

Job Description

Job Title: Assistant HR Advisor (Maternity Cover)

Location: Inspiration Trust Central Services

Job title	Assistant HR Advisor (Maternity Cover until 30th September 2026)
Salary Scale	Support Scale – Band F
Hours of Work	Full time - 37 hours per week
Weeks Worked	52 weeks – full year
Responsible to	People Manager
Location	Inspiration Trust Central Services

Main purpose of the role

- Under the direction of the People Manager, the Assistant HR Advisor will work collaboratively with the HR team, to provide day to day HR support to the HR Advisors, delivering a robust HR service to academies, central teams, line managers and stakeholders. Enabling our schools to provide excellent learning opportunities for our students.

Organisational relationships

- Responsible to the People Manager
- Direct liaison with the wider HR, Recruitment and Payroll team, internal and external stakeholders including Inspiration Trust staff and Academy Committee Members

Principal accountabilities and responsibilities

Main Responsibilities - HR Service	<ul style="list-style-type: none"> • Delivering a generalist HR service including: <ul style="list-style-type: none"> ○ Administration ○ Supporting and offering guidance on employee relations ○ Analysing data ○ Maintaining accurate HR records ○ Ensuring compliance with HR best practices. ○ Issuing documentation via an electronic portal. • Ensuring deadlines are met, including those related to the monthly payroll. • Working at all times with exceptional attention to detail to ensure the accuracy of information. • Ensuring Equality, Diversity and Inclusion are embedded in all HR functions. • Promoting and representing the Trust's Values in all activities. • Attend and contribute to HR meetings. • Assist with HR Projects. • To carry out duties pertinent to the scope of the post as directed by the People Manager. • To support the achievement of the HR goals: <ul style="list-style-type: none"> ○ Compliance; ○ Continuing Professional Development; ○ Cohesive Team communication; ○ Consistency; ○ Continual Improvement and Innovation
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Recruitment and Onboarding	<ul style="list-style-type: none"> • To provide proficient support throughout the recruitment and onboarding process including but not limited to: <ul style="list-style-type: none"> ○ Upskilling line managers in processes ○ Completing vetting checks ○ Carrying out inductions
HR Advisor Support	<ul style="list-style-type: none"> • To work closely with the HR Advisors and People Manager to ensure a full generalist HR service is provided to all stakeholders. • Ensure legal compliance in all processes, including but not limited to recruitment. • Update HR records, on the Human Resources Information System, in an accurate and efficient manner. • Support absence and performance management. • Support HR Casework, including grievances and disciplinaries. • Be a team player able to work on own initiative and in a collaborative manner to drive forward the department with innovation and synergistic outcomes.
Other Administration Duties	<ul style="list-style-type: none"> • Support the management of the HR functional mailbox. • Complete general administration to the highest possible standards, including but not limited to issuing contract variations, leavers letters, note taking, and updating databases and Benefit Platforms. • Support the ongoing development of the HR SharePoint. • Maintain employee benefit databases. • Producing and analysing robust HR data and information to support understanding in relation to: <ul style="list-style-type: none"> ○ Absence Dashboards ○ People Headcount ○ New Starters ○ Probation reviews ○ Leavers ○ Equality Data
Database Management	<ul style="list-style-type: none"> • Maintain the HR database with accuracy, ensuring all entries are current and precise. • Generate weekly, monthly and on-demand reports, such as headcount and sickness absence statistics, to support informed decision-making. • Working collaboratively with the Human Resources Information System Manager and Officer to ensure maximum system efficiency. • To work collegially as part of the HR team including Payroll and Recruitment.
Safeguarding	<ul style="list-style-type: none"> • To commit fully to the safeguarding agenda. • To actively promote the Trust's Safeguarding Policy and be aware of personal responsibilities to report concerns.
Stakeholder engagement	<ul style="list-style-type: none"> • To act as a role model for the department and the Trust. • Provide a customer-focused service to applicants and managers, responding promptly to queries received. • Efficiently maintain own and the HR functional mailbox and support with the Recruitment functional mailbox.

Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)

- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust.

The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spend" under the provisions of the Act.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy. skills/GCSE (or equivalent) Maths and English. • CIPD (Chartered Institute of Personnel and Development) Foundation Certificate in People Practice is Regulated Qualifications Framework (CIPD Level 3). Or working towards. 	<ul style="list-style-type: none"> • Degree or equivalent level of education • Fully CIPD qualified to level 5 - (working toward full qualification with relevant experience)
Experience	<ul style="list-style-type: none"> • Proficient with Microsoft and Office 365 and MS Teams • Fully competent at using ICT • Experience of working successfully as part of a busy team 	<ul style="list-style-type: none"> • Experience of working in a generalist HR environment • Experience of HR in in an education setting. • Experience of change management • Experience of working with DBS/Safeguarding protocols • Previous experience of iTrent • Experience of casework including capability, disciplinary grievance and flexible working • Experience of supporting managers across a variety of departments at different levels in all aspects of HR • Experience of change management • Experience of producing and delivering training
Professional Skills and Attributes	<ul style="list-style-type: none"> • Organised and methodical approach to administration and record keeping • Excellent planning skills • Solution focused • Ability to work on own initiative • Able to build good working relationships with stakeholders • Ability to work collaboratively and flexibly as part of a team • Can meet deadlines by effective planning and time management • Calm and courteous approach • Strong communication skills, both written and spoken • Good interpersonal skills, with a focus on empathy and flexibility • Excellent attention to detail • Solution focused • Ability to manipulate data and produce meaningful reports. 	<ul style="list-style-type: none"> • Passion for learning and development. • Knowledge and understanding of Teacher's terms and conditions of employment.

Knowledge and Understanding	<ul style="list-style-type: none"> • Understanding and practical knowledge of employment law and employer best practice • Understanding of confidentiality, FOI's, SAR's and the GDPR 	<ul style="list-style-type: none"> • Knowledge and understanding of teacher's terms and conditions of employment • Knowledge and use of HR Systems and Databases
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Signature

Date