

General Information	
Job Title:	Human Resources Adviser
Department:	Bursary
Location:	St Faith's, Cambridge CB2 8AG
Job Purpose:	To provide advice and support for the school in all aspects of human resources
Reporting Line:	Bursar / Director of Pastoral Care
Hours:	37.5 hours per week, 52 weeks per annum. There is potential scope for some flexibility
Working Hours:	0800 – 1600 daily in term time and in school holidays
Salary:	St Faith's Support Staff Salary Scale. £30, 730 to £33, 383 depending on experience / qualifications
Start Date:	September 2021

Role Profile	
HR Strategy:	<ul style="list-style-type: none"> To lead on the school's HR strategy, and to identify and research HR issues in line with legislative changes To provide first line support and advice to the school staff in accordance with HR best practice and Foundation and school policies and procedures To support the SMT in dealing with more complex HR issues To manage the staff handbooks and HR related policies and procedures in conjunction with the SMT and the school's appointed solicitor Provide regular reports to senior managers on all current HR matters including absence, employment regulation up-dates, HR processes or staffing issues
Recruitment:	<ul style="list-style-type: none"> To manage all recruitment and selection processes Lead and manage the interview sessions, and ensure each candidate has a positive first experience with the school To ensure all relevant recruitment checks are completed and to issue offers and contracts of employment
Wellbeing:	<ul style="list-style-type: none"> Develop and maintain the wellbeing strategy and associated school policy Attend monthly SMT wellbeing meetings and take minutes To manage all absence procedures and processes Act as Mental Health First Aider for any staff who are experiencing a mental health issue or emotional distress Organise and deliver wellbeing events for staff
Equal Opportunities:	<ul style="list-style-type: none"> Keep up-to-date with equality and employment legislation, providing advice about the law and best practice to aide recruiting, training and retaining staff Provide advice as necessary to SMT so that opportunities, such as promotion and internal vacancies, are handled fairly Design and evaluate diversity and inclusion monitoring schemes, particularly in relation to recruitment
Administration:	<ul style="list-style-type: none"> To provide the school operational lead for HR advice and administration To manage the support staff training budget To coordinate payroll in conjunction with The Leys payroll team Maintain the system of manual and electronic personnel records for all school employees to provide a comprehensive, efficient, accurate and current record

Role Profile	
	<ul style="list-style-type: none"> • Oversee staff appraisal processes across the school for the appraisal cycle, keeping records of interviews and identifying training needs as appropriate • Manage and administer annual leave requests • Ensure up-to-date employee records by annual data reviews • Carry out any regular checks as required, such as driving licence checks
Compliance:	<ul style="list-style-type: none"> • Responsible for the Single Central record of appointments and safer recruitment • Meet termly with the Safeguarding Governor to ensure safer recruitment compliance, and to support the auditing of processes and procedures • Continually review legislation to ensure that the school is compliant, up-to-date and update school policies in line with guidance • Ensure all HR policies and procedures are kept up-to-date
Staff Development:	<ul style="list-style-type: none"> • To administer all aspects of staff induction and mandatory training, including recording of training records • Organise staff training and development for safeguarding, Prevent and other compliance related matters
Safeguarding & Child Protection	<ul style="list-style-type: none"> • To provide confidential administrative support to the Director of Pastoral Care in the execution of his duties as the school Designated Safeguarding Lead • To assist the Director of Pastoral Care in ensuring Safeguarding policy compliance • To manage confidential child protection files as required • To manage statistics for annual safeguarding reporting and child protection matters
General:	<ul style="list-style-type: none"> • Present an approachable professional manner at all times to pupils/staff/parents and visitors • To be aware of and adhere to the School code of conduct and confidentiality. • To adhere at all times to the School's Child Protection procedure • To comply with Data Protection legislation/regulations. • To be mindful of the Health and Safety at Work Act 1974 and other legislative requirements at all times • Understanding fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating a building • To undertake other reasonable related tasks as requested by the Bursar or Headmaster

The School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the School's business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As an organisation using the Disclosure and Barring Service (DBS) to assess applicant's ability for positions of trust, St Faith's School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the School, including personal protective equipment in accordance with training and instruction.