



## SAPIENTIA EDUCATION TRUST JOB DESCRIPTION

### HR ADVISOR

<b>Line Managers job title:</b>	Director of Human Resources
<b>Salary:</b>	SCP 18 – SCP 22 <b>FTE: £30,559 - £32,654</b>
<b>Tenure:</b>	Permanent
<b>Contract type:</b>	52 weeks
<b>Hours per week:</b>	37 hours
<b>Location:</b>	SET HQ – Wymondham College

### THE POST

Sapientia Education Trust is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as an HR Advisor.

The HR Adviser will be responsible for supporting the HR Director in the delivery of change programmes, restructuring, case management across the schools in the Trust.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

### PERSON SPECIFICATION

The professional competencies expected of an HR Advisor are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities.

- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of an HR Advisor are:

- CIPD Level 5 qualified or equivalent, or working towards the qualification;
- Previous experience of managing a varied HR caseload, with a knowledge of absence management, disciplinary and grievance processes;
- Have strong IT/Microsoft Office skills (preferable knowledge of iTrent) with the ability to swiftly learn bespoke IT systems;
- Previous experience as a HR Generalist in a busy multi-site environment would be desirable;
- Experience of managing organisational change and restructuring programs would be desirable;
- Able to drive, in order to travel to all sites across the Trust.

## **JOB SPECIFICATION**

### **General Responsibilities**

The HR Advisor will be required to comply with the Trust Code of Conduct for Staff and Volunteers. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. You must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Specific Responsibilities**

- Work with the HR Director and wider HR and Payroll team to provide a first class HR and employee relations service to all schools within the Trust;
- Be the specialist advisor to Headteachers, Principals and Heads of Department on employee relations matters across the Trust, providing solutions regarding disciplinary, grievance, restructuring and organisational development, capability and performance management;
- To support line managers with improving employee attendance;
- To create positive relationships with Trade Unions and act as advisor to line managers during meetings;
- Develop HR policy and procedures in line with current legislation and best practice, and attend and consult on policies with the Joint Consultative Committee meetings (TU representatives);

- Design and deliver training and coaching to all managers to improve knowledge and awareness with policies and procedures and to encourage problems to be addressed informally and as soon as possible rather than allowing situations to escalate;
- Ensure compliance with TUPE processes for transferring schools;
- To provide support with ad hoc HR projects which could include restructuring and organisational development, designing and implementing a reward strategy.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

## HOURS OF WORK

Paid Weeks per year	52 weeks
Hours per week	37 hours
Normal working Pattern	8.30am – 4.30pm Monday to Thursday, 8.30am – 4pm Friday Opportunity to work from home 1 day per week following completion of probation
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holidays in accordance with normal entitlement (see below) shall be taken at times mutually agreed with the Line Manager.
Annual leave entitlement	Annual holiday entitlement for full-time support staff is 34 days (including bank holidays), rising to 38 days after 5 years' service.  Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.
Benefits	Subsidised school meals Pluxee – benefit platform Employee assistant program with 24/7 access to wellbeing support

## REMUNERATION

- SCP 18 - 22 of the Support Staff Salary Scale
- FTE Salary: **£30,559 - £32,654** per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at **22%**, and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

## **DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

## **PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.