



HR Advisor

**Permanent, Full time (37 hours),
All Year Round**

Salary: Grade 9, Points 24-28, £29,174 to £32,798 per annum

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Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working Together, Transforming Lives



Thank you very much for your interest in becoming HR Advisor at Archway Learning Trust; we're delighted that you have decided to find out more about this rewarding and integral role.

Archway Learning Trust (ALT) is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

I became a teacher because I believe in equal opportunities for everyone. I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children deserve.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment.

Our mission at ALT is to help students to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

I hope the information within this pack inspires you to find out more about the role and our trust. I would encourage you to get in touch to learn a little more about who we are and how we work to see if an opportunity is right for you. If you have any questions please do get in touch with us.

I look forward to hopefully meeting with you.

Sian Hampton
Chief Executive Officer
Archway Learning Trust



Archway Learning Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We are based in the heart of the city of Nottingham, providing high quality learning experiences for students from the ages of 3 – 18. We recently welcomed three further secondary schools in Derby to the Trust and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

Click [here](#) to learn more about our family of schools.

Our Trust is made up of both Church of England academies and schools of no designated religious character. This unique blend has created a distinctive family of schools that are bound together through a passionate belief in the transformational power of education for every child.

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles. All academies retain a high level of autonomy and individual character – understanding their own local context to best serve their community. In turn, it is our responsibility centrally to provide high quality support services, so that leaders at a local level can focus their efforts on shaping teaching and learning opportunities that are of the highest quality and continually improving.

It is our people that make our Trust – and we invest heavily into our colleagues to ensure they feel recognised, supported and developed. CPD and career development play a key role and the growth of our Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

It is our aspiration to be recognised as an employer of choice and to support this we work hard to develop our “Archway People Offer” and as part of this we have shaped an employee benefit package for colleagues including discounted travel, shopping and gym memberships. We also offer access to health and medical services and a cycle to work scheme. To hear directly from our colleagues about what makes Archway Learning Trust different click [here](#).

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

POST TITLE: HR Advisor

SALARY: Grade 9, Points 24-28

RESPONSIBLE TO: HR Manager

JOB PURPOSE

This role encompasses all aspects of Employee Relations. You will provide advice to managers and employees on a range of issues from routine to complex ensuring quality and consistency is achieved through successful case management in order to promote and protect our values and mitigate risk.

You will act as a first point of contact to managers and employees on all aspects of Employee Relations including discipline, grievance, absence, equality, maternity and paternity and pay; proactively working with managers and responding to employees in a timely, helpful manner.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy;
 - Code of Conduct;
 - Extremism & Radicalisation Policy;
 - Keeping Children Safe in Education (Part 1) Guidance;
 - Safeguarding Policy and Training Slides;
 - Whistleblowing Policy;
 - IT Pack including Acceptable Use Statement
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans.
5. To develop and implement own professional development and skills.
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness.
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team.
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

- Provide clear, knowledgeable and timely advice to managers and employees on HR policies and procedures demonstrating ownership of issues and a passion for high levels of service.
- Work with/advise/coach middle and senior leaders in employee relations processes
- Work closely with Academy Managers to ensure smooth execution of HR policy, procedure and processes.
- A competent user of the Zellis HR information system in order to maintain this accurately, assisting HR Administrators as required.
- Support and quality assure safer recruitment practices at academies.

- Assist the HR Managers with complex case work and Trust wide projects across the whole spectrum of HR including pay & reward, learning & development, engagement, employee relations and chance management.
- Produce reports on HR metrics and interpret these to determine the areas of focus and priority in order to demonstrate impact on outcomes for young people.
- To support the HR Managers with complex casework, ensuring legislation, policy and best practice are followed and options and risks are clearly understood.
- Drafting letters, reports, and minutes and undertaking research as required.
- Assist with recruitment fairs as required.
- Take notes at hearings as required.
- Advise and support managers undertaking investigations, ensuring legal and procedural compliance.
- Act as HR adviser to senior managers or panels hearing formal absence, grievance or conduct matters.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.

HR Advisor	Essential	Desirable
Education and Training		
Educated to A-level standard or demonstrable equivalent work experience	*	
CIPD level 5		*
CIPD level 3 as a minimum, or equivalent work experience in an advisory role	*	
GCSE English and Maths at a minimum grade C or 4	*	
Knowledge		
Knowledge of the role of trade unions in the education sector	*	
An understanding of the basis on which HR policies are designed and operated	*	
An understanding of contracts of employment	*	
Knowledge and understanding of the education sector	*	
Knowledge and experience of a broad range of employee relations issues	*	
Understanding of current HR issues facing the education sector	*	
Knowledge of latest employment law changes and the impact	*	
Experience		
Experience in a HR role in the education sector		*
Experience of advising on employee relations matters	*	
Solid HR administration experience	*	
Experience of drafting letters, reports and correspondence to a high standard and you must be able to demonstrate an eye for detail	*	
Experience in a fast paced HR team delivering a high quality service to managers and employees	*	
Well-developed IT skills including the use of a HR Information System for maintenance and reporting, MS Word and Excel, mail merge and email	*	
Professional Skills		
Knowledge of Employment Law and Employee Relations, the practical application of it and the impact this can have in a school context	*	

Able to manage competing priorities and take effective action to deal with these	*	
Excellent written communication skills including the ability to write formal reports and letters to a high standard	*	
Well-developed influencing skills to change practice via a collaborative approach	*	
Able to analyse and deal with complex situations, with skill and discretion	*	
Personal Qualities		
Confident, enthusiastic, motivated and committed with a passion for HR and using this to benefit outcomes for young people	*	
Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these	*	
Commitment to Equal Opportunities and valuing diversity	*	
Willingness to work within the Christian ethos of the Trust	*	
Demonstrable commitment to delivering outstanding service	*	
Flexible and organised approach to work	*	
High levels of resilience and emotional maturity	*	
Inquisitive nature with sound problem solving skills, judgement and initiative	*	
Strong relationship building skills	*	
High level of integrity	*	
Suitability to work with children Commitment to safeguarding and a satisfactory Enhanced DBS Check	*	

How to apply

To discuss this exciting role in more detail please contact hr@archwaytrust.co.uk.

To apply for the role please visit [Archway Learning Trust - Vacancies](#). Click “apply” which will take you to the application form for the role. Drawing on your skills and experience, please provide a supporting statement outlining what you would bring to our central team. We would also encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing date for applications: 11:59pm, Thursday 1st September 2022

Interviews: w/c 5th September 2022

We look forward to hearing from you.

Previous applicants need not apply.

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for **all** staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)



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