 



HR Advisor

**NJC Grade 8 (SCP 26-31) Actual Salary £36,124 - £40,476 Starting point dependent on experience.**

**Full Time – 37 hours per week/All Year Around**

THE MERCIAN TRUST ALDRIDGE SCHOOL

Q3 ACADEMY GREAT BARR Q3 ACADEMY LANGLEY

Q3 ACADEMY TIPTON

QUEEN MARY’S GRAMMAR SCHOOL QUEEN MARY’S HIGH SCHOOL

SHIRE OAK ACADEMY THE LADDER SCHOOL

WALSALL STUDIO SCHOOL

## About The Mercian Trust

The Mercian Trust is a nine school multi academy trust that is currently seeking an HR Advisor to support our existing Trust HR Team.

### About The Mercian Trust

The Mercian Trust was incorporated in January 2018 and currently governs nine secondary schools, comprising selective grammar schools, large comprehensive schools, an alternative

provision free school and a 14-19 specialist studio school.

In 2021, the Regional Schools Commissioner approved the merger between The Mercian Trust and Q3 Academies Trust. The formal merger

transfer was completed on 1st May 2022 when all nine academies of the two Trusts became part of the same family of schools governed by The

Mercian Trust.

* Aldridge School
* Q3 Academy Great Barr
* Q3 Academy Langley
* Q3 Academy Tipton
* Queen Mary’s Grammar School
* Queen Mary’s High School
* Shire Oak Academy
* The Ladder School
* Walsall Studio School

The Members of The Mercian Trust include The Vine Trust and the Queen Mary’s Foundation. Both are charitable organisations focused on improving prospects for local young people.

### Trust ethos & values

Our name is rooted in history and expresses geographical identity and ambition. The ancient kingdom of Mercia encompassed much of what we now recognize as the West Midlands – and crucially for us it included what we now call the Black Country. It was in Mercia that St Chad established an association of small monasteries which fostered unity through bonds of kinship.

Now, a thousand years later, we look to demonstrate the same spirit in our approach. We are a family of schools committed to each other – diverse in nature, proud custodians of our history and success, but together, one charitable Trust with a common purpose.

Our Trust exists to equip our students to:

* Realize their potential.
* Thrive in the world of work.
* Make a positive contribution to the local, national and international community.

Our mission is **increasing opportunities** and **improving outcomes**.

Our mantra is ***Life to the full*** in pursuit of what is

***good, right and true.***



 

# Job Advert & Job Description

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| **Title** | **HR Advisor** |

**Contract and Salary Reports to**: Trust Lead for HR

**Salary Grade**: NJC Grade 8 (SCP 26-31) Actual Salary

£36,124 - £40,476

**Hours of Work**: 37 Hours (full-time), all year round, 52

weeks per year (with some requirement to work occasionally out of hours)

**Primary place of work**: The Rock Centre, Walsall (with hybrid working in agreement with your line manager: a range of offices, Academy, and home working, with some requirement to work at other sites that form part of the Trust as mutually agreed). This role forms part of our centralized HR Service.

#### Job Purpose

To provide an efficient, effective, responsive HR service, ensuring key HR processes, procedures and systems are accurately administered. Providing advice and guidance to a range of colleagues, managers and leaders, in line with HR policies and procedures, ensuring the Trust operates safely, fairly, consistently and sustainably.

Responsible for developing and maintaining positive working relationships built on trust, integrity and mutual respect, with a variety of stakeholders (such as managers, senior leaders, trade union representatives and staff).

#### Key Responsibilities

General

* + Working with senior leaders, managers and colleagues to ensure the Trust/school effectively utilises and reviews job descriptions, person specifications and associated HR documentation, in a fair, consistent and effective way.
  + Overseeing the Trust/school’s safer recruitment activity, ensuring job descriptions and person specifications form the basis of appropriate recruitment and selection approaches, programmes, tools and techniques.
  + Oversee end to end recruitment activities, ensuring they are managed in a way which provides candidates with professional, transparent recruitment and selection and onboarding experience, and where panel members understand and are confidently able to assess candidates against the criteria in an effective, auditable way.
  + Supporting leaders and managers in implementing HR policies and procedures safely and effectively, through the provision of advice, guidance, support and intervention, and coaching / training delivery.
  + Contribute to organisational changes, providing HR colleagues with accurate staffing and redundancy information (e.g. redundancy estimates), delivering redeployment support as detailed in the Redeployment Procedure, and supporting consultation exercises as and when required.
  + Take responsibility for the leavers process, ensuring payroll are notified and relevant systems updated with end dates, letters and issue exit questionnaires.
  + Develop effective supportive approaches for staff and managers, to ensure HR policies are implemented effectively (e.g. developing booklets, having discussions with staff, attending meetings with managers and leaders).
  + Contribute to the culture and high levels of staff engagement, having a flexible approach to work, and encouraging others to align their behaviours to the ethical leadership framework.
  + Contribute to the successful implementation of projects, gathering data, analysing and recommending appropriate actions, delivering agreed actions to a high-quality standard in a timely, responsive and organised way, ensuring the HR service meets and exceeds expectations.
  + Increase managerial competence and confidence in HR related issues (e.g. conflict management, absence, grievance and discipline) through effective and timely coaching discussions, training, advice and guidance.
  + Support the HR Administrative staff, ensuring they are fully supported in their development and that they have the resources to enable them to work effectively, providing clarity, advice, guidance and development.
  + All MS Change form letters to be reviewed and signed off for issue in a timely manner.
  + Ensure relevant advice and guidance is provided to leaders, senior and line managers in relation to Sickness Absence monitoring, and when necessary, Occupational Health referrals are obtained in a timely manner.
  + Track and action fixed term contracts and advise and liaise with the Headteacher in accordance with the Fixed Term Contract Policy.
  + Support in the investigations of employment related matters with managers and leaders, support the investigating officer in drafting clear, accurate, objective and understandable reports for hearings.
  + Quality check contracts of employment before publishing ensuring they are accurate, clear and align with the agreed terms.
  + Sign and verify that all safer recruitment checks are completed within a timely.
  + Contribute to the production of statutory returns e.g. including the Staff Workforce Census. Ensuring it is fit for purpose and meets legal requirements.
  + Audit / oversee the SCR with school management on a weekly basis. Ensuring it is fit for purpose and meets legal requirements.
  + Keep up to date with legislation, national terms and conditions, statutory requirements and local agreements; monitoring compliance with HR related policies and procedures, templates and protocols as appropriate.
  + Oversee adherence to safeguarding protocols, such as DBS, inductions, visitor protocols, cover contractors and agency staff.
  + Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility, working within the Trust’s policies and procedures, working across the Trust as

