

HR Advisor



JOB DESCRIPTION

BASIC JOB PURPOSE

To provide a comprehensive, efficient and accessible integrated HR service to support all Academy schools within the Multi-Academy Trust.

To provide Human Resources advice to managers, in accordance with current employment legislation, Multi-Academy Trust policies and procedures, school values and good employment practices.

No.	MAIN RESPONSIBILITIES
1	To support all Multi-Academy Trust schools by providing generalist HR support.
2	Organise and provide advice on the recruitment process and interviews. Monitor safer recruitment practices.
3	Support the recruitment process including; writing job descriptions, preparing interview questions, job advertisements, longlisting and shortlisting candidates, collection of references, developing a scoring matrix, advising interview panels, and ensuring all necessary checks, safeguarding, visas, right to work and any other regulations are completed throughout the process.
4	Carry out pre-employment clearances, production of employment contracts and supporting the administration of probationary reviews within required timescales ensuring all relevant paperwork is completed and retained on staff HR files and BlueSky as appropriate.
5	Manage the information required for staff at all stages of employment including new starters, amendments and leavers, notifying relevant departments, e.g. Payroll.
6	Ensure that job descriptions and person specifications are reviewed annually and updated as required to ensure that they are appropriate, accurate and up-to-date.
7	Produce management reports as requested and provide generalist HR advice and guidance.
8	Provide guidance and support to management in the areas including disciplinary matters, grievance, absence management, restructuring and redundancies.
9	Manage the Disclosure and Barring Service (DBS) checking process of all staff, volunteers, peripatetic tutors, etc. ensuring that the Multi-Academy Trust meets its Child Protection and Safeguarding obligations.
10	To provide advice on employment law, e.g. employment-related queries for all staff, including maternity/paternity leave entitlement, etc. thus ensuring the Multi-Academy Trust retains a lawful approach.
11	Support the monthly payroll by meeting newly appointed staff to complete the HR and payroll documentation and process relevant information through to the Cmat Finance & Payroll Assistant for submitting to Payroll.

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12	Ensure all eligible staff have access to staff benefits, maintaining records and providing information and reports as necessary.
13	Manage staff personnel files and ensure that staff related information is on the trust's MI system in a confidential manner and complies with the General Data Protection Regulations.
14	Ensure that the single central register for all staff is maintained, accurate and up-to-date.
15	Maintain the starters/ leavers/contract changes/additional roles audit databases.
16	Manage staff sickness absences including, recording absences, analysing patterns of absence, monitoring trigger points, arranging absence concern meetings with the appropriate line manager, conducting return to work interviews, and organisation of occupational health referrals.
17	Oversee the School Workforce Census, so that information is accurate and upon completion, submitted to the DfE within required timescales and deadlines.
18	Communicate sensitively with a wide range of people including colleagues, external contacts and the public.
19	Maintain the HR section of staff handbook, to ensure that all policies and procedures are up to date.
20	Provide support to Chief Financial Officer in all related duties as required.
21	Ensure that the role is undertaken in accordance with current legislation and in line with the Multi-Academy Trust's policies and procedures.
No.	GENERAL DUTIES
1	Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
2	Co-operate with the Multi-Academy Trust on all issues to do with health, safety and welfare.
3	Support the Multi-Academy Trust's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, etc.
Notwithstanding the detail in this job description, in accordance with the Multi-Academy Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

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Signed..... Signed.....
 Mr D Hermitt
 CEO Cmat
 Date..... Date.....

PERSON SPECIFICATION

	Essential	Desirable	Evidenced by
Qualifications/Experience/Knowledge			
• Good level of general education including GCSE Maths and English	✓		Application
• Educated to degree level or equivalent		✓	Application
• HR related qualification, e.g. CIPD Level 5	✓		Application
• Minimum of 3 years' experience of working in an HR generalist role with a working knowledge of employment law, HR policies and procedures	✓		Application
• Experience of working in a school or academy		✓	Application
Skills/Abilities			
• Excellent time management, organisational and administrative skills	✓		Application/Interview
• Excellent communication skills, including high standards of written communication, grammar and spelling	✓		Application/Interview
• Excellent IT skills with a range of software	✓		Application/Interview
• Ability to produce clear and well-formatted documents	✓		Application/Interview
• Ability to work with tact, diplomacy and maintain confidentiality	✓		Application/Interview
• Thoroughness and excellent attention to detail	✓		Application/Interview
• Ability to work under pressure to prioritise and meet deadlines	✓		Application/Interview

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<ul style="list-style-type: none">• Initiative and ability to work without direct supervision, taking responsibility for tasks, prioritising and scheduling your own work	✓		Application/Interview
<ul style="list-style-type: none">• Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required	✓		Application/Interview
<ul style="list-style-type: none">• Ability and willingness to work outside normal office hours if required	✓		Application/Interview

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General Personal Qualities and Characteristics

• A team player who is willing to go beyond their own responsibilities to help others at busy times	✓		Application/Interview
• Self-motivated, enthusiastic and with an excellent sense of humour	✓		Application/Interview
• Confidential	✓		Application/Interview
• Willing to learn	✓		Application/Interview
• Honest and works with integrity	✓		Application/Interview
• Committed to high quality	✓		Application/Interview

Our school community places the highest priority on keeping our children safe. Applicants for all posts will be subject to stringent vetting and induction processes.

The holder of this post will be required to work with children under the age of 18 in a position of trust, and is therefore, exempt from the Rehabilitation of Offenders Act 1974. The successful candidate will be subject to an enhanced DBS Check with Barred List Information.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of Cmat and may change either as your contract changes or as the organisation of Cmat 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.