

Job Description and Person Specification

Job title	Senior Human Resources Advisor
Reports to	{Human Resources Manager}
Contract	{Permanent}
School	Central Team, supporting schools across the Trust
Location	Working from home or hybrid from Glenleigh Park Primary Academy in Bexhill-on-Sea and in all Trust schools (currently Bexhill-on-Sea, Eastbourne, Brighton and Hove, Crawley and Horley)
Grade	{West Sussex NJC Pay Scale}; Grade {10}
Hours	{30} per week, to be worked flexibly according to the needs of the schools
Working weeks	{Term time only}

Job description

Role purpose

To support the School Leadership Teams (SLT) with all aspects of the people management agenda and enable them to deliver a well-run school that can focus on improving educational attainment for pupils. To support the Central HR team to continually develop professional practice and add value to the Trust.

This role will be assigned schools to work with across the Trust, which may change from time to time depending on the needs of the Trust and individual schools.

Key tasks

Casework Support

- Provide a telephone, email and face-to-face HR service to allocated schools
- Support and coach managers to effectively manage employee relations issues in accordance with current legislation and HR best practice
- Support schools to effectively maintain a harmonious ER environment
- Provide advisory and administration support to key HR meetings and activities, as required
- Support managers across all elements of the employee life cycle
- Ensure Trust HR policies and procedures are being followed consistently and to a high standard
- Provide first line guidance on effective and robust recruitment processes
- Act as panel member for recruitment processes, if required

Management Information and Records

- Support the development of school-level reporting processes to ensure that school leaders and members of the Local Academy Board are appropriately informed about performance indicators such as absences, turnover, performance appraisal, reward and tracking of ER issues
- Where appropriate, be responsible for inputting HR data and information into the HR information system to identify trends and enable effective targeting of resources
- Where requested, complete the annual workforce census for the schools being supported

School Improvement and Development

- Partner with SLTs and line managers to develop and deliver clear, proactive people plans, anticipating and flagging any risks (this may include attending Senior Leadership Team meetings)
- Provide expert HR knowledge and project management support on any change management situations that arise, including but not limited to restructure, redundancies and TUPE
- Support and implement strategies to support employee wellbeing and employee empowerment
- Assist with projects across all HR disciplines, for example, pay and reward, talent management, employee engagement etc.
- Support Trust-wide people initiatives and cultural change
- Support and participate in, where appropriate, Ofsted and safeguarding visits/audits

Pay and Reward

- Support and contribute to the implementation of new pay and reward schemes including job evaluation and equal pay where this is needed to ensure parity across the Trust and to meet statutory requirements
- Work in partnership with school finance teams to provide support on any payroll and pension related HR issues

Communication and Training

- Contribute to the development and delivery of face-to-face and online training for schools across all generalist HR areas

HR Performance

- Effectively and actively contribute to HR audits to provide clear information on HR strengths and areas for development for each school
- Support performance reporting to monitor HR health and take a proactive approach to suggesting new HR initiatives where key trends are identified
- Contribute to the development of supporting documents and templates covering all aspects of HR activity, including policies, letter templates and pro-formas

Support of Colleagues

- Work proactively and collaboratively with members of the school staff team and central team.
- Dependent on the school, line manage HR Assistant

Self-Development

- Attend staff and team meetings as required
- Participate in training and other learning activities offered by the Trust
- Improve own practice, including through observation, evaluation and discussion with colleagues

Legislative and Procedural Compliance

- Maintain confidentiality on all school matters at all times
- Follow all legislation and best practice relevant to your role
- Follow all school and Aurora Academies Trust policies, procedures and guidelines

Safeguarding and Child Protection

- All staff have a responsibility for providing and safeguarding the welfare of children and young people they come into contact with
- All staff must comply with the school's Safeguarding Policy
- If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy
- It is a requirement of the role that appropriate safeguarding and child protection training is undertaken
- A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education may be undertaken (which may include online and social media checks)

The list of duties in this job description should not be regarded as exclusive or exhaustive.

This job description details the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.

Person specification

	Criteria	E = Essential D = Desirable	Assessed by A = Application C = Certificates I = Interview
Qualifications	CIPD qualified or equivalent HR experience	E	C
	Educated to degree level	D	C
Experience	Experience of providing complex employee relations/generalist HR advice and guidance	E	A/I
	Experience of managing a significant caseload of HR cases from start to finish, achieving successful outcomes	E	A/I
	Experience of implementing effective HR systems and procedures	E	A/I
	Experience of using HR and payroll systems	E	A
	Experience in the identification and implementation of improvements to people development, recruitment, culture and values work and employee engagement	D	A/I
	Experience of supporting TUPE	D	A
	Experience of providing HR advice and guidance within an educational setting	D	A
	Experience of working across multiple sites	D	A
	Skills and abilities	Able to inspire confidence among school leadership teams and colleagues	E
A relentless drive to improve performance and deliver outstanding results through new, innovative and more effective ways of working		E	I
Ability to communicate effectively, both verbally and in writing		E	I
Excellent interpersonal and negotiation skills		E	I
Excellent project management skills		E	I
High levels of professional integrity		E	I
Ability to work independently and also as part of a team		E	I
Ability to utilise ICT effectively and efficiently in your work		E	I
Confident and competent in delivering HR training		E	I
Keen eye for detail, with an ability to produce work of a high standard of quality and accuracy		E	I
Ability to remain calm and patient under pressure, whilst working to deadlines		E	I
Ability to work in an organised and methodical manner		E	I

Knowledge	Understanding of national terms and conditions and legislation that impacts on employment within the education sector	D	I
	Demonstrable knowledge of current HR legislation	E	I
	Knowledge of relevant education legislation	D	I
	Knowledge of, or willingness to learn, the legal and organisational requirements for maintaining health, safety and security of yourself and others	E	I
Attributes	Warm, friendly and professional manner	E	I
	Display a commitment to, and an ability to contribute to, the protection and safeguarding of children and young people	E	I
	Model behaviour, attitudes and dress that set the best possible example to pupils	E	I
Other	Ability to maintain confidentiality on all school matters	E	I
	Ability to create and maintain an appropriate environment which ensures the safety of all users of the school	E	I
	Willingness to participate in further training and development opportunities offered by Aurora Academies Trust	E	I
	Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of the schools	E	I
	A commitment to Aurora Academies Trust vision, values and ethos	E	I