

Job Description & Person Specification

HR Adviser

Grade 7

Purpose of Post

To partner schools / institutions within the Cranmer Education Trust to provide effective and professional Human Resources advice. To recommend appropriate people management solutions which support the Trust's People Strategy.

1. Work with the HR Director, People Business Partner and school HR staff to ensure the delivery of a consistent and outstanding HR provision.
2. Be an excellent communicator, develop effective and strong working relationships with senior leaders.
3. Advise and support managers in complex employee relations including discipline, grievance, attendance, performance management and retirement.
4. Take responsibility for individual casework.
5. Advise leadership teams in allocated schools / institutions in all aspects of people management.
6. Oversee effective sickness absence management, acting as the lead on some complex cases.
7. Provide advice and support on recruitment strategies and processes.
8. Support managing change situations, including TUPE, restructure or redundancies.
9. Maintain an awareness of changing employment legislation and new developments, ensuring colleagues are aware of relevant changes and potential risks.
10. Keep up to date with pay and conditions relevant to teachers and school support staff.
11. Identify and put measures in place to mitigate risk with regards to HR matters.
12. Liaise with the Trust's Legal consultants as required, disseminating advice to relevant individuals.
13. Provide support to school HR staff with the HR MIS and administration, ensuring Trust frameworks are followed.
14. Work closely with each school to ensure safer recruitment vigilance, ensuring the safety and welfare of children is embedded in all processes and procedures, work with school staff to ensure all single central registers are maintained accurately.
15. Undertake project work, in line with development and growth of the Trust.
16. Any other duties as required, commensurate with the level of the post.

Reports to:

HR Director

Requirements:

This post is subject to an enhanced Disclosure & Barring Service check.

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HR Adviser Person Specification	Essential/ Desirable	Application Interview Test
Qualifications		
CIPD Level 5 or equivalent experience	E	A
Good honours degree	D	A
GCSE Maths and English Grade C or above and equivalent	E	A
Experience		
Generalist HR Management experience including management of complex HR casework	E	A/I/T
Advising managers on employee relations issue	E	A/I/T
Managing a busy workload with competing demands	E	A/I/T
Change management including TUPE, redundancies and restructures	E	A/I/T
Working in the education sector	D	A
Delivering excellent customer service with many end users	E	A/I/T
Of working with trade unions	D	A/I
I Trent HR MIS	D	A
Skills		
Outstanding communication and interpersonal skills	E	A/I
Ability to develop effective working relations with senior managers, HR colleagues and HR service users	E	A/I
Competent user of HR management information systems with the ability to quickly and effectively learn new systems	E	A/I
Proficient in the use of Microsoft Office packages	E	A/I/T
Excellent organisational skills and ability to manage conflicting deadlines	E	A/I/T
Outstanding interpersonal skills including listening and communication	E	A/I/T
Reliable and trustworthy, able to maintain strict confidentiality at all times	E	A/I/T
Personal Qualities		
Support fully and with integrity the ethos of the Trust	E	A/I
Desire and commitment to working in Human Resources	E	A/I
Commitment to safeguarding and promoting the welfare of children	E	A/I
Attention to detail and thorough	E	A/I/T
A committed and enthusiastic approach to working	E	A/I
The ability to learn quickly and work in a fast-paced environment	E	A/I
Ability to travel between schools using own transport	D	A

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A: Application I: Interview T: Test

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview