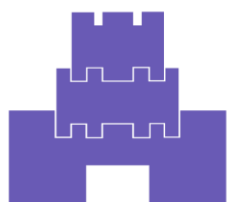




# Applicant Package

**HR Advisor**



**Launceston College  
Multi Academy Trust**

<b>Job Title:</b> HR Advisor	<b>Start date:</b> As soon as possible
<b>School base:</b> Bideford or Launceston College	<b>Contract type:</b> 37 hours, 52 weeks per year
<b>Closing Date:</b> Monday 28 <sup>th</sup> June 2021, 9am	<b>Salary:</b> E1 – E5 (£23,500 - £27,480)
<b>Interviews on:</b> TBC	<b>Contract term:</b> Permanent

## Our Trust

The Launceston College Multi Academy Trust (Trust) consists of six schools. They are Altarnun Primary, Atlantic Academy, Bideford College, Egloskerry Primary, Launceston College and Launceston Primary School (opening in September 2021).

Our Trust aims for young people to become happy, responsible and successful by learning the knowledge, skills and values which are important for society.

We seek to develop adventurous students, who have the character, resilience and self-awareness required to be successful. We have exceptionally high aspirations for our students and seek to support them no matter what their background or circumstances.

We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning.

As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

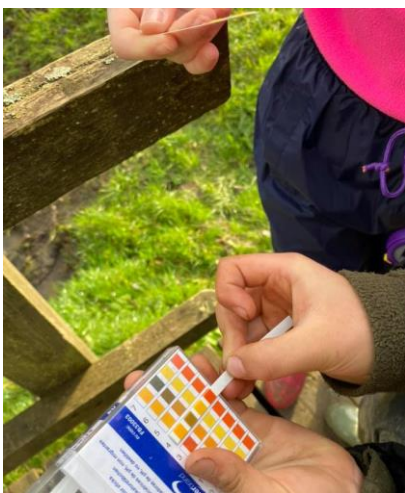
**We seek applicants who are aligned to our aim and vision and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, teaching and learning, school improvement, financial, administrative, estates, safeguarding and HR expertise.**

**We are looking for professional staff who can support the delivery of an exceptional education for the young people in our care.**



## We will offer

- A team of dedicated and committed staff.
- A culture which seeks to be fair, developmental, and supportive of staff and pupils.
- A large support network across the primary and secondary settings.
- A focus on staff wellbeing.
- Generous pension and holidays.
- Attractive pay and opportunities to develop skills across the Trust.
- Support from cross Trust systems and leaders.



We are seeking to appoint a **HR Advisor**.

The Launceston Multi-Academy Trust are looking for an HR Advisor to join their busy team. This is a full-time permanent post which will further strengthen the knowledge and experience of the existing HR team. Operational experience leading and supporting meetings and processes within a generalist HR role is essential. Candidates will have been qualified to CIPD Level 5 and able to regularly travel to sites across the Trust. There is some flexibility with regards to working outside the main term times, so we would also welcome applications from suitably qualified candidates seeking a term time only position.

**Main Purpose of Job:**

To provide HR support in an advisory capacity across the multiple schools within the Trust, acting as a point of contact to the schools and managers. Maintaining confidentiality and respect whilst supporting with employee related casework and adhering to policies, procedures and regulatory frameworks.

**Main duties and responsibilities:**

- Provide timely advice on HR issues in relation to absence management, disciplinaries, grievances, case work, performance management and probationary management to ensure compliance with legislation and HR policies and procedures.
- Advise, support and coach managers on the interpretation and application of policies, processes and procedures, ensuring these are applied fairly and consistently, attending schools as appropriate to support and ensure correct processes are followed.
- Advise, support and coach managers regarding employee absence, including occupational health referrals, the 'return to work' process, attending or leading on return to work meetings as necessary and working with the line manager and employee to achieve a positive outcome.
- Recommend appropriate courses of action in line with best practice, policies, employment legislation and relevant regulatory frameworks.
- Ensure accurate records are maintained so that appropriate information is available to support any present or future decisions/challenge in relation to HR and other matters.
- Collate and provide management information on sickness absence, turnover, discipline, grievances and performance capability to senior managers as required to ensure that the HR business matters are managed and/or resolved as quickly as possible.
- Manage and prioritise a varied employee relations caseload, working to tight timescales.
- Take all reasonable steps to ensure appropriate confidentiality but always having regard to safeguarding responsibilities and to keep the schools compliant with data protection law.
- Provide cover as required in the absence of the HR Manager

- To work with the whole HR team to ensure 'Safer Recruitment' requirements are met; and to ensure the Staff Central Record (SCR) is maintained accurately Trust-wide with appropriate evidence held to satisfy OFSTED requirements
- Developing job descriptions and person specifications with the relevant line manager.
- To work collaboratively with the Trust centralised functions to deliver a joined-up service to all schools within the Trust.
- To undertake project work with a view to developing and improving existing service provision and supporting the Trust's ambition to become an employer of choice.
- To support the development of effective HR systems and processes, including the probationary period review process and exit processes, attending or conducting probationary period reviews and exit interviews as required
- To develop, maintain and implement effective and efficient HR policies and procedures, taking account of statutory and legislative requirements whilst incorporating best practice.
- To work proactively, monitoring HR processes and procedures, instigating appropriate action and implementation as necessary.
- To observe and promote Equality and Diversity across the Trust
- To establish, maintain and develop effective working relationships with internal and external customers and partners.
- Maintain confidentiality of all the information acquired in the course of undertaking duties within the Trust, maintaining high standards of personal and professional integrity at all times.
- Be aware of and adhere to applicable rules, regulations, legislation and procedures including the MAT's Equal Opportunities Policy and Code of Conduct, and national legislation including health and safety and data protection.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake any other duties appropriate to the grading of the post as required.

## Person Specification:

	Description	Essential (E)/ Desirable (D)
<b>Qualifications</b>	CIPD qualified Level 5 minimum or equivalent	E
	Educated to degree level or equivalent	D
<b>Experience</b>	Generalist HR experience gained operating in a medium/large organisation	E
	Experience of supporting and advising managers on a wide range of employment matters, including disciplinary, grievance, sickness, recruitment etc.	E
	Experience of supporting organisational change processes e.g. Tupe, restructures	D
	Experience of developing and implementing new/revised policy and procedures	D
	Experience of working within the educational sector, ideally schools	D
<b>Skills and knowledge</b>	Working and up to date knowledge of employment law	E
	Highly computer literate	E
	Excellent organisational skills	E
	Proven ability to work well under pressure, prioritising effectively to meet deadlines	E
	Good written and oral communication skills	E
	Good inter-personal skills with the ability to communicate effectively at all levels	E
<b>Other</b>	Emotionally resilient and self-motivated	E
	Pragmatic approach to problem solving	E
	Able to regularly travel to sites across the Trust to attend meetings, support stakeholders etc.	E
	Professional, friendly approach	E

## To apply:

To apply for this job, please complete the application form:

[Word Application](#)

[PDF Application](#)

*We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.*

## Safeguarding Statement:

Launceston College Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to

share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.