

Stratford-upon-Avon School

Job Title: HR Advisor

Grade Band I (salary details at appendix 2)

Hours: 37 hours weekly / 43 weeks

Reporting to: Director of Human Resources & Administrative Services

Department: Human Resources

Main Purpose of Job

- To manage the administration of a professional HR operational service including all employment records, contracts, induction, training, performance management, absence, employment procedures, recruitment and professional development
- To provide advice, support and guidance to staff and managers regarding all employment related matters
- To provide initiatives and actions to develop the HR Service
- To provide a professional advice to support the school recruitment process

Key Responsibilities and Duties

Operational HR Management

1. Management of the HR MIS system (SelectHR) and operating as the main super-user to maintain the system including:
 - Maintaining accurate personnel records and accounts
 - Operating the pay-modelling process to update annual salary increments and cost-of-living increases
 - Processing all contracts and contract changes to ensure exact salary data feeds through correctly to payroll
 - Managing the schools annual return for the School Work Force Census
 - Ensuring absence data is maintained and processed correctly
2. Co-ordinate and advise on disciplinary, grievance and capability processes
3. To act as an Investigating Officer in employment related matters where required and scribe at formal meetings
4. Provide professional HR advice and guidance to line-managers on a range of HR matters including attendance, performance, contracts, development and support
5. Oversee the staff appraisal process and provide advice and guidance on the performance management process, feedback techniques and conduct to line managers as appropriate
6. Oversee the recruitment procedures and periodically review
7. Manage equalities data for current staff, applicants and appointees providing any necessary reports
8. To ensure the school's HR systems are compliant with Data Protection legislation and work with the School's Data Protection Lead to conduct annual audit of our processes. And support in the response to any staff related SAR.
9. Develop, review and implement HR policies and procedures in conjunction with the Director of HR and Administrative Services

Employee Life Cycle Management

1. Oversee the recruitment processes and actively promote safer recruitment practices
2. Manage and prepare all new employment contracts ensuring the school is legally compliant with Keeping Children Safe in Education (KCSiE), DfE and Right to Work in the UK.
3. Manage onboarding and induction programmes.
4. Manage the Probationary Review process for all Support Staff ensuring reviews are completed to confirm employment and any incremental increase

5. Provide advice support to line managers when employee is not meeting initial objectives
6. Develop and maintain job descriptions for all school posts ensuring all contractual information is completely accurate, and any appropriate periodic reviews are maintained
7. Analyse job descriptions and job evaluation questionnaires using the approved job evaluation scheme and make informed recommendations to SLT
8. Oversee the administration of absence recording and manage any long-term or complex cases. Provide support and advice to managers with the Return-to-Work process. Liaise with Line Managers / Facilities Manager regarding any workplace adjustments
9. Manage Parental Leave and Flexible Working processes ensuring application for Maternity, Paternity, Shared Parental Leave/Pay and Flexible Working requests are dealt with in legal time frames
10. Manage all staff benefit and reward schemes
11. Manage the leaver administration process to ensure compliancy and instruct payroll to process accordingly.

HR Strategic

1. Act as the HR representative on any appropriate working parties
2. Liaise with outside agencies, professional associations and other educational institutions as appropriate
3. Provide HR advice and guidance on employment terms and conditions, employee relations matters and policies to Headteacher and SLT as appropriate
4. From time to time take the HR lead on any HR project / initiative

Safeguarding

1. Manage and maintain the school's Single Central Record and Extended Services Register in line with Safeguarding Procedures and Policy
2. Liaise with the Designated Safeguarding Lead, to ensure practices regularly adhere to legislation and good practice guidelines
3. Manage the training bookings for DSL, Safer Recruitment and Prevent courses to ensure we are compliant with adequately trained staff, valid certificates and a robust statutory record
4. Annually update and issue the Staff Behaviour Policy (Code of Conduct) and Annual Staff Guide ensuring all changes to KCSiE document are incorporated
5. Manage and maintain any Child Protection staff records in line with statutory guidance
6. Manage and maintain low level concerns record along with the Head, Deputy Head and Director of HR & Administrative Services
7. Ensure all staffing processes are always in line with current safeguarding guidance with KCSiE and to be constantly prepared for an OfSTED inspection
8. Manage frequent internal audit of safeguarding systems by governors and the DSL.

