



Post Title	Deputy Head of HR
School / Organisation	Avanti Services Ltd
Location	London, Bishops' Stortford or Leicester
Grade	Grade MGI <u>London</u> £54,471 - £61,547 per annum <u>Leicester and Bishop's Stortford:</u> £50,067 - £57,145 per annum
Hours	37.5 hours per week
Contract Type	Permanent Year-round
Reports to	Head of HR
Preferred Start Date	To be confirmed

MAIN PURPOSES OF THE JOB

The vision of Avanti is to inspire spiritually compassionate change makers. The Deputy Head of HR is responsible for working closely with the Head of HR to manage, develop and maintain a proactive, efficient, effective and professional people service, to meet the needs of Avanti Services Limited (ASL), Avanti Schools Trust (AST) and Govinda's Ltd. Service delivery will enable the highest standards of education, enrichment and will allow partner organisations to achieve financial sustainability and to be employers of choice.

The postholder will support all operational aspects of people and payroll services, whilst holding designated responsibility for safer recruitment, talent management and managing employee relations casework across the Avanti family. They will deputise for the Head of HR in their absence and will work collaboratively with colleagues, both centrally and school based, to facilitate service delivery, embed culture, secure compliance and manage risk.

RESPONSIBILITIES OF THE JOB

Safeguarding Children and Young People

The postholder has an important role in relation to people policies and practices which aim to safeguard children and young people and holds specific responsibility for safer recruitment. Responsibilities include but are not limited to:

- Ensuring that all aspects of safer recruitment policy and practice is compliant with Keeping Children Safe in Education (KCSIE) all other statutory requirements and best practice.
- Being a source of expertise and advice in relation to the safeguarding policies and practices that fall within the People Services remit, including those relating to safer recruitment, managing allegations and low-level concerns, whistleblowing, references, the code of conduct, colleague induction and training.
- Supporting the Head of HR in working with senior leaders to develop, embed and maintain both the relevant safeguarding policies and practices, and a cohesive consistent approach to safeguarding culture.
- Supporting Safeguarding Leads / Principals / Senior Leaders with LADO referrals and meetings involving employees and ensuring that all necessary safeguarding referrals are made to the appropriate external bodies.



- Ensuring that Single Central Records are compliant with statutory requirements through regular training and auditing.
- Supporting the implementation of robust practices in relation to volunteer and visitor management.

Safer Recruitment and Talent Management

- Ensure that the end-to-end safer recruitment process is compliant and secure through the implementation of robust administrative process management, training and auditing; meeting the requirements of Keeping Children Safe in Education, the DBS Code of Practice, the Education (Independent School Standards) Regulations and Trust Policy.
- Support the development and delivery of a Trust wide recruitment, onboarding and retention strategy, including developing positive and effective working relationships with external recruitment partners, which deliver tangible benefits for the Trust and partner organisations.
- Utilise the chosen Applicant Tracking System to facilitate both efficient and effective service delivery and centralised monitoring and reporting.
- Develop and maintain a central library of recruitment resources for schools and partners to access, including carrying out a review of job descriptions, person specifications, advertisements, interview questions and tasks.
- Work with schools and partners to understand and meet their recruitment needs, providing professional advice and guidance and ensuring that recruitment processes are appropriately resourced.
- Lead on succession planning, benefits and agency management

Management and Team Responsibilities

Work with the Head of HR to:

- Manage the HR Team, including shaping the team structure to secure service delivery, allocating work, coaching, providing support, training, development and performance management.
- Develop and maintain systems, processes and structures, which support efficient and effective service delivery and statutory compliance, including in relation to safeguarding and data protection.
- Monitor, evaluate and report on key metrics and the effectiveness of service provision.
- Be a source of expertise in relation to all aspects of people management in education; ensuring that relevant information is communicated to the appropriate audience/s to secure statutory compliance and manage risk.
- Regularly review and develop people policies and underpinning templates, letters and guidance in partnership with relevant stakeholders, to ensure that they are fit for purpose and meet statutory requirements.
- Build and maintain positive professional working relationships with all internal and external stakeholders.
- Network with external people professionals to develop and share best practice and knowledge.
- Secure consistent people practice and service delivery.

