



**St Ralph  
Sherwin**  
Catholic Multi Academy Trust

## St Ralph Sherwin Catholic Multi-Academy Trust

### Job Description

#### HR Advisor

St Ralph Sherwin CMAT is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

**Reporting to:** HR Manager

**Grade/Salary:** Full time equivalent salary: SRS Band 5 (scale points 22-24). Salary range £27,514 - £29,174 per annum plus a recruitment and retention allowance of £2,000 for one year (actual salary range in year one £29,514 - £31,174).

Part time, actual salary: SRS Band 5 (scale points 22-24). Salary range £17,847 - £18,924 per annum plus a recruitment and retention allowance of £2,000 for one year (actual salary range in year one £19,144 - £20,221 per annum).

**Contract Type:** Part time

**Hours:** 24 hours per week, all year round (flexibility is available with regards to hours and term time only working)

**Location:** St Katherine's House, Derby (working from home will also be available)

---

### Main purpose

To support and assist the HR Director (HRD) and HR Manager (HRM) and deputise in the absence of the HRM in providing a forward thinking, responsive and professional service ensuring the Multi-Academy Trust (MAT) remains compliant at all times with employment law, health and safety, conditions of service, teacher standards, policies/procedures, Bishop Memorandum and best practice.

### Duties and responsibilities

#### Employee Relations (ER) Advice and Guidance

- To provide telephone and email advice and support to all academies within the Trust on capability, disciplinary, grievance, redundancy, restructure, safeguarding, dignity at work, diversity, equality, sickness, and other absence cases and escalate as necessary to the HRM.
- To identify the need and attend on site visits to individual academies relating to informal and formal disciplinary, capability, grievance, sickness absence cases and hearings, to advise the head teacher,



SLT and/or panel.

- To manage and provide support on the HR helpdesk service to all academies within the MAT, ensuring compliance with employment law and provision of consistent advice.
- To ensure that the Trust has a proactive approach to absence management, providing day to day advice and support to managers including collating and interpreting timely sickness, authorised or unauthorised absence information/data.
- To support return to work meetings as required by Head Teachers, to advise on occupational health recommendations, stress risk assessments, trigger points, phased returns, and reasonable adjustments.
- To liaise with the HRM and Head Teacher regarding case and risk management to ensure a successful outcome.
- To support the effective administration of the associate pool of professionals for example investigations/mediation, ensuring they have access to relevant policies and procedures, determining terms of reference, ensuring indemnity insurance and CV's and by facilitating the availability of associates as required by academies.

## **HR Training and Development**

- To develop and facilitate a HR training and development programme for Head Teachers, senior leaders, managers, and governors including the delivering of workshops on managing absence, performance management, capability and disciplinary.
- To support the professional development of academy-based staff to ensure they carry out their roles effectively and in line with best practice and employment law by providing coaching.

## **HR Policies, Procedures and Management Toolkits**

- To proactively support the HRD and HRM with the drafting and/or updating of HR policies, procedures and ensure templates are distributed for use across all academies within the Trust.
- To ensure updated HR policies, procedures and management toolkits are available for the Trust in line with the review cycle and changes in employment law.
- To review and update the Trust pay and reward policy with the HRM to ensure that it is updated in line with the review cycle and available to all academies.
- To ensure HR policies and procedures are cascaded and available to all members of staff as part of their induction and at staff or Trust training events.

## **Compliance**



**St Ralph  
Sherwin**

Catholic Multi Academy Trust

- To assist in the delivery and monitoring of the HR Service Level Agreement (SLA) and Key Performance Indicators (KPI's) to ensure value for money.
- To assist in the submission of the statutory annual return to the Department for Education (DfE) and other Government Agencies e.g., workforce census.
- To assist with ensuring that the Trust complies with its statutory responsibilities for reporting on HR and employment matters e.g., gender pay gap reporting, equality impact assessments, academies handbook and competency framework, teacher misconduct case referral to the National College for Teaching and Leadership (NCTL).
- To ensure accurate employee records are securely maintained on the HR system and are held in accordance with General Data Protection Regulations (GDPR).
- To provide support to the Trust and to each individual academy to maintain the single central record and to ensure the safeguarding of young people.
- To assist with the monitoring of the HR budget.
- To assist with the availability of accurate workforce data (succession planning, staff turnover, absence, gender, ER cases) for Head teachers and the NRCDES.
- To support and help maintain payroll processes ensuring accurate data management in line with payroll deadlines.

