

JOB DESCRIPTION & SPECIFICATION

Academy:	DACA/DAES/DVHS/SUDELL/UTC
Job Title:	HR Advisor Northwest
Reporting to:	HR Manager for the Northwest
Contract Basis	Full time, 52 weeks
Salary	£26-28,000 per annum dependent on experience

Overall Purpose of the Role:

- Responsible for providing advisory and administrative support to the School's in the Northwest and the wider Trust
- To support the HR Manager and HR Director

This role requires frequent travel to the Northwest Schools to support the HR Manager and Schools as appropriate. Termly travel to Head Office in London may be required.

Key Duties and Responsibilities:

- Provide appropriate advice and guidance to school leaders, ensuring that advice is in line with Trust policies and best practice
- Support on the production of work force census data
- Ensuring that probationary reviews are logged, chased and escalated to the HR Manager where appropriate
- Supporting on the appraisal process
- Member of employee forum
- Supporting on formal investigations (capability, grievance and disciplinary)
- Minuting formal meetings where required
- Supporting all Schools with absence management including arranging absence meetings with SLT
- Liaising with payroll on any pay changes such as sick pay entitlements and maternity leave as per Trust policies
- Provision of support on restructuring
- Support of wellbeing initiatives
- Make recommendations for improved HR practices

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Ongoing Project(s)

During non-term times transferring paper personnel files from all five schools into electronic files

Ensuring all personnel files are accurate and up to date

Responsibility for the Safer Recruitment Cycle

- Preparation of job descriptions, job adverts, reviewing suitability of interview questions, support on shortlisting and pre-employment checks
- Liaison with PA's over senior manager availability for interviews
- Preparation of offers and contracts of employment
- Undertake DBS checks
- Maintain SCR
- Undertaking references and escalating to the HR Manager where appropriate
- Maintenance of personnel files
- Payroll administration
- New starters and leavers administration

Other Responsibilities

Operating at all times within the stated policies and practices of the Trust and the wider Trust.

Abiding by and practicing the Aldridge Education Operating norms:

- We are Aldridge Education
- The standard is excellence
- Our people matter
- We're in the work together
- Character is key
- We lead by example
- Every moment matters

Equal Opportunities

- To know and adhere to the Trust's equal opportunities policy and equalities legislation and implement in relation to job responsibilities in employment and service delivery.

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- Health and Safety
- To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with the Health & Safety legislation.
- To co-operate with the Trust's insofar as is necessary to enable it to comply with its duties under relevant health and safety legislation.
- Safeguarding of Children Young people and Vulnerable Adults
- To be aware of and work in accordance with the Trust's safeguarding child protection policies and procedures in order to safeguard and promote the welfare of children and vulnerable adults and to raise any concerns relating to such procedures which may be noted during the course of duty.
- The post holder will be required to have a valid Enhanced Disclosure and Barring Service (DBS) certificate and be re-checked every 3 years as per the Trust's policy

Any other reasonable HR duties appropriate to the post

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Requirements	Essential	Desirable
<i>Education</i>		
GCSE Maths and English Grade C or equivalent	X	
CIPD level 5 or equivalent	X	
<i>Experience & Skills</i>		
Must be in a position to travel	X	
Working in a busy HR setting	X	
Providing support on the full recruitment cycle ie preparing advertisements, job descriptions and contracts of employment	X	
Minuting formal HR meetings	X	
Supporting on formal investigations		X
Confidence to communicate to staff of all levels	X	
Comprehensive experience of Microsoft	X	
Experience of using HR Databases		X
Strong verbal and written communication skills at business level English	X	
Ability to work at pace	X	
Attention to Detail	X	

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Ability to prioritise and organise multiple projects.	X	
Ability to work unsupervised when necessary	X	