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**HR Advisor**

*Inspiring a generation to achieve excellence through innovation*

**Start date:** August 2017

**Salary:** Ark Support Scale, Band 8 £27,651– £33,627 depending on experience

**Location**: Brixton, London

**Nearest Tube station:** Brixton (Victoria)

**Deadline: 11am Friday 30th June 2017**

**Ofsted**: [Good](https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/135389) (2017)

*Visits to our school are encouraged; to arrange, please call 0207 737 9523*

At Evelyn Grace we have high expectations of our students and are committed to empowering them to reach their full potential, in a nurturing environment by promoting mutual respect and high aspirations.

We are looking for an outstanding HR Advisor with a commitment to achieving excellence. As an integral member of the Finance and Resources team, the post holder will take responsibility for HR Administration within the academy, undertaking duties across a range of HR activities including recruitment and selection, data management, processing pension and payroll, processing DBS checks, reporting, compliance and general HR administration.

At Evelyn Grace we invest greatly in your [career development](http://arkonline.org/careers/staff-benefits), providing tailored and responsive training as well as high levels of support throughout every stage of your professional progression. Individual action plans and SMART targets are set in place to positively impact our staff’s achievements, making the school a rewarding place to work.

Visit [our website](http://evelyngraceadacemyorg/) for more information on the school. For an informal, confidential discussion, please contact our Recruitment Manager Francesca Waters on 0203 116 6345 or [recruitment@arkonline.org](mailto:recruitment@arkonline.org)

Please apply via <https://goo.gl/Kg0esn>. Applications will be reviewed as received, so you may hear from us before the closing date which is **11am Friday 30th June 2017.**

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Job Description: HR Advisor**

**Reports to:** Finance and Resources Director

**Start date:** August 2017

**Salary:** Ark Support Band 8 £27,651 to £33,627, dependant on experience   
**Hours of work:** 36 hours per week all year round

**The Role**

As an integral member of the Finance and Resources team, the post holder will take responsibility for HR Administration within the academy, undertaking duties across a range of HR activities including recruitment and selection, data management, processing pension and payroll, processing DBS checks, reporting, compliance and general HR administration.

**Key Responsibilities**

**Recruitment and Selection**

* To co-ordinate the recruitment processes across the academy, including scheduling and booking interviews , liaising with the candidates and producing recruitment panel packs
* To process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks
* To attend interviews as required and to provide feedback to all candidates after interview, whether successful or not
* To process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks, including DBS and reference checks
* To oversee the initial induction process once the candidate is in post

**Employee Relations, Policies and Procedures**

* Provide first line HR advice to line managers to ensure compliance with employment legislation as well as a positive employee relations climate, referring to Ark HR as necessary
* Provide day to day support and advice to employees in all HR matters referring to Ark HR as necessary
* Support with employee relations casework in conjunction with Ark HR colleagues e.g. note taking at grievance and disciplinary meetings, arranging absence and capability meetings etc. Assist in the review and development of local HR procedures in line with Ark central HR policies
* To assist senior management with employee welfare initiatives.
* Responsibility for data entry, and regular and ad hoc reporting
* To maintain an accurate and up-to-date Single Central Register (SCR) (this is a requirement of Ofsted)
* To co-ordinate the academy’s School Workforce Census annual return
* To keep and maintain all academy and Central HR policies , both electronic and printed, ensuring that all current HR related policies and procedures are available

**Performance Management, Appraisal and Staff Training**

* Support line managers through the performance management process as required
* Provide advice on training and development and arrange relevant training
* Ensure that training needs identified in the appraisal process are carried out and recorded
* To develop and maintain a staff training record of statutory training, e.g. fire safety, first aid etc.

**Compliance**

* To administer absence reporting and recording processes, ensuring that all absence is reported, recorded and followed up on with the relevant line manager in accordance with the appropriate policies and procedures
* To co-ordinate the performance management process, ensuring that line managers complete performance management meetings and paperwork on time
* To take responsibility for ensuring that the probation process is managed effectively
* To coordinate the staff induction process and ensure that it is effectively managed

**General HR Administration**

* To maintain an accurate and up-to-date paper and electronic filing system for personnel records
* To complete a range of HR related paperwork
* To process staff changes and staff leaving documentation and arrange exit interviews
* To produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity and holiday entitlement)
* To take minutes at formal meetings (e.g. discipline, grievance, capability)
* To monitor the use of fixed term contracts and ensure that issues are followed up appropriately

**Pension and Payroll**

* Prepare monthly spreadsheets with any changes to pay, inform of new starters and leavers to submit to external payroll provider
* Process Teacher’s Pensions and keep accurate records

**Other**

* To assist with the development and implementation of new HR systems and processes
* To support the Finance and Resources Director in other related tasks such as pension administration
* To assist the FRD with HR support and training
* To work in collaboration with the Ark HR team as appropriate.
* To cover for absent colleagues and undertake other duties commensurate with the grade

**Person Specification: HR Advisor**

**Qualification Criteria**

Essential

* Right to work in the UK

Desirable

* HR qualification (Certificate in Personnel Practice (CPP) (CIPD)or other relevant HR qualification)
* Educated to Degree level

**Experience**

* Experience of working in HR at Officer/Advisor level
* Experience of working in a similar role in a school environment
* Experience of using an HR Database
* Experience of taking minutes for meetings.
* Experience of processing Pensions and Payroll
* Experience of maintaining a Single Central Record

**Personal Characteristics**

* Genuine passion for working in an academy and a belief in the potential of every pupil
* Professional outlook, highly organised , able to multi task and meet deadlines
* Flexible, ‘can do’ approach.
* Helpful and positive nature and ability to stay calm and diplomatic under pressure
* Understanding of the importance of confidentiality and discretion
* Resilience and determination to support HR processes
* Detail orientated and able to take ownership of tasks and work with minimal supervision

**Specific Skills**

* Good IT skills including the ability to confidently use Microsoft Word and Excel
* Strong administrative and organisational skills
* Excellent written and oral communication skills

**Other**

* Commitment to the safeguarding and welfare of all pupils
* This post is subject to an enhanced DBS check

**Data Management and Reporting**

* To manage the HR Information System to ensure that electronic employee records are accurate and up to date.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.