Supporting Staff Development

1. Manage all course bookings for First Aid, Safer Recruitment, Designated Safeguarding Leads, Mental First Aid and to ensure that the relevant staff are booked on update courses in a timely manner to guarantee certificates do not lapse.
2. Manage all course/training bookings for any approved CPD, conferences etc.
3. To maintain all statutory training records including H&S, Safeguarding etc.
4. Manage and maintain records of Staff Learning Day attendance and organise any appropriate mop-up sessions for safeguarding and any statutory sessions
5. Manage the generic online training system (iHASCo) to ensure all staff are up to date with training requirements
6. To work alongside the Director of HR and Administrative Services to develop and deliver staff training sessions as appropriate
7. Coach line managers in effective recruitment methods and skills
8. Coach and develop line managers in effective people management skills and practices
9. Maintain own personal professional development to ensure up to date knowledge of HR working practices

General

1. Deputise in Director of Human Resources & Administrative Services absence as appropriate
2. Deputise for Director of Human Resources & Administrative Services role in the Evacuation procedure
3. To be a member on the HR Committee and Business Development Team
4. To be part of any HR working groups as appropriate
5. Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected.

Health and Safety

The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the pupils.

General

Entitlement to:

- A clear management line and access to the immediate line manager.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

Requirements

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

Notes

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

Appendix 1

Support Staff Management Posts

Strategic

Provide support for the management of the Human Resources Function, including:

1. Ensure the effectiveness of the function to maximise the positive impact on teaching and learning, student wellbeing and extended services provision
2. Establish standard operating procedures
3. Maximise efficiency
4. Develop and maintain an ongoing customer focus
5. Production of area development plans (as part of overall School Improvement Plan) including identification of needs, costs and prioritisation of works.
6. Ensure compliance with health and safety, safeguarding, data protection and other regulatory requirements
7. Develop and share good practice across the team and the school and into such partnerships as may be existing, or be appropriate for development, with other schools, businesses and other relevant bodies
8. Provide advice and guidance to partner and cluster schools and organisations within area of responsibility
9. Ensure effective procedures for the recruitment, appointment, induction, review and development of staff within your working area, in line with school policy and within overall guidance by HR
10. Develop and implement procedures to identify impact measures, evaluate the effectiveness of your responsibility area and feed directly into development planning.
11. Provide and act upon management information as required, by agreement with the Line Manager

Corporate

1. Be a member of the Support Staff Management Team to contribute to the leadership, management, development and effective operation of support services
2. Take a full and active part in the operational management of the school
3. Contribute to system leadership through purposeful collaboration with partner schools and other organisations
4. As a member of staff in a school that works in partnership with other organisations, contribute to the development and sharing of good practice into partnership with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
5. Be prepared to carry out staff duties, and be a presence round the school at key times and at key school events
6. As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

Working with Students

1. As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits
2. Be prepared to engage in elements of guidance or instruction to students in line with specific job role, area of interest or expertise.

Membership of Groups

1. As a senior member of support staff, membership of the Support Staff Management Team
2. In the event that a Health and Safety Committee is in force at the school, the post holder may be required to be member.

Appendix 2

HR Advisor

Terms and Conditions of Employment specific to the post

Working Hours

The post is for 37 hours per week. The actual timings will be by agreement with the line manager, in line with general school policy based on 08:30 – 16:40 x 4 days per week, 08:30 – 16:10 1 day a week.

A lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager. Where 6 hours or fewer are worked per day, it may be possible to omit the lunch break.

Working weeks will be **43 weeks**, comprised of 38 weeks of school term plus 1 week of Staff Learning Days plus 4 weeks in school holidays, actual dates to be designated on a year-by-year basis.

There is provision for additional hours worked to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

Holidays

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies or local government. 28 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

Other Benefits

- Wellbeing employee assistance programme
- Contributory pension scheme
- Free lunch if undertaking a lunchtime staff duty
- Free car parking (subject to availability)

Remuneration

Starting salary for a full-time post at Band I is within the range £33,699 to £36,363, starting point depending on experience and qualifications.

The actual salary for a **43-week contract** calculated pro-rata on hours and weeks worked is within the range of £32,189 to £34,733 subject to any continuous service.

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an Enhanced DBS and requires a children's barred list check.