required.

General information

* + The job description is not intended to be a complete list of duties and responsibilities but

indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the trust. The post holder will undertake any other duties at the request of the Director of HR and the

Headteacher, appropriate to the remit.

* + The above principal responsibilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
  + The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder’s responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
  + The above duties may involve having access to information of a confidential nature, which may be covered by GDPR, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
  + To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
  + To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).

*The Mercian Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.*

 

# Person Specification

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| Job Title: HR Advisor (Central  Services) | Thematic Area: Associate Staff/Education |
| Grade: Grade 8, SCP 26-31 Salary: £36,124 -  £40,476 | Location: The Rock Centre, Walsall (with hybrid working in agreement with your line manager: a range of office, Academy and home working, with some  requirement to work at other sites that form part of the Trust as mutually agreed). This role forms part of our centralized HR Service |

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications & Training**   * Minimum CIPD level 5 or equivalent professional HR qualification or working towards qualification * Degree or equivalent professional qualification. * Fully qualified CIPD member with evidence of continuous professional development. * Affiliated Member of the CIPD. |    |    |
| **Experience**   * Significant generalist HR advisory experience and support. * Experience of working in an educational setting in a HR Department. * Experience of coaching, supporting managers efficiently and   effectively with managing sickness absence, capability, disciplinary and grievance matters to an appropriate conclusion.   * Experience of delivering training to managers and senior leaders. * Experience of handling and advising on complex employee relation issues. * Experience of managing / supervising staff and delegation. * Awareness of immigration legislation. * Experience of working with trade unions. * Experience of working in collaboration with stakeholders to meet business needs |  |  |
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| **Skills, Knowledge and Abilities**   * Ability to work under pressure and flexibly in order or meet competing demands, that are time critical. * Strong interpersonal and communication skills, including sensitivity and the ability to influence others. * Strong numerical skills * Literate and able to compile clear reports, correspondence and other documentation. * Ability to apply and interpret procedures and policies effectively, in the context of individual cases and business need. * Up to date knowledge of employment legislation and its application. * Ability to support in the development and implementation of   effective HR systems. |  |  |
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| * Excellent and competent IT and report writing skills. |                |  |
| * A sound understanding of safeguarding legislation and guidelines in |  |
| education. |  |
| * Ability to manage others and work collaboratively in a team |  |
| environment. |  |
| * Excellent attention to detail and accuracy. |  |
| * Ability to use own initiative. |  |
| * Ability to contribute to policy development. |  |
| * Ability to collect, collate and analyse information to enable informed |  |
| decisions to be made. |  |
| * A good understanding of GDPR regulations/Data Protection |  |
| responsibilities and how they are implemented within a HR |  |
| environment. |  |
| * Knowledge and experience of supporting managers through |  |
| organisational change, redeployment, restructure, etc |  |
| **Other Attributes & Qualities**   * Committed to the maintenance of confidentiality, discretion, diplomacy and professionalism at all times. * Ability to be impartial and objective. * Committed to equality, diversity and inclusion. * Committed to your personal and professional development. * Committed to safeguarding in accordance with Keeping Children Safe in Education. * Self-motivated and proactive with a solution driven approach to work. * Flexible and adaptable and willingness to work across sites within the Mercian Trust |  |  |
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*The Mercian Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.*

## Key Information - How to Apply

Post **HR Advisor**

Closing Date **Sunday 16th February 2024 23:59pm**

Interview Date **Week Commencing 24th February 2025**

**Informal conversations: For further information about this post, please contact Sharon Griffiths, Trust Lead for HR at** [**sharon.griffiths@merciantrust.org.uk**](mailto:sharon.griffiths@merciantrust.org.uk)

**Please check you meet the person specification.**

How to apply – **Via the Mercian Trust recruitment portal. We are unable to accept CVs for this role**.

*The Mercian MAT Trust is committed to safeguarding and promoting the welfare of children and young*

*people/vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding and Safer Recruitment Policies can be found on our website.*

*This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.*