



HR Advisor Recruitment Pack



ENJOYING TODAY, PREPARING FOR TOMORROW

 www.oiam.org/freeschool/

Vacancy Details

One In A Million Free School
Enjoying today, preparing for tomorrow!

HR Advisor

Salary (actual): £16,450 to £19,377 (depending on experience)

Contract: 22.5 hours, Permanent, Term Time plus 10 days.

Start date: As Soon As Possible

Are you a talented, creative and team-oriented HR Advisor? Do you have the drive passion and commitment to deliver outstanding support to help young people in a disadvantaged community?

This role is key to the success of One In A Million. We are looking for a HR Advisor who has a positive attitude, cares about making a difference to the outcomes of our students and wants to contribute to the wider school community.

Who are we?

- OIAMFS opened in September 2013 with just 60 year 7 students, we are now full and oversubscribed every year. We are based next to the iconic home of Bradford City Football Club, Valley Parade.
- OIAMFS is part of the One In A Million family. One In A Million was established in 2006 as a charity that wanted to make a difference in the lives of young people in Bradford through sport, the arts and enterprise. Our name reflects our values: every child is valued and unique.

What we offer:

- We are a small school, with approximately 375 students across five year groups, so our team is small meaning you get to build strong relationships with everyone.
- We place students at the centre of everything we do as a school.
- We genuinely value our staff and fully support their development, well-being and career progression.
- Bradford is a vibrant place and our position in the heart of the city provides easy access to shopping, eating out and transport links.

What you offer:

- With a number of difference areas to oversee, we are looking for someone who can motivate and inspire our staff in a variety of roles.
- You will have experience of working in a school environment and understand how to prioritise the challenges of school life.

Vacancy Details

- As a small school we sometimes have to take on a variety of roles so being a team player is essential.
- You will share our values of Compassion, Honesty, Integrity and Excellence.

Further information/How to apply:

To apply or for more information about One In A Million, visit our careers site on the link below:

<https://www.tes.com/jobs/employer/one-in-a-million-free-school-1062792>

We are committed to safeguarding and promoting the welfare of children. The post is subject to an enhanced DBS check and satisfactory references. We are committed to Equal Opportunities.

Hub and Spoke

The ethos and vision of the One In A Million Free School are based upon our extensive experiences of delivering successful community based programmes in sport, the arts and enterprise.

The “Hub and Spoke” Model links the One In A Million Free School (hub) with our existing range of community activities (spokes).

Our “Wheel of Hope” vision places our Free School at the heart of all that the charity does to ensure that our innovative education projects reach as many young people as possible in and out of school throughout the Bradford community.



JOB DESCRIPTION

JOB TITLE:	HR Advisor
JOB LOCATION:	One In A Million Free School, Bradford
REPORTS TO:	Business Manager
BUDGET RESPONSIBILITY:	Recruitment budgets as delegated
WORKING HOURS:	22.5 per week/ Term Time plus 10 days
ANNUAL LEAVE:	To be taken during school holidays

ONE IN A MILLION FREE SCHOOL VISION & VALUES

Our overall aim is to make a difference to young people by engendering respect, self-esteem, motivation and engagement. The ethos of our school will be rooted in the name of our charity, where every young person is recognised and valued as 'One In A Million'.

Our mission is to enhance the life chances of all pupils at the One In A Million Free School through a tailored programme of vocational learning across sport, the arts and enterprise.

Our vision is that each pupil will utilise their skills, talents and educational achievements across the arts enterprise and sports, to better themselves and their communities.

JOB PURPOSE

To develop and manage an effective and responsive Human Resource service within the school. The range of duties which will include but will not be limited to, providing guidance and support to manager and employees across key operation areas, recruitment and selection, absence management, induction, terms and conditions of service and employee relations issues. You will be supported by a professional legal advice package.

KEY RESPONSIBILITIES:

Your key responsibilities and duties are:-

HR Management

- Provide advice, support, guidance and direction to the Senior Leadership Team (SLT) on all people related matters including legislative and good practice requirements with regard to policies and procedures including HR Management, Safeguarding and Health & Safety.
- Lead on safer recruitment by providing guidance throughout the recruitment cycle to ensure that the process is legally compliant, reflecting Equality, Diversity and Inclusion considerations.

