



JOB DESCRIPTION

Post title: HR Advisor
Reporting to: Business Director
Scale: SO1 SCP 23-25

Job Purpose:

To manage a high-quality HR operational service for Richmond Hill Academy. Working closely with the Business Director, wider leadership team and central HR team, the role will be the first point of contact for HR matters including absence management, employee relations and recruitment.

Responsibilities:

- To line manage the administration team, including performance management and appraisals to ensure the provision of effective and efficient administrative services.
- To be the first point of contact for all HR queries and to advise on all HR matters, policies, processes and conditions, ensuring compliance in line with policy and legislation.
- To ensure the most up to date version of Trust HR policies and procedures are being followed within the trust establishment.
- To ensure that accurate absence records are kept, monitoring absences against the trust's absence triggers and ensuring appropriate action is taken by line managers.
- To arrange and hold absence management meetings, including note taking & letter production in-line with the trust's absence procedures.
- To undertake WASPs (Wellbeing Action Support Plans) and to support with action planning.
- To manage the trust establishments recruitment and onboarding process, ensuring adherence to the trust's Safer Recruitment policy. This includes but is not limited to ensuring that all pre-employment checks take place, and the Single Central Record is accurate and maintained at all times.
- To undertake employee relations case work (with the support of the Business Director on the more complex matters), such as grievances, disciplinaries, (Inc. safeguarding), absence management and capability/performance. This may include organising hearings and case papers, note taking, drafting and issuing letters, conducting investigations and advising investigating officers / managers / panels at meetings / hearings.
- To ensure that the formal induction and the trust's probation processes for new colleagues are conducted.
- To liaise with payroll/finance colleagues to ensure that payments and adjustments are processed correctly (i.e. new starters, contractual variations, leavers etc).
- To issue, collate and on occasion complete exit questionnaires/interviews and taking appropriate action where required.
- To attend and participate in training events, partake in ad hoc HR project work and assist with HR audits, or any management information analysis required.
- To continually work to improve and streamline HR processes and systems and put forward suitable recommendations in an effort to continually improve the HR service.
- To establish, develop, maintain, monitor and review the trust establishments administration systems
- To manage staff annual leave.

GORSE

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

Person Specification

| Criteria | Essential/ Desirable |
|--|-------------------------|
| Qualifications | E/D |
| Knowledge and Skills | E/D |
| <ul style="list-style-type: none"> 5+ GCSE C/4 and above (or equivalent) including English and Mathematics | E |
| <ul style="list-style-type: none"> A Level 3 (or above) CIPD qualification or working towards this. | E |
| Knowledge and Skills | E/D |
| <ul style="list-style-type: none"> Understanding of relevant policy, procedure, employment law and good practice in relation to schools HR, along with the ability to assess implications and articulate risk | E |
| <ul style="list-style-type: none"> A passion for education and making a difference. | E |
| <ul style="list-style-type: none"> Excellent communicator. | E |
| <ul style="list-style-type: none"> Effective team member. | E |
| <ul style="list-style-type: none"> Drive and determination. | E |
| <ul style="list-style-type: none"> Ambition. Energy, enthusiasm. | E |
| <ul style="list-style-type: none"> Willingness to contribute to the wider life of the Academy. | E |
| Experience | E/D |
| <ul style="list-style-type: none"> Able to evidence experience of working at the relevant level, including responsibility for organising recruitment, absence management, advising on HR policy, and relevant employee relations case work. | E |
| <ul style="list-style-type: none"> Experience of working in HR in a school setting, can demonstrate a good understanding of teachers' and support staff terms and conditions. | D |
| Continuous Professional Development | E/D |
| <ul style="list-style-type: none"> Evidence of commitment to Continuing Professional Development | E |
| Other Conditions | E/D |
| <ul style="list-style-type: none"> Enhanced DBS Clearance | E |

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.