

Job Description

Job Title: HR Advisor – School Support Services

Location: London

Hours of work: 37 hours per week

Reports to: Head of Employee Relations

Purpose of the Role:

To effectively manage the School Support Services HR team, central administration functions and provide advisory support to Schools Support Service (SSS), Directors and Managers. Attending HR meetings/hearings as and when required.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

School Support Services

- To oversee the efficient, effective and confidential administrative support function for SSS;
- To oversee the day to day operations of HR functions;
- To support HR Senior Management Team with project work, minute taking and action logs from meetings;
- To ensure the effective delivery of the process for new starters/leavers/consultants for SSS from point of offer, induction, employee life cycle;
- To support managers with , absence management, Occupational Health referrals;
- To maintain, update data management systems and file/case management;
- To oversee the SSS single central record of safeguarding information and ensure academies are kept up to date with changes to staffing centrally;
- To provide advice and ensure audits of Schools SCR's are undertaken and action taken to ensure compliance;
- To monitor and review SSS Key Performance Indicators and provide advice as required.

HR Advisory support

- Provide advice to SSS , Executive Team, Senior and Line Managers managers on complex HR issues,AET Policy and employment legislation. Responding to all queries in a timely, accurate and professional manner;
- Provide advisory support to SSS Managers at meetings and hearings;
- Provide advice to SSS managers on complex HR issues. Responding to all queries in a timely, accurate and professional manner;
- Offer expert interpretation, advice on employment legislation, best practice and AET policy and procedures;
- To identify situations where legal/child protection support is needed and to liaise as appropriate;
- To liaise with legal insurers regarding legal and procedural issues, compiling evidence for use in Employment Tribunals, Personal Injury claims, etc;
- To act as first point of contact for Ofsted inspections, coordinate and advise as required on the Single Central record providing support to the HR Cluster teams;
- To monitor feedback and follow up to ensure the service provided is continually improved;

- Oversee the coordination, delivery and evaluation of the Mediation service and validation of job evaluation;
- To keep up to date with developments in employment legislation and human resource best practice and communicate such developments to all relevant parties;
- To undertake any relevant research and trends as deemed necessary.

Payroll, Pension and Benefits Responsibilities:

- To oversee the payroll and benefit process for School Support Services to ensure timely and accurate payments, payroll errors are identified and rectified queries addressed and as appropriate escalated to the relevant manager;
- To review monthly payroll reports received from the payroll provider and reconcile pre-payroll reports against the central records to ensure accurate payments/deductions;
- To ensure the payroll database and HR/Payroll database is kept up to date in relation to salary details, pension deductions, salary sacrifice deductions, union membership deductions, health insurance payments, tax and National Insurance;
- To review and complete all necessary paperwork and returns in relation to the administration of pay;
- Assist with reviews of salaries and communication to staff;
- To ensure accurate and secure payroll records are kept for all transactions following internal payroll procedures and comply with audit requests;
- To implement and manage salary sacrifice schemes ensuring compliance with current legislation;
- To assist with the completion of end of year returns including Local Government Pension Scheme, Teachers Pension and audit requirements.

Management of HR Administration

- Manage the central HR Administration function to ensure effective delivery of support and services identifying any areas for service improvement;
- Develop and implement new systems to meet service requirements;
- Ensure that all HR Administration tasks are completed to a high standard by the team in a timely and efficient manner and continuously review the service provided;
- Responsible for the performance management of the HR team.

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible

- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> ● GCSE Maths and English Grades A-C or equivalent or relevant experience ● Substantial HR advisory Experience ● Experience of HR systems ● In-depth understanding of Data Protection legislation 	
Knowledge/Experience	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> ● understanding of current legislation and surrounding HR practices, to include, Disciplinary, Grievance, TUPE and other HR policy and procedure ● Experience with dealing with people and offering excellent customer care 	<ul style="list-style-type: none"> ● Education Experience
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> ● Management of the HR Administration team 	
	Forward and strategic planning	<ul style="list-style-type: none"> ● Develop and implement new administrative and management of data systems 	
	Budget (size and responsibilities)	<ul style="list-style-type: none"> ● No budget responsibility 	
	Abilities	<ul style="list-style-type: none"> ● Excellent skills in Microsoft Office Word, Excel and powerpoint google. ● Ability to manipulate, interpret analyse and feedback data ● Ability to use databases and substantial experience of data entry ● Ability to use initiative to deal with telephone calls and staff queries in a professional manner ● Ability to act on own initiative when necessary and to work independently and as part of a team ● Ability to interpret internal and external policy 	



		<ul style="list-style-type: none">• Ability to be proactive and prioritise work• Ability to work flexibly to meet deadlines• Excellent attention to detail and the ability to produce accurate correspondence and identify errors• Responds well to a challenging environment• Commitment to providing the highest standards of customer service• Ability to build positive relationships with key stakeholders•	
Personal Characteristics	Behaviours	<ul style="list-style-type: none">• Self-aware and ability to take responsibility for own actions• Ability to remain calm under pressure and in demanding situations	
Special Requirements		<ul style="list-style-type: none">• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check• Right to work in the UK• Evidence of a commitment to promoting the welfare and safeguarding of children and young people• Ability to travel as required	