JOB DESCRIPTION

- Prepare and issue contracts of employment and other documentation relevant to recruitment or HR matters.
- Coordinate all new starter induction, probationary period monitoring, ensuring managers are aware of their duties and relevant paperwork is complete.
- Ensure completion of appropriate employment and vetting checks, including maintenance of the Single Central Register to ensure compliance with Keeping Children Safe in Education regulations.
- Support the SLT and employees through departmental and organisational changes in order to meet the organisational objectives.
- Maintain and update all HR/workforce databases as required ensuring accuracy of staff data.
- Lead, manage and develop the performance management process. Train and coach managers to manage performance on an ongoing basis and to have honest and straight-forward conversations.
- Coordinate the completion of mandatory training, including reminders to staff and providing regular updates to the Business Manager on completion rates.
- Monitor and maintain records for all staff absences. Liaise with managers to support follow up action in relation to attendance management including return to work meetings and trigger points.
- Where required, lead on the handling of absence management, working to improve retention, employee engagement and employee relations.
- Develop and Lead on the schools Wellbeing Strategy.
- Report on HR statistics, providing data on key performance indicators to the SLT.
- Deal with any disciplinarys, grievance procedures and any other issues that arise.
- Provide advice and guidance on the interpretation and application of policies and procedures, and terms and conditions of service e.g. pay, managed severance, redundancy, redeployment, grading requests etc.
- Work in conjunction with the Finance Manager to ensure procedures for processing payroll are up to date.
- Undertake the annual workforce census.
- Ensure the use of data complies with current regulations, particularly those relating to GDPR.
- Ensure annual HR processes are completed on time and effectively including oversight of school policies.
- Ensure the accurate reporting and escalation of any significant issues or risks to the SLT.
- Take minutes/action points at meetings as required.

JOB DESCRIPTION

GENERAL RESPONSIBILITIES:

In addition to the specific responsibilities described above as employee of One In A Million Free School (OIAMFS) you have the following general ones to:-

- Comply with all Free School policies and procedures ensuring commitment to the mission and values.
- Assist in the development of excellent working relationships throughout OIAMFS.
- Foster good relationships with external organisations that provide goods and services.
- Take responsibility for Health and Safety of yourself and that of others.
- Commit to your own personal development.
- Comply with all contractual, legal and reasonable requirements of any venue being used by OIAMFS for its activities.
- Pro-actively promote and uphold OIAMFS acting as an ambassador.
- Behave in a professional manner (both in and out of school) ensuring that One In A Million is not brought into disrepute.
- Undertake such projects of a level commensurate with the responsibility of the post, as designated by the Principal.
- Carry out any other reasonable duties associated with the post.
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SAFEGUARDING:

- In common with all employees this role includes responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.
- Adherence to the school's Child Protection Policy Statement is required at all times.
- If you become aware of any actual or potential risks to the safety or welfare of students or other children in the school this must be reported to OIAMFS's Designated Safeguarding Lead or Deputy Lead.

Person Specification

ATTITUDES

Aspect	Assessed by	Essential / Desirable
An understanding of and commitment to the mission and vision of One In A Million	Interview & Application	E
Able to demonstrate how the values of One In A Million have been expressed in your life and work	Interview & Application	E
Demonstrate honesty in dealing with colleagues and others	Interview & Application	E
Show how integrity is central to your life and why it is crucial	Interview & Application	E
Clear understanding of compassion and how it is worked out in life	Interview & Application	E
Demonstrate excellence in all facets of work	Interview & Application	E
A team player able to motivate others	Application & Interview	E
Committed to individualised and personalised learning with an inspiring, enthusiastic approach that engenders a desire for learning	Application & Interview	E
Understands the process of learning and embraces new robust research about learning	Application & Interview	E

ATTITUDES – continued

Aspect	Assessed by	Essential / Desirable
Committed to using a variety of resources, including technologies, as appropriate, to maximise effectiveness	Application & Interview	E
Treats everyone with respect and dignity and shows commitment to Equality and Diversity and its effective implementation	Application & Interview	E
Committed to Continuing Professional Development both personally and for colleagues	Application & Interview	E
Committed to collaborative partnerships	Application & Interview	E

KNOWLEDGE & QUALIFICATIONS

Aspect	Assessed by	Essential / Desirable
Qualification in HR, Personnel or Management	Application	E
Good honours first degree	Application	D
CIPD Membership	Application	D
Higher degree	Application	D

SKILLS & EXPERIENCE

Aspect	Assessed by	Essential / Desirable
Minimum of 3 years experience in recruitment and people management	Application & Interview	E
Understanding of employment law and best personnel practice	Application & Interview	E
Evidence of a track record as an effective innovator in people management – evidence of creative thinking	Application & Interview	E
Experience of the payment of staff salaries through a computerised payroll system; collating and inputting all relevant information for monthly payroll.	Application & Interview	E
Understand, analyse and make effective use of a wide range of data aided, by effective use of iCT	Application & Interview	E
Ability to make sound decisions, identify and solve problems and seize opportunities	Application & Interview	E
Well-developed interpersonal and communication skills (including written, oral and presentation skills)	Application & Interview	E
Ability to manage change, and lead innovations, showing flexibility, adaptability and resilience	Application & Interview	E
Ability to delegate appropriately and hold others accountable while at the same time accepting personal accountability	Application & Interview	E
Positive disposition towards inclusion of all people	Application & Interview	E

Able to build strong relationships with key people in relevant organisations.	Application & Interview	E
Experience of working with an online performance management system.	Application & Interview	D
A good understanding of educational policy and practice and the daily operation of schools.	Application & Interview	D
Experience of accurately maintaining a single central record and the documentary evidence on which it is based.	Application & Interview	D
A willingness to contribute to the enrichment activities of OIAMFS and the community work that is at the heart of OIAMFS.	Application & Interview	D



CONTACT US by post, telephone or email. Our details:
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 www.oiam.org/freeschool/