

Paddock School	Job Title: HR Advisor
Responsible to: Head of Operations	Responsible for: Admin Assistant (when supporting HR)
Grade: SO1 Spinal point: 23 – 25	Working Hours: 36 per week (Mon – Fri) TTO / AYR: All Year Round

Main Job Purpose

The HR Advisor is the school's leading HR professional to ensure the school meets its educational aims and works in partnership with the Head of Operations and SLT to ensure the right people with the right skills and right attitude are recruited at the right cost.

The HR Advisor is accountable for the recruitment, induction, training, continual professional development, performance management and resignation of all staff and volunteers. They will provide robust advice and support to school leaders on all manner of complex staff management processes including disciplinaries, grievances, sickness absence, change management in accordance with up to date employment law, statutory requirements and best practice.

The HR Advisor will oversee the HR services for staff, including liaising with Payroll, HR and other relevant services.

The HR Advisor will play a key role regarding initiatives such as staff wellbeing and is a member of key groups such as the equalities group.

The HR Advisor will assist in the development of an inclusive culture which recognises and values the contributions of staff, setting high standards and expectations ensuring that everyone is empowered to do their best.

The HR Advisor promotes and contributes to the development and implementation of the overall vision, values and aspirations of the school

Accountabilities

- Provide forecast and specialist advice to the Head of Operations and SLT on organisation and budget requirements for staff, management and development
- Monitor HR expenditure (Training, Agency staff, etc.) according to the allocated budget(s)
- Support the development, design and monitoring of all HR procedures and practices in school
- Seek opportunities to improve & develop activities within the HR lifecycle (how we attract, recruit, manage, develop, train and retain staff & volunteers)
- When requested, provide relevant and highly accurate HR information and data to the Head of Operations, SLT, the Governing Body and outside agencies e.g. DfE, Local Authority
- Ensure information is maintained and kept up to date on all HR systems & processes, including SIMS, staff files (electronic and historic paper) absence, probation, single central record, letters of assurance, payroll, training matrix etc.
- Line manage, mentor & coach the Admin Assistants (when conducting HR tasks) by setting high standards and expectations and challenging underperformance
- Act as main HR interface with Marketing to ensure that all employees fully understand what is happening in the school and key information is communicated quickly.
- Develop constructive relationships and communicate with other agencies and professionals
- Lead/work on HR projects when required
- Ensure that staff file audits are performed by the Admin Assistant within 1 month of employment and the completed check list is signed off
- Leavers files are destroyed in line with UK GDPR guidelines

Main Duties and Responsibilities

The HR Advisor will support the development of a staff forecasting model in order to advise the governing board on strategic organisational design, senior management and staff selection, performance management, development and retention and ensure the appropriate deployment of staff.

HR Policies, procedures and practice

Liaise with the Local Authority HR team and ensure that we adopt and adhere to the Human Resource policies, procedures and practices for the provision of specialist advice and guidance to the SLT, Governing Body on national and local guidelines, policy and statute etc.

- Interpret matters of policy, procedure, practices and statute to ensure the school's compliance and initiate appropriate action arising
- Ensure that effective Codes of Practice are adopted, disseminated to staff and procedures observed
- Keep abreast of statutory regulations and best practices and propose modifications to policies to ensure the school is always up to date in key areas such as recruitment, appraisal & performance development, equality & diversity, pay & benefits, leave, grievance, and disciplinary
- Identify legal requirements and government reporting regulations that affect human resource function. Ensure organization is in compliance with legal requirements.
- To work in conjunction with the Executive Headteacher and Head of Operations to ensure the procurement of appropriate IT support systems to support the HR function
- To ensure the accurate storage and maintenance of the school's personnel records/systems both electronic and paper based

Planning & budgeting

- Identify the need for resources, including management (planning, monitoring & evaluation) of the resources budget and short-term emergency or daily cover
- To support staff to understand progression routes and identify appropriate training to allow staff to progress their career at Paddock School
- Support with volunteer, work experience placements and the development of an apprenticeship programme
- Support the provision of termly HR Reports to the Governors and Executive Headteacher

Recruitment & Induction

- Ensure that all safer recruitment checks and processes are established and adhered to in line with current legislation.
- Identify and propose resources needed and ensure recruitment policies and plans are in place including advertising, shortlisting, setting tests and preparing interviews, undertaking pre-employment recruitment and DBS checks, contract creation and advice to payroll
- Support the development of recruitment marketing and advertising materials and activities to attract enthusiastic and skilled personnel employees in liaison with Communications and PR
- To identify, set up and maintain partnerships with recruitment agencies and create appropriate service level agreements for consideration by the Head of Operations
- Plan and deliver high quality induction providing new staff essential information regarding safeguarding, school policies, health and safety and administration tasks. Maintain records of all induction performed

Performance Management

- Oversee all staff performance processes for the school, the appraisal process and policies
- Support line managers in applying a range of performance management strategies to meet individual development and training needs e.g. coaching, mentoring, on-the-job training and training courses
- Support line managers to assist staff who are not meeting targets with appropriate improvement strategies or work through unsatisfactory performance processes
- Ensure that support staff probation and performance assessments are undertaken in line with school policy

