**Job Title**: HR Advisor

**Salary (actual)**: £33,417- £35,448, with a pending pay increase

**Location**: James Elliman Academy, Slough – with travel to other schools in Hillingdon, Slough & Bucks

**Hours**: 36 per week, however fewer hours may be considered

**Work pattern**: Monday to Friday, flexibility between 8am-5pm

**Working weeks**: all year round, however term time working may be considered

**Our Trust**

The Park Federation Academy Trust is a community-focused Multi-Academy Trust, comprising of ten primary academies across Hillingdon, Slough and Buckinghamshire, supporting 6,000 students and employing 850 staff.

**The Role**

Reporting to the Head of HR, the primary focus of the HR Advisor will be oversight of the Trust’s employee relations processes, from advising Principals, management, and panels on cases, to carrying out investigations and presenting findings at hearings.

The HR Advisor will also support the Head of HR in updating policies and procedures, and training key stakeholders across the Trust.

**What we offer**

The Trust offers a family friendly work environment that promotes growth and development whilst working alongside a highly versed HR and management team.

Our benefits include:

* A highly competitive pension scheme, with an employer’s contribution of 22.7%;
* A highly competitive holiday entitlement, starting at 29 days plus bank holidays, that increases with service;
* Enhanced sick pay, with up 6 months full pay and 6 months half pay;
* Additional paid special leave during term time;
* Enhanced maternity and paternity pay;
* Opportunities to attend various training programs and obtain qualifications;
* An employee assistance program.

**Your Experience**

You will have recent experience of advising on employee relation processes (disciplinary, grievance, absence management, capability and flexible working). Experience within a unionised environment, particularly in the public sector, would be advantageous.

An understanding of recruitment, payroll and training practices would be helpful in this role, as well as exposure to working with irregular workers.

**Your Qualifications**

You will hold a minimum of the CIPD Level 5 diploma, and will ideally be working towards the Level 7 postgraduate diploma.

**Your Qualities & Attributes**

The ideal candidate needs to be highly organised, able to think on their feet and willing to support others in the team when required. Ability to travel between Academies and to training events within the London/Home Counties areas is a must.

***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS and Barred List check.***