

## Job Description

Post Title	Cluster HR Advisor
Salary	Up to £40,000 Gross per annum (FTE) £36284 actual (term time plus 2 weeks)
Responsible to	Executive Business Manager (EBM)
Responsible for	Cluster HR Team (X2)
Job purpose	<p>To provide high quality HR advice and guidance to each school within the East London Primary Cluster.</p> <p>To work with the Senior Leadership Teams to ensure that all HR related matters are dealt with in an effective and consistent manner, providing advice and guidance to employees regarding policy, best practice, legislative and regulatory requirements.</p> <p>To line manage the Cluster HR Team (x2).</p> <p>To support the Executive Business Manager in ensuring that the Single Central Register is compliant with safeguarding and Ofsted regulations.</p>

## Role Summary

The postholder will provide up to date and informed HR advice, guidance and support on HR policies, processes, and systems. Working closely with the Cluster HR Team, HRBP and EBM, the postholder will manage recruitment, onboarding, probation, performance management, training and development and employee relations case work when required.

The post holder will manage compliance checks for all new starters and maintain the Single Central Record (SCR), oversee payroll administration to ensure accuracy and work with Central Office on the visa process for staff.

## Key Responsibilities

To provide a comprehensive HR service to include:

### Recruitment:

- ensure all recruitment and selection procedures are carried out in accordance with United Learning's Recruitment & Selection Policy;
- advertise vacancies, including the design and wording of adverts / job descriptions;
- arrange interviews and / or be part of interview panels;

- manage / support all other aspects of the recruitment process including onboarding and probationary reviews.

**Employee relations:**

- advise and lead on individual schools' employee relations casework including disciplinary, grievances, attendance management, probation reviews and performance management.
- arrange employee relations meetings as required;
- attend employee relations meetings to provide advice / take Minutes as required;
- ensure invite to meetings / follow up from meeting letters are drafted and sent in an appropriate and timely manner.

**Safeguarding:**

- ensure that all Safer Recruitment checks (Enhanced DBS check, references etc.) are completed prior to any member of staff / contractor / volunteer / supply worker / other starting work at schools within the Cluster;
- ensure that the Single Central Record is kept up to date with all staff and non-employee records, in line with the Ofsted guidelines.

**Staff Development:**

- identify and upskill line managers and the Cluster HR Team in relation to HR procedures and best practice in each Cluster.

**Absence Management:**

- with the support of the Cluster HR Team, ensure all absences are recorded on the HR system;
- provide monthly reports of staff attendance / trigger points;
- arrange / provide advice at / Minute absence trigger meetings;
- arrange attendance hearings;
- provide support to staff with health problems or concerns;
- make detailed and appropriate referrals to Occupational Health;
- ensure that the attendance monitoring system is consistent for all staff

**Payroll:**

- ensure monthly payroll changes are provided to United Learning payroll following senior leadership authorisation;
- participate in the annual pay review process;
- ensure all staff have in writing any salary changes.

**Compliance and Data:**

- ensure the individual school workforce census and data returns are accurate and submitted in accordance with required deadlines;
- remain up to date with Statutory Legislation, Department of Education, Ofsted and United Learning policies and procedures;
- Oversee the collation and retention of statutory and school-level checks required for staff annually

**Line Management:**

- line manage and oversee the work of the Cluster HR Team
- ensure development opportunities are afforded to the Cluster HR Team

To work with the Senior Leadership Team to ensure that all HR related matters are dealt with in an effective and consistent manner, including;

- working closely with the EBM and HR Business Partner and ensuring that they are aware of all current case work; escalating sensitive / complex cases as needed.
- Communicating with SLT on a regular basis, ensuring that they are always up to date with cases
- Producing reports for SLT from the HR systems and records

In addition to the above, the post holder is responsible for:

- Ensuring personnel files are kept up to date, including the maintenance of support and disciplinary records
- Being the first point of contact for all HR enquiries
- Providing assistance to line managers and staff
- Providing advice on employee relations matters
- Ensuring the HR system is accurate and up to date
- Streamline HR processes to ensure consistent approach across the Cluster
- Managing the recruitment and leavers processes
- Assisting management with Return to Work meetings and monitoring the quality of the Return to Work meetings
- Any other HR related query which is commensurate with the post holders responsibilities
- Acting in the strictest of confidence

### General

- To develop excellent working relationships with colleagues internally, centrally and externally.
- To be an effective and flexible member of the HR Team.
- To uphold the United Learning policies and procedures at all times.
- To ensure any documentation produced is to a high standard and is in line with the in-house style.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in United Learning's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To support and promote the United Learning's ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post, including working across the Cluster as guided by the EBM, and to periodically attend meetings or training at other United Learning schools or locations.

Adherence to the policies and procedures in each of the individual schools is an expectation – it is anticipated that these may vary slightly from school to school and induction training will be given in each to address this. Where the word 'policy' is used above, it is intended to apply to the school being worked in at that time.

This job description is considered to provide an outline of the areas that this role involves and is not intended to be all-inclusive, and the post holder is expected to be flexible and proactive in meeting

the needs of each school. This is a newly created position within the Cluster, with scope for the post holder to shape the role and make it their own.

This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

**This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.**

**I confirm that I have read and understood the details contained within this job description. I understand that by signing this document, I agree to the term's conditions contained within it.**

Name:.....

Signed:.....

Date:.....

## Person Specification

<b>Education and Qualification</b>	<b>Essential</b>	<b>Desirable</b>
Level 2 qualification in English and Maths.	✓	
Hold or be working towards CIPD qualifications at Level 5.		✓
Hold a university degree or equivalent	✓	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
A minimum of two years in a HR advisory role.	✓	
Minimum 1 year experience of line managing / supervising HR professionals		✓
Confidence in operating in a demanding environment.	✓	
Experience in preparing payroll data.		✓
<b>Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Good working knowledge and understanding of regulations, professional standards, policies, procedures, and HR-related legislation.	✓	
Strong understanding of HR practices with practical experience.	✓	
Sound knowledge and practical application of employment and discrimination law.	✓	
Knowledge and understanding of strategies for school/organisation improvement.		✓
Capacity to make quick, rational decisions while maintaining a strategic mindset.	✓	
Excellent IT skills, including experience using HR databases to monitor, analyse, and interpret workforce data.	✓	
Outstanding communication skills, both verbal and written, to effectively support schools and minimise risk.	✓	
Ability to liaise positively with staff and students and be customer focussed with a professional and friendly manner.	✓	
Understands the HR role within safeguarding of our students.	✓	
Strong problem-solving skills, with the ability to resolve complex issues effectively and efficiently.	✓	
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Ability to prioritise, multitask and balance a demanding and variable workload	✓	
Demonstrates the highest level of confidentiality and discretion when handling sensitive information.	✓	
Excellent interpersonal skills, with the ability to build positive working relationships with stakeholders at all levels.	✓	
High levels of personal and professional integrity.	✓	
Adaptable and resilient, with a proactive and solution-focused mindset.	✓	