

JOB DESCRIPTION

Job Title: Human Resources Advisor

Grade: 4

Background

Think Differently Education Trust has recently formed as a Multi-Academy Trust and has ambitious plans for growth. The HR team provide a business as usual comprehensive HR service as well as supporting Trust wide projects.

Job Purpose

To support and assist the Head of HR in providing a forward thinking, responsive and professional service ensuring Think Differently Education Trust remains compliant at all times with employment law, health and safety, conditions of service, teacher standards, policies/procedures, regulatory framework and best practice.

The HR Advisor will act as a first point of contact and provide support and guidance on a range of HR matters to senior leaders within the Trust. The ability to forge strong working relationships and have both time management and prioritisation skills are essential to be able to provide proactive advice and guidance on a range of HR matters. Through regular proactive meetings with our senior leaders within the trust, the role also includes communicating key areas of development within the HR function. It also includes the opportunity to be part of enhancing our service and people-related focuses offered across the Trust.

The HR Advisor will oversee and be responsible for the day-to-day HR processes of the Trust and its schools. This will include:

- Provide advice and guidance on HR matters, including supporting and coaching line managers on HR policy and guidance
- Support the Head of HR in developing and implementing the wellbeing strategy for the Trust
- Facilitate and coordinate recruitment activities across the Trust;
- Work with the communications team to develop the Think Differently Education Trust brand as an employer of choice;
- Ensure HR policies and procedures are up to date and operate effectively across the Trust;
- Liaise with the Trust's external HR advisors and solicitors;
- Ensure that all HR records are complete and kept up to date;
- Liaise with union representatives over 'case work'
- Ensure appropriate staff welfare services are in place and provide value for money.
- Support confidential employee and management meetings, including note taking where required

Specific responsibilities

HR Policy & Processes

- Support the development of and promote HR policies to reflect statutory changes and Trust direction
- Provide support to line managers to interpret HR policies and procedures
- Produce required communications to support HR processes across the Trust
- Support the Head of HR to ensure the Trust meets all legal requirements regarding HR
- Become an expert user of the HR system

Payroll

- Work with members of the HR Team and the external payroll provider in the completion of monthly payroll to ensure all staff are paid correctly
- Process contractual changes, pay awards, increments and promotions timely and accurately
- Maintain and Update the HRIS with contractual changes
- Issue correspondence relating to the above
- Ensure all staff receive an annual salary statement

Reporting

- Provide periodic reports on attendance and vacancies to Trust and school leaders
- Provide ad-hoc HR data to Trust and school leaders on request
- Monitor HR trends and patterns within Think Differently, Education Trust and suggest relevant actions to the Head of Human Resources

Recruitment

- As part of the HR Team, facilitation of recruitment activities across the Trust, including advertising, tracking applications, candidate communications and provide support to recruiting managers.
- Liaison with external recruiters as necessary
- Maintaining recruitment records in compliance with the Trust's data retention policies
- Ensure robustly safer recruitment procedures are followed

Record Keeping

- Ensure HR files are retained in line with legal requirements and Trust policies
- Assistance in administration of the Trust's Single Central Record
- Digitisation of HR records for all staff members

Retention & Welfare

- Support line managers to conduct exit interviews and collate intelligence from exit interviews
- Support the development of staff welfare services for the Trust e.g. OH services, Mental Health support, benefits package
- Facilitate and support the Head of HR in termly wellbeing meetings

Training

- Co-ordinate the induction for all staff and senior leaders
- Produce and deliver training for staff on HR issues
- Supporting and coaching line managers on HR policy and guidance
- Facilitate 'HR hot topic' sessions

General

- Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- Undertake and participate in relevant CPD and appraisal arrangements.
- Follow all organisational systems and procedures.
- Abide by and adhere to all school policies and practice including health and safety.
- Support and promote diversity and equality of opportunity for all.
- Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual pupils, staff and/or associated organisations.
- Promote and support inclusive practice.
- Promote the agreed vision and aims of the school.
- Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
- To perform other such duties as the line manager, Vice Principal or Principal may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

Team/s: HR Team

Responsible to: Head of Human Resources

Responsible for: n/a

Job description issued after consultation

Signature of the Principal.....

Date

Copy received by

Signature of the Post holder.....

Date