### **Induction, Talent/Performance Management and Wellbeing**

- To support senior leaders to ensure new members of staff receive appropriate induction to their role, their team, and the wider academy/Trust community.
- To assist with the development of a talent/performance management programme including ensuring teaching and support staff have access to high-quality training and continued professional development.
- To assist the HRM in the delivery of wellbeing initiatives, to ensure staff feel valued, motivated, and supported to provide outstanding educational standards.
- To assist in the consistent application and monitoring of a performance management and pay/grading framework across all academies within the Trust.

### **Recruitment and Retention**

- To assist with the interview and selection design process for the recruitment of new staff.
- To support the HRM and senior leaders with the recruitment process, such as facilitating interviews and fair selection methods for the recruitment of staff to Senior roles and other posts within the Trust.
- To discuss and ensure robust Disclosure and Barring Service (DBS) disclosures and other pre-employment checks working with senior leaders at individual academies to meet safeguarding



requirements.

- To review and verify employment offer letters and contracts on behalf of all academies within the Trust.
- To review and verify requests for variation and other employment contractual changes.
- To use the Catholic Education Service (CES) templates to prepare and issue accurate and timely contracts of employment.
- To assist in the retention of teaching and associate staff by ensuring exit interview data is available to NRCDES and reviewed with Head Teachers to identify trends in staff turnover and to ensure specific strategies are implemented to improve retention.

### **Additional Duties**

- Lead and manage key change projects as required.
- To attend meetings as required.
- To take action to improve outcomes for young people and to support all academies in the Trust to be outstanding.

### **Wider Responsibilities**

- Be aware of and comply with the academy's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to relevant manager as required.
- Comply and assist with the development of policies and procedures relating to HR and recruitment as required.
- Develop effective professional relationships with colleagues.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's Confidentiality Policy at all times.
- Contribute to and support the overall Catholic vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people.



The HR Advisor will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

### Person Specification

#### HR Advisor

Key: I = Interview A = Application Form

		Essential	Desirable	How evidenced?
<b>Qualifications and Training</b>	A minimum of 5 GCSEs (or equivalent) including a grade C in maths and English	✓		A
	CIPD qualification at Level 5 (or working towards) or above with at least Associate Membership of CIPD.	✓		A
	Commitment to ongoing professional development	✓		A
<b>Experience</b>	Proven experience of working within an HR function	✓		A/I
	Previous experience of deputising for senior HR professionals		✓	I
	Previous experience of working/providing support in a HR function in an educational setting		✓	A/I
	Successful experience of delivering HR advice and support to senior managers	✓		A/I
	Experience of managing HR casework	✓		A/I
	Demonstrable experience of HR recruitment and selection procedures	✓		I
	Experience of contributing to the development and implementation of HR policies in line with employment law	✓		I
	Familiarity with operating CES procedures		✓	I
	Experience of working with trade unions		✓	A/I



<b>Skills and Knowledge</b>	Evidence of continual professional development	✓		A/I
	In depth knowledge of current employment law	✓		I
	Knowledge of performance management systems and pay/grading frameworks		✓	A/I
	Ability to manage a varied and complex workload as well as delivering to timescale	✓		I
	Knowledge of Ofsted, DfE and academy legislation		✓	I
	Knowledge of national and local conditions of service within an education setting		✓	I
	Strong ICT skills	✓		A/I
	Excellent verbal and written communication skills	✓		A/I
	Excellent planning and organisation skills	✓		I
<b>Personal Qualities</b>	Flexible in terms of working hours and duties	✓		I
	Able to communicate effectively	✓		A/I
	Emotional resilience	✓		I
	Ability to self-evaluate and reflect	✓		I
	Attention to detail	✓		A/I
	Uphold and promote the Catholic ethos and values of the school	✓		I
	Commitment to maintaining confidentiality at all times	✓		I
	Commitment to safeguarding, equality, diversity, and inclusion	✓		I
<b>Safeguarding</b>	Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	✓		I

**Additional note:**

This post will involve frequent travel between the Academies within the CMAT, so it is also an essential requirement that applicants have a valid UK driving licence and the use of their own transport for business use. Mileage rates for using your own vehicle from the office location to school visits will be paid at the HMRC prevailing rate which is currently 45p per mile for the first 10,000 business miles in a tax year.



**St Ralph  
Sherwin**  
Catholic Multi Academy Trust

**Notes:**

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

**Last review date:**

**Next review date:**

**Headteacher/line manager's signature:**

-----

**Date:**

-----

**Postholder's signature:**

-----

**Date:**

-----