

Job Description

Establishment:	Spencer Academies Trust
Post Title:	HR Advisor
Grade/Pay Range:	within a range NJC11 to NJC16
Hours/weeks:	Full time all year round working. Will be required to work from bases across the Trust.
Reporting to:	Director of HR
Department/Team:	Central HR Team

Purpose of Role

To support the development and operation of the HR function within SAT, providing pro-active, commercially focussed and fit for purpose HR advice and support whilst ensuring compliance in terms of HR best practice and relevant legislation.

Develop and maintain good working relationships with Principals, line managers and HR contacts in our academies and our central team to understand key issues and priorities and respond to these.

To support improvements to our Trust HR Platform and the links to our payroll provider.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

Main Duties and Responsibilities include:

HR Support

- Provide generalist HR Advice on HR policy and procedures which is responsive to business needs. Escalating any complex or contentious issues as appropriate.
- Monitor employee attendance and manage the process for identifying absence triggers, supporting initial welfare meetings with employees and coordinating subsequent meetings and occupational health referrals as appropriate.
- Working with the HR Business Partners to support casework including investigations, disciplinary, capability, and grievance, and implementation of change or restructuring exercises. Provide timely advice and support in relation to HR casework.
- Participate in projects which contribute to the progress of HR initiatives and continuous improvement processes, including policy development and improved use of technology to refine HR systems and processes.
- Contributing to HR development sessions for HR leads in our academies.
- Support the on-boarding of schools joining the Trust through TUPE or for new schools.
- Provide timely, consistent, confidential, fit for purpose advice and coaching for managers as appropriate to the role.
- Support the preparation and delivery of HR related induction and training.
- To be the first point of contact for our Central Teams in providing advice and guidance to central team colleagues and supporting line managers.

- Actively promote the Trust's Wellbeing Agenda. Support the HR team and the wider Executive Team to support employee engagement and wellbeing. Ensure that employees are appropriately supported in accordance with policies and procedures.
- Report and provide relevant HR KPI information to the Board of Directors, Executive Leadership Team and Principals and Senior Leaders of our Academies
- Advising on employee contractual terms and conditions of employment across our Trust.
- Support academies within the Trust during Ofsted and other inspections in relation to HR compliance

HR Employee Platform and Payroll

- Providing advice, guidance and training on all modules within our Trust HR Platform
- Supporting the HR Manager in developing improvements to the HR modules and undertaking data updates as necessary
- Dealing with pay and pensions enquiries and provide appropriate written and verbal responses to the HR contact in our academies or escalate to the HR Manager.
- Supporting the effective and timely delivery of payroll across our Trust.
- Supporting the provision of regular, consistent and timely information to the Payroll Provider.
- Provide management reports from the HR/Pay system as appropriate.
- Assisting with the completion of HR related statutory returns.
- Ensuring that all Central Team records in the HR system are accurate and updated when required. For example, recording absences and annual leave entitlements.
- Maintain the Central SCR ensuring it is compliant and support compliance of all SCRs across our Trust.
- Giving advice on historical pension queries as appropriate.

Recruitment and Talent Management

- Supporting the recruitment and on-boarding processes for all new employees across our Trust.
- Using our recruitment system to place and track adverts, provide recruitment administration and ensuring safer recruitment checks are in place for the Central Team and other senior leaders and monitoring our recruitment systems for improvements.
- Provide effective and timely administrative support for recruitment campaigns.
- Undertake checking and processing for Disclosure and Barring Service (DBS) applications through the agreed process.
- Supporting the administration of induction and probation processes across our Trust.
- To contribute to our Trust Recruitment Strategy and talent management systems.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including the Employee Code of Conduct, IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our children and young people. Therefore, we expect everyone to share this commitment. All appointments are subject to satisfactory pre- employment checks, including a satisfactory Enhanced criminal records with Barred List Check through the Disclosure and Barring Service (DBS) and the completion of Level 2 Safeguarding training. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

The Trust and its member academies are committed to promoting equality and diversity in both employment and education provision. We aim to ensure that students, parents, governors, employees, contractors, partners, clients and other stakeholders within the Trust community are treated fairly, and with dignity and respect regardless of Protected Characteristics.

Spencer Academies Trust is a Disability Confident Committed Employer

Name:

Signature:

Date:

Person Specification

	Essential	Desirable
Qualifications and experience		
A good standard of education including Maths and English Grade 4 - 9 (or equivalent) or Level 2 Literacy and Numeracy	✓	
Recognised HR qualification or appropriate experience in a HR environment	✓	
CIPD level 5 or willingness to undertake training		✓
Experience in a generalist HR role.		
Experience of advising on employee relations cases.	✓	
Experience of advising on organisational change and HR projects.		✓
Evidence of on-going CPD		✓
Experience working across multiple schools or in an educational environment	✓	
Experience of delivering customer service in an environment with many end users	✓	
Experience of handling and meeting competing demands	✓	
Knowledge and skills		
Ability to translate HR policies and procedures into practical solutions.	✓	
Able to deal with difficult and sensitive situations confidentially and effectively.	✓	
Ability to engage other quickly and build strong relationships at all levels.	✓	
The ability to plan, organise and prioritise work to deal with a range of varied and competing tasks.	✓	

<p>Excellent communication and advisory skills. Ability to develop and deliver training. Excellent IT skills. Be patient, tactful and diplomatic. Ability to use own initiative.</p>	<p>✓ ✓ ✓</p>	<p>✓</p>
<p>Personal qualities</p>		
<p>Excellent interpersonal skills A demonstrable commitment to providing excellent customer service Ability to work effectively as part of a team and with other Academy teams Flexible, with a positive attitude and a willingness to continually learn new skills. Willingness to work outside of normal working hours as required. Access to personal transport Commitment to the highest standards of child protection and safeguarding Recognition of the importance of personal responsibility for health and safety Commitment to the Trust’s ethos, aims and whole community.</p>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	