Training and Development

- Support the management of the training and development budget
- Support the development and implementation of a staff training matrix. Provide guidance and oversee the updating and maintenance of the training database for all training & development needs and completed training courses/events.
- Perform an audit of skills and lapsed training and identify gaps and alert the Head of Operations and Executive Headteacher
- Monitoring, evaluation and reporting of the efficacy and impact of training and development activities at whole school and individual level
- Source alternative methods of training/development delivery (digital, multimedia, web based)
- Propose partnerships with appropriate learning/training providers with appropriate service level agreements for consideration by the Head of Operations

Staff Retention

- To play a leading role in the development of the staff wellbeing policy and practices and support the implementation of initiatives
- Support SLT to perform staff risk assessments
- Propose improvements and maintain the policy for retention and rewards
- Promote the various aspects of the benefits scheme to all staff
- Supervise the Admin Assistant to ensure confidential declarations and DBSs are renewed in line with the LA HR policy
- Conduct exit interviews for all leavers

Contracts of Employment

- Responsible for the maintenance of comprehensive/current contracts of employment that specify staff duties, responsibilities and pay scales

Payroll

- To control the submission of instructions to payroll, ensuring the correct level of approval is obtained in advance of the submission
- Perform payroll reconciliation for both Teachers and Support staff. Report issues to payroll
- Advise the LA of maternity/paternity cases
- Submit leaver notifications promptly

Special Leave

- Promptly process all requests for Special Leave and take decisions in line with the Special Leave scheme
- Maintain a record of all Special Leave within the relevant MIS / database

Absence Management

- Effectively manage and support staff who are absent
- Conduct return to work interviews for all staff returning from sickness absence and upload completed form onto electronic personnel file
- Maintain a record of all staff absence in the schools MIS/SAM
- Refer staff to Occupational Health
- Monitor all staff triggering the sickness code and arrange appropriate meetings, including relevant escalation meetings and conduct meetings and take minutes. Prepare E2 Hearing Report and distribute as required and take minutes of Hearing.

Employee Relations

- To advise, guide and support line managers with all matters relating to employee relations
- Effective case management of staff related issues such as: disciplinaries, performance management, grievance and absence management
- Develop effective relationships with staff at all levels to promote good employee relations across the organisation
- Ensure that expert advice and guidance is sought from the Local Authority HR team when required when dealing with Employee Relations issues

Measures and Performance

The HR Advisor is responsible for providing data for the HR KPIs and absence monitoring process and conducting regular staff satisfaction audits. Measures to include, but not limited to:

- Appropriate use of HR budget(s)
- Performance Management Outcomes
- Staff vacancies/turnover
- Response times
- Exit interviews
- Absence Management
- ER cases
- Payroll on time
- Workforce Census

Safeguarding / other duties and responsibilities

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004, the London Child Protection Procedures and Working Together in relation to child

protection and safeguarding children and young people as this applies to your role within the council.

- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role
- To ensure that the Executive Headteacher is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- To comply with all the school's codes of practice, policies and procedures, including the code of conduct, and those relating to child protection, data protection and health and safety
- Comply with all Paddock School policies e.g. child protection, health, safety and security, equal opportunities, confidentiality and data protection, reporting all concerns to the appropriate person.
- Ensure confidentiality at all times
- Contribute to the overall ethos, work and aims of Paddock School
- Attend training as directed and identified
- Establish and maintain constructive relationships and communication with other agencies, colleagues and professionals
- To be committed to the promotion of equality, diversity and inclusion within the whole school community and maintain an awareness of the school's equalities policy statement; to work to create and maintain a safe, supportive and welcoming environment where everyone is treated with dignity and their identity and culture are valued and respected; to report any instances of inappropriate behaviour or discrimination immediately
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning UK GDPR and Health and Safety.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ○ CIPD qualification or relevant Degree (Level 3 or above) ○ GCSE Maths and English Level C or above 	<ul style="list-style-type: none"> ○ Level 5 CIPD or above
Experience	<ul style="list-style-type: none"> ○ Experience in HR and organisational development ○ HR experience in a medium-sized organisation, including policy development and management or recruitment and selection ○ Advising senior/middle managers on employment law issues – discipline, absence, capability and grievance ○ Managing staff ○ Management of personnel information systems ensuring complete, timely and accurate information is available at all times ○ Translating law into best practice employment policy, procedure and advice ○ Staff performance monitoring and development 	<ul style="list-style-type: none"> ○ Experience of working in a special educational needs school ○ Experience of working with volunteers ○ Clear focus on strategic issues, with the ability to translate into appropriate action ○ Change Management ○ Budget management
Knowledge and Skills	<ul style="list-style-type: none"> ○ Managing difficult situations and working with those involved to devise solutions ○ Strong IT, data management and report-writing skills ○ Ability to participate in a number of on-going projects effectively and efficiently ○ Excellent written and verbal communication skills ○ Highly developed interpersonal skills ○ Decisive and acts promptly under pressure ○ Have experience of working in a flexible and positive manner, being adaptable to changing work patterns ○ Ability to work alone, and be part of a team and be self-motivated ○ Ability to manage a substantial workload and prioritise effectively ○ Ability to maintain high level of confidentiality and security of information ○ Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity 	<ul style="list-style-type: none"> ○ Excellent understanding of developments in employment and law and employee relations, organisational planning and development