

People Operations Advisor

Job Title	People Operations Advisor	Job Reference	BEA-PEOPS-Nov24
Location	The Beacon School	Travel required	Occasional
Grade	Senior Specialist	Responsible to	Regional People Partner
Core purpose			
<p>To work closely with the Regional People Partner and School Leadership Team in the development of People support to the school.</p> <p>Provide advice and managing through to successful resolution, first-line HR matters under the direction and guidance of the Regional People Partner. On more complex matters, consulting the Regional People Partner as appropriate.</p> <p>To be responsible for the effective and efficient provision of People & Payroll Operations Support to the school ensuring transactional people administration for the school is delivered, meeting deadlines and providing first-class support.</p> <p>To ensure effective communication with finance colleagues to support accurate budgeting and workforce planning at an operational level, to support the Regional Team and the School Leaders to make informed decisions.</p>			
Key Accountabilities			
Operational HR			
<ul style="list-style-type: none"> • To provide first-line support, in consultation with the Regional People Partner, including best practice advice to the School Leadership Team on HR and line management matters, e.g. probationary, performance management, absences, etc. • To take accountability for the management of dedicated People casework, ensuring legislation, policy and best practice are followed and options and risks are clearly explored and analysed. • Advise, support and coach line managers on the interpretation and application of school and GLF policies, processes and procedures, ensuring these are applied fairly and consistently. • Recommend appropriate courses of action in line with best practice, policies, employment legislation and relevant regulatory frameworks, seeking advice from and escalating to the Regional People Partner where appropriate. • To support exit interviews, retention interviews and analysis and reporting as required. • Maintain accurate People data and records, supporting the provision of people operations management information and support including implementing and processing contractual changes for staff and supporting payroll administration each month. • Support the People Operations team in identifying, implementing and streamlining people processes and procedures. • Work closely with the School Leadership Team to effectively align school staffing needs. • Work in close partnership with the central Finance Team to produce the forecast of staffing plans. • To support the Regional People Partner with People metrics to deliver the Trust’s internal and statutory reports. • Where appropriate, support the Regional People Team with key People projects. 			

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Recruitment & Onboarding
<ul style="list-style-type: none"> • Coordinate and manage the recruitment process, including advertising, shortlisting and the selection process, in compliance with Safer Recruitment guidelines and GLF Recruitment Policy. • Complete all required pre-employment checks, including DBS, Right-to-work and Safer recruitment checks. • Manage and execute the on boarding process for new starters, in line with GLF and School Procedures. • Ensure that all documentation, including employment contracts are in place for the new starters. • Implement the induction and probationary processes for the school, in conjunction with the School Leadership Team.
Payroll
<ul style="list-style-type: none"> • Have an awareness and understanding of payroll authorisation and submission procedures, in line with Trust Payroll and Audit Procedures. • Execute the payroll authorisation and submission processes with accuracy and on time, complying with payroll deadlines. • Validate and check pre payroll reports to ensure accuracy of pay slips in line with GLF procedures. • Maintain accurate and relevant payroll authorisation records, in readiness for internal & external audits. • Carry out pay-related calculations, as required, for advising staff on any changes to pay. This includes an understanding of the GLF Pay Policy and computing pay calculations for teaching, associate and casual staff. • Have an awareness and understanding of other pay-related aspects, including pensions, deductions and taxes. • Be the first point of contact within school for employee queries related to pay and payslips, coordinating with Surrey Payroll, and the People Partner as needed.
Absence Management
<ul style="list-style-type: none"> • Track staff absences and ensure return to work interviews are held with the staff member's line manager after every sickness absence. • Ensure the attendance management policy is followed and that meetings are held as set out in the policy; managing short term persistent absence and long term, keeping the Senior Leadership Team up to date with attendance issues and liaising with the Regional People Partner over complex cases as required. • Support the completion of Occupational Health referrals in a timely manner. • Ensure regular contact is maintained with all absent employees on a regular basis and when absence reaches policy trigger points. • Support the completion of ill health and retirement pensions paperwork, in conjunction with the Regional People Partner.
Compliance
<ul style="list-style-type: none"> • To work with the Head Teacher ensuring recruitment forms are completed for all vacancies keeping a log in consultation with Regional People Partner and Regional Finance Partner. • To produce offer letters and contracts of employment. • To ensure accurate completion of the school workforce census annual return.

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<ul style="list-style-type: none"> • To ensure accurate and timely payroll and pensions submissions in line with Trust payroll and audit process and procedures. • Maintain an accurate and up-to-date Single Central Register for the school (an OFSTED requirement). • Ensure that the GLF and School Safeguarding policies are implemented, specifically with respect to DBS checks, Single Central Register, and required pre-employment checks taking appropriate action where appropriate.
<p>Data Management & Reporting</p> <ul style="list-style-type: none"> • Maintain accurate electronic employee records in the school's electronic system (SIMS). This will include responsibility for data entry, regular and ad-hoc data reporting, generating reports for analysis. • Maintain up-to-date records on employment contracts, pay data, TLRs, maternity/paternity and other relevant staff information. • Prepare HR reports by collecting, analysing and summarising data and trends.
<p>Professional Development</p> <ul style="list-style-type: none"> • Be responsible for own professional development. • Actively engage in training provided by GLF for continued professional development.
<p>Other duties</p> <ul style="list-style-type: none"> • Work with Regional People Partner, the wider People Team and other schools in the Trust to establish good practice, provide training and offering support where required. • To be aware of changing employment legislation and new developments. • Undertake any other duties commensurate with the post as directed by the Regional People Partner and School Leadership Team. • Cover for absent colleagues and undertake other duties commensurate with the grade. • Support GLF HR projects as and when appropriate.
<p>Accountability</p> <ul style="list-style-type: none"> • Regional People Partner • GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
<p>Safeguarding</p> <p>GLF Schools 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. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>