



**Cathedral Schools Trust**  
**CST Senior HR Advisor**  
**Job description**

<b>Job title</b>	<b>CST Senior HR Advisor</b>
<b>Location</b>	<p>The Trust Office is located at St Katherine’s School in Pill. The CST central team operates a flexible hybrid working approach, which can be discussed at interview.</p> <p>Due to the nature of the role there will also be an expectation that the successful applicant will travel to school sites across Bristol and North Somerset on a regular basis for meetings with Heads, Business Managers and staff. Other duties will require the post-holder to support the wider administration of the Trust at key points in the year.</p>
<b>Salary and Working Pattern</b>	<p><b>Pay range of SCP 32 - 36 [£35,802 - £39,298]</b>  37.5 working hours per week across 5 days, all year round  Flexibility in hours and weeks worked, considered for the right candidate.  Please indicate your preference in your application.  <b>Start Date: July 1st 2024</b> (or as soon after)</p>
<b>Role Summary</b>	<p>This is an exciting opportunity to play a key role within the Cathedral Schools Trust (CST) central team supporting the HR &amp; Recruitment Manager and partnering with other members of the HR team in the delivery of an effective people strategy that delivers school improvement and achieves our Trust goals.</p> <p>Work closely with Heads, School Business/HR managers to provide a professional, trusted and solution focussed HR service, that delivers best practice within our values led organisation. Find out more on the <a href="#">Cathedral Schools Trust Website</a>.</p>

## Key Accountabilities

### Operational HR

The tasks required will be many and varied but are likely to include the following:

- Work with the Operations Director, HR & Recruitment Manager, HR team, Trust HR Partners and the Finance Manager to ensure a cohesive approach to HR across the Trust.
- Provide proactive HR best practice advice and support to all Trust schools, explaining procedures and policies as required and ensuring legislation, policy and best practice are followed, including but not limited to: absence management, conduct, and capability, grievance, organisational change, family policies (maternity and paternity, shared parental, flexible working), including providing professional advice at hearings
- To establish productive and proactive dialogue with employees and their representatives to facilitate change, resolve conflict and promote a positive working environment
- To build strong working relationships with legal partner and Unions
- To draft and issue HR correspondence as necessary including but not limited to: the management of sickness absence, probation, capability, grievance and disciplinary cases.
- To lead on long term sickness absence management for the Trust. To liaise with OH on complex occupational health cases and provide best practice advice to schools. This may include supporting work/stress risk assessments with staff members. Provide data for payroll purposes.
- To support recruitment in the Central Team and Trust wide as required.
- To support HR communications for the Trust including, but not limited to, inputs for the monthly HR Newsletter, content for CST Connect (Trust intranet site).
- To support and input into policy review and updates of Employment manuals, annual Gender Pay Gap
- Attend HR meetings on a regular basis and Business Manager meetings, HR Committee as required.
- To uphold and promote the ethos of the Trust at all times.

	<ul style="list-style-type: none"> <li>In addition there will be a requirement to support the wider administration of the Trust at key points in the year.</li> </ul>
<b>Projects</b>	<ul style="list-style-type: none"> <li>To further develop the delivery of the Trusts Wellbeing initiatives.</li> <li>Proactively develop best practice initiatives and processes to support long term sickness absence across the Trust</li> <li>To support the further development and roll out of iTrent for recruitment, HR, reporting and data management</li> <li>Undertake HR project work as and when necessary as directed by the Operations Director/HR &amp; Recruitment Manager</li> </ul>
<b>HR Administration</b>	<ul style="list-style-type: none"> <li>To deal with employee queries in a timely and professional manner</li> <li>To support the issuing of offer letters and contracts and other HR letters as required through iTrent.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>To keep abreast of employment legislation and national and local developments affecting the education sector</li> <li>Make use of specialist expertise in relation to HR issues as directed by the Operations Director/HR &amp; Recruitment Manager.</li> <li>To engage in continuous professional development and the PDR process, actively seek CPD opportunities</li> </ul>
<p>This job description contains many items which are shared across the wider HR and recruitment team. The postholder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post but it is important to recognise that the team works closely and supportively to adapt our priorities to the needs of the organisation. As our organisation grows the job description will adapt in response to that growth.</p>	
<b>Skills / Experience / Qualifications</b>	See below
<b>Reporting to</b>	<b>CST HR &amp; Recruitment Manager</b>

## Safeguarding

*We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.*

### Notes:

*The duties outlined in this job description may be modified by The Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.*

*This document does not form part of your contract of employment with the school.*

*Cathedral Schools Trust recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. We welcome applications from people of all backgrounds, but particularly welcome those from BAME backgrounds, as we recognise that our staff team does not currently reflect the diversity of our student body.*

*As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.*