Employment Relations, Wellbeing and Inclusion

- Be a source of expertise in relation to case management and terms and conditions of employment, and along with the Head of HR, the first point of escalation for people services advisory colleagues.
- Directly manage employee relations casework.
- Be pro-active in addressing any employment relations changes, issues or concerns.
- Provide excellent, professional, risk assessed and timely advice in relation to day to day and complex employee relations issues including:
 - Discipline, grievance and mediation
 - Absence management and wellbeing support
 - Performance and capability
 - Remuneration and terms and conditions for all employees at every level
 - Restructuring, TUPE and redundancy
 - Job evaluation and equal pay
 - Equality and inclusion
 - Managing safeguarding allegations and low level concerns
 - Settlement Agreements
- Work with the Head of HR to lead on embedding a positive employee relations culture across the partner organisations, consulting with staff, and where necessary liaising with trade union representatives, both on individual employee issues and wider organisational or policy change.



- In collaboration with colleagues work to create a culture of engagement and motivation across the partner organisations.
- Support the implementation and evaluation of wellbeing strategy to promote a healthy working environment.
- Work with the Head of HR to lead on managing employee attendance in accordance with policies and KPIs, including managing Occupational Health and employee wellbeing service provision and reporting regularly to the Senior Leadership Team.
- Work with colleagues to seek to secure compliance with the Public Sector Equality Duty, and aid the development and achievement of equality objectives, including achieving and maintaining accreditation as a Disability Confident Employer and ensuring that all colleagues receive annual equalities training.
- Ensure that employees and workers receive accurate and timely statements of employment particulars.
- Attend meetings and Hearings as appropriate to advise managers, decision making panels / committees.

Project Management and Organisational Change

- Manage and deliver projects in line with delegated responsibilities, time, budget and quality parameters, raising any significant challenges to the Head of HR.
- Work with colleagues to proactively lead change management including TUPE transfers, growth plans and restructures.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Deputy Head of HR are up to date; strive to keep up to date with relevant legislation and the guidance and Codes published by the DfE, ACAS, LGA and other professional authoritative sources.
- Maintain membership of the CIPD.
- Be a professional role model and understand and promote The Avanti Way.
- Request advice, guidance and assistance from senior colleagues to undertake any aspects of the role as required.



Special conditions of employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the CEO of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the ASL and AST policies and procedures in relation to Safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the ASL and AST Health and Safety Policies, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the ASL and AST Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The partner organisations are committed to equality and value diversity and are committed to fulfilling their Equality Duty obligations as applicable. All employees are expected to share this commitment. The Equality Duty requires AST to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The employer has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.



The Partner Organisations Operate a Strictly No Smoking or Vaping Policy

This applies to all partner premises and those where services are provided.

This job description is not exhaustive and the jobholder may be required to perform duties other than those given in the job description. The job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. It also serves to detail performance expectations and will be used in monitoring effective performance.

The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post however, this job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

The Avanti Way

At Avanti, our behaviours are more than workplace expectations - they are the living expression of our spiritual insight and virtues. Rooted in the Avanti Way, these behaviours translate timeless virtues into practical actions that shape how we work, lead, and grow together. They guide us to act with gratitude, integrity, empathy, courage and self-discipline; fostering respect for all life, and creating an environment where personal and professional development flourish. By embodying these behaviours, we not only achieve excellence but also nurture a culture of compassion, accountability, and purpose. A commitment to and ability to demonstrate and promote the Avanti Way are an essential requirement for this role.

