

## EXTERNAL

**Post: People (HR) Advisor**

**Hours of Work: Permanent, Full-Time, All Year Round**

**Salary: Linked Grades 8-9, £29,777 - £36,648 per annum,  
(Dependent on Experience and Qualifications)**

Thank you for your interest in our recent advertisement for the above position at Archway Learning Trust. I have pleasure in enclosing details.

Are you an ambitious People (HR) professional keen to develop your career and have a sparkle and passion for delivering first rate People (HR) Advisory Services? Do you have a thirst for knowledge, development and readiness to move to the next stage of growth in your People / HR profession career? Do you have the skills to build trusted, confidential relationships with colleagues of all grades and roles to ensure excellent employee experiences? If so, this role at Archway Learning Trust, where we work together to transform lives, could be **the** one that you are looking for as your next career move.

We are looking for a talented, ambitious People (HR) professional to join our team and be part of how we design and deliver the best possible Employee Experiences by providing forward thinking, responsive People (HR) Advisory services across our Trust. This is a fabulous, interesting and developmental role that encompasses the breadth of People (HR) work from case management, investigations, to data insights, analytics through to Occupational Health and wellbeing. You will be the first point of contact to managers and employees in all People related matters, providing trusted professional advice and guidance in a timely, helpful manner, ensuring the Trust remains compliant with employment law, health and safety, conditions of service, policies/procedures and best practice.

Reporting to the Employee Experience Business Partner, you will develop your knowledge, confidence and expertise across the People (HR) Profession by being involved at all stages of the employee lifecycle. This starts with the development and application of our People (HR) policies that are intrinsically aligned to our mission and values. You will play a critical role in ensuring that our employees experience the sort of magic that we endeavour to create for all of the children, students and learners that we serve.

The successful candidate will be committed to the students and academy life and will possess the ability to communicate effectively and be able to raise the standards of learning for all of the students with whom they are required to work.

The growth and development of our Multi-Academy Trust makes this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

## In Return, We Can Offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Generous pension scheme
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit [www.archwaytrust.co.uk/vacancies](http://www.archwaytrust.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date: 9am Sunday 18<sup>th</sup> August 2024**

**Interview Date: Wednesday 28<sup>th</sup> August 2024**