** | **Essential/Desirable** | **Method of Assessment** |
| **QUALIFICATIONS*** GCSE Maths and English at grade A\*-C (or equivalent) or Level 2 Literacy and Numeracy is essential
* Qualified to degree level (or equivalent) is desirable
* CIPD (or equivalent) HR qualification is desirable
 | EssentialDesirableDesirable | Application form |
| **EXPERIENCE*** At least two years’ experience of working in a HR department in either a HR Assistant or HR Advisor role (or similar)
* Significant experience to contribute to delivery of a high quality, professional and forward thinking HR service
* Demonstrable experience in advising and supporting managers in effectively and efficiently managing sickness absence, capability, disciplinary and grievance matters to an appropriate conclusion
* Previous experience of working in a customer facing role and delivering excellent standards of service
* Confident in dealing with matters confidentially and sensitively
* Experience of handling competing demands and meeting targets
* Experience working in a HR role in a school or local authority
* Up to date knowledge of employment law legislation
* Up to date knowledge of safeguarding legislation
 | EssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialDesirable | Application form and interview |
| **KNOWLEDGE/SKILLS/ABILITIES (Core competencies)*** HR & Payroll systems knowledge
* Specific experience of the Civica/Carval HR & Payroll system
* Proficient in the use of Microsoft Office
* Excellent standard of written and spoken English
* Strong administration and organisational skills
* Attention to detail and thorough
* Able to collate and present data effectively
* Outstanding interpersonal skills including listening and communication
* Excellent organisational skills and ability to manage conflicting deadlines
* Reliable and trustworthy, able to maintain strict confidentiality at all times
* Commitment to safeguarding and promoting the welfare of children
* Knowledge of national and local conditions of service as well as employment law and case law
 | EssentialDesirableEssentialEssentialEssentialEssential EssentialEssentialEssentialEssentialEssentialDesirable | Application form and interview |
| **PERSONAL QUALITIES*** A committed, enthusiastic and flexible approach to working
* Ability to be resilient in response to challenge to secure successful outcomes
* Passionate about continuous improvement and change
* Willingness to contribute new innovative ideas
* Proactive and approachable
* Possess a full driving licence to enable travel to other schools within MAT
 | EssentialEssentialEssentialEssentialEssentialEssential | Application form and interview |

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

**Signature of post holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / /**

Signature of Chief Executive Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_