PERSON SPECIFICATION

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Educated to degree level or equivalent experience	X	
2.	Current member of CIPD	X	
3.	Full driving licence and own transport		X
4.	Degree in HR/ Personnel Management	X	
5.	Qualified to CIPD level 5 or above	X	
6.	Committed to own CPD	X	
7.	Relevant experience working in a HR Lead / Senior Manager / Business Partner capacity in education, including leading all operational aspects of HR and managing a team of people professionals at various levels	X	
8.	Experience in a faith- based or values-led organisation.		X
9.	System creation relevant to good working practice e.g. sickness data management, HR MIS	X	
10.	Demonstrable breadth of Generalist HR experience in ER, policy development, employee engagement, change management, codes of practice, legislation, HR general services and project management	X	
11.	Working with internal and external stakeholders to achieve positive outcomes	X	
12.	Utilising data to inform action planning to achieve outcomes and add value to an organisation	X	



13.	Extensive experience of independently managing casework, advising on investigations, and preparing for and attending formal hearings in relation to conduct, capability and grievance	X	
14.	The role of HR in educational settings in safeguarding and promoting the welfare of children and young people, and that safeguarding is the responsibility of every individual	X	
15.	The recruitment cycle for schools and the markets in which schools are operating	X	
16.	Employment Law including relating to the Employment Rights Act, TUPE and the Equality Act 2010	X	
17.	Equal pay and job evaluation	X	
18.	Data protection and confidentiality	X	
19.	Managing for equality, diversity and inclusion	X	
20.	Employment rights in relation to all types of family friendly leave	X	
21.	Keeping Children Safe in Education and issues relevant to safeguarding in the context of employment practice in education	X	
22.	The Public Sector Equality Duty	X	
23.	All aspects of HR administration in education including all safer recruitment checks	X	
24.	Relevant aspects of the Academy Trust Handbook	X	
25.	Able to be flexible and adaptable to changing requirements and priorities day to day	X	
26.	Excellent organisational skills with the ability to work in a fast-paced environment, prioritise and efficiently manage a high-volume workload	X	
27.	Proven ability to develop effective professional working relationships with stakeholders at all levels	X	
28.	Competent in interpreting and providing advice on employment legislation and conditions of service to ensure compliance and best practice	X	
29.	Able to assess situations, including risk, and offer solutions which are focussed on achieving the aims of the organisational partners	X	
30.	Able to communicate effectively both verbally and in writing with a range of audiences including, at senior level – writing board reports, and policy documentation which is accessible to all	X	
31.	Excellent interpersonal skills; the ability to demonstrate tact and empathy when dealing with sensitive issues and to resolve conflicts	X	
32.	Able to quality assure and produce accurate work	X	
33.	Ability to negotiate and influence effectively	X	
34.	Confidently use specialist ICT packages including full working knowledge of Microsoft Office, Teams, SharePoint and Outlook	X	
35.	Ability to combine strategic thinking and planning with practical implementation	X	
36.	Ability to develop new systems and processes to improve efficiency	X	



37.	Competent in reviewing, measuring and monitoring the work of the people services function	X	
38.	Able to design / re-design and implement systems, processes and training to achieve planned outcomes and meet KPI's	X	
39.	Ability to problem solve with a solution focused outlook	X	
40.	Team leadership; able to manage, motivate and develop colleagues	X	
41.	Can work on own initiative, plan, prioritise and work well under pressure; meetings strict deadlines and exercising attention to detail	X	
42.	Ability to own and continuously review policy	X	
43.	Able to plan for the efficient and effective use of available resources	X	
44.	Reliability, integrity and trustworthiness	X	
45.	A professional role model who is committed to their own professional development and to developing others	X	
46.	Committed to and able to demonstrate and promote the Avanti Way and the Avanti Behaviours' Framework	X	
47.	Able to work calmly under pressure and withstand stress	X	
48.	Able to work flexibly, and to attend in person meetings outside of the core working day as required	X	
49.	Commitment to the safeguarding and welfare of all students	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you 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 Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - https://75a4cb34-2c20-4977-9e28-55ad4be10fa9.filesusr.com/ugd/ad13b0_a3cb0c0bc6b04501a5d01fa3836bbc6d.pdf