

# Job Description

**Post:** People Advisor

**Grade:** G £33,119 – £35,570 FTE (Actual salary pro rata)

**Working Pattern:** 18.5 hours per week | 52 weeks per year | 1 Year Fixed Term Contract

**Responsible to:** People and Performance Manager

## Core Purpose

To support the delivery of an excellent People service across Whickham School by providing practical, responsive and professional advice and support across the employee lifecycle.

Working closely with the People and Performance Manager, the postholder will coordinate and deliver key people processes, support leaders with day-to-day people matters and contribute to creating a positive employee experience across the school.

This role will support the continued development of people practices, helping ensure colleagues feel supported, valued and able to perform at their best.

## Key Responsibilities

### HR Advisory & Employee Support

- Provide first line advice and guidance to leaders and employees on routine people matters, policies and procedures, ensuring a consistent and supportive approach.
- Support employee relations processes including attendance management, wellbeing support, informal concerns, capability and conduct processes.
- Prepare HR documentation including letters, meeting paperwork and outcome documentation.
- Support leaders to implement agreed actions in a timely and effective manner.
- Escalate complex or sensitive matters appropriately to the People and Performance Manager.
- Support managers with interpretation and application of school policies and procedures.

## Recruitment & Onboarding

- Coordinate end-to-end recruitment activity including advertising, candidate communication, interview logistics, safer recruitment checks and onboarding.

- Support managers to develop high-quality recruitment documentation and positive candidate experiences.
- Coordinate induction arrangements and support successful integration of new starters.
- Maintain accurate recruitment and vetting records in line with safeguarding expectations.
- Support recruitment initiatives which strengthen Whickham School's employer brand.

## People Operations & Administration

- Maintain employee records and HR systems ensuring accuracy, confidentiality and compliance.
- Produce contracts, variation letters and associated employment documentation.
- Support payroll and contractual administration processes.
- Support workforce reporting and provide people data to support decision making.
- Ensure HR records support safeguarding, audit and statutory compliance requirements.
- Support the integrity and maintenance of workforce data and employee records.

## Attendance, Wellbeing & Engagement

- Support attendance monitoring and absence management processes.
- Coordinate occupational health referrals and administration.
- Support implementation of wellbeing initiatives and employee engagement activity.
- Contribute to creating a positive employee experience and culture across the school.
- Support employee communications where required.

## Continuous Improvement

- Support development and implementation of People policies, processes and guidance.
- Contribute ideas to improve systems, efficiency and employee experience.
- Support wider People Team priorities, projects and initiatives as required.

## Safeguarding, Compliance & Confidentiality

- Maintain confidentiality and professionalism at all times.
- Demonstrate commitment to safeguarding and promoting the welfare of children.
- Support compliance with employment legislation, GDPR and safer recruitment requirements.
- Undertake any reasonable request commensurate with the grade of the role.