

<b>Paddock School</b>	<b>Job Title: HR Advisor</b>
<b>Responsible to:</b> HR Manager	<b>Responsible for:</b> No staff management responsibility
<b>Grade:</b> Scale 5 <b>Spinal point:</b> 12 - 15	<b>Working Hours:</b> 36 per week <b>TTO / AYR:</b> Term Time only +1

### **Main Job Purpose**

The HR Advisor supports the effective and efficient administration of the HR processes and systems within the school and ensures information they are responsible for is accurate and up-to-date.

The HR Advisor will support the HR Manager to plan for, develop, implement and maintain HR services for the school.

With guidance and support from the Senior Leadership Team and HR Manager, develop and deliver a training programme for all school staff.

The HR Advisor will support the HR Manager to develop, design and monitor all HR procedures and practices in school.

The HR Advisor will take responsibility for the complete recruitment life cycle of all Support Staff excluding Business and Operations team and ensure full compliance to all aspects of safer recruitment practice. Implement and deliver a comprehensive induction, probation and training programme aimed at increasing both the retention and competency of all support staff.

The HR Advisor will take responsibility for Payroll reconciliation and produce a report of expenditure, detailing any errors or admissions with comparison to budget, to the HR Manager and School Business and Operations Manager on a monthly basis.

The HR Advisor will take responsibility for the Single Central Record ensuring it is constantly ready for both internal and external review.

The HR Advisor will take responsibility for the annual School Workforce Census ensuring its timely and accurate completion.

The HR Advisor will conduct Absence review meetings, preparing accurate paperwork to support the complete process including hearings that would be conducted with the guidance and support of Wandsworth LA HR.

The HR Advisor will support the HR Manager to develop and implement policies that reflect statutory best practice and meets legislation.

The HR Advisor promotes the development of an inclusive culture, leads by example and challenges when necessary

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

### **Accountabilities**

- Manage aspects of the school's HR processes & systems, including payroll, SIMS, CPD records, absence, probation, single central record, workforce census
- Contribute to the development of procedures, practices and policies relating to HR
- Act as point of contact for HR services and queries

- Contribute to the design of induction, training, development and continuous professional development and maintain accurate records within SIMS of training attended. Lead and be part of the delivery of training across the school
- Develop constructive relationships and communicate with other agencies and professionals
- Support HR projects when required
- Contribute to the marketing of the school to ensure we attract the best staff

### **Main Duties and Responsibilities**

The HR Advisor is responsible for supporting the HR Manager to ensure the processes and systems for staff recruitment, staff records, performance management, development and retention are effective and efficient, including volunteer, work experience placements and the apprenticeship programme

#### HR policies, procedures and practice

The HR Advisor is responsible for maintaining the database of HR policies, procedures and Codes of Practice which are current, accurate, compliant and easily accessible.

- Assist with a range of processes and procedures relating to HR including disciplinary, capability, sickness and grievance hearings

#### Data & Reporting

The HR Advisor is responsible for maintaining accurate data/information on manual records and information systems such as SIMS and other software packages, the single central record and providing staff census and reporting information to a range of stakeholders

- Analyse and evaluate HR data and information and produce reports, as required

#### Recruitment, selection & induction

- Place adverts, collate application forms, timetable interviews, prepare interview paperwork and contact candidates with interview times and dates
- Carry out post-interview vetting checks including requests for references, DBS checks, approve qualifications and check for equivalence on NARIC or similar
- Support the development and management of induction processes to ensure new employees become productive quickly and their transition into school is smooth
- Distribute new starter packs and develop and maintain a database to record who has undertaken induction
- Scan and file to electronic folders signed contracts and agreements from staff and volunteers
- Register Newly Qualified Teachers on the relevant training portal
- Manage the recruitment process for all volunteers
- Handle all aspects of Support Staff Apprenticeships

#### Staff Records

- Set up accounts for new staff on school systems such as blue wave swift, SIMS, behaviour watch etc.
- Administer employee records so that accurate data is always available and statutory requirements are met including next of kin, qualifications, training and absence
- Process and maintain records of sickness, absence, maternity, paternity, parental leave, special leave, flexible working requests and other paperwork relating to attendance e.g. fit notes
- Develop and maintain accurate and up to date organisational charts
- Administer, process and maintain employee termination records including exit interviews
- Complete the administration required for visa applications

#### Performance Management

- Prepare and administrate staff development processes and activities including providing refreshments, arranging accommodation for visitors, booking and assisting with preparation of rooms
- Distribute and collate surveys to gather information on the effectiveness and impact of development activities at individual and whole school level
- Support the HR Manager in the development of policy and best practice in performance review for staff, setting up online accounts for staff and training them to use systems
- Support the HR Manager and SLT to ensure that INSET days are productive by creating timetables and room allocations and distributing information to staff
- Assist with the performance management processes throughout the school

#### Training & Development, Continual Professional Development

- Manage a budget to deliver training and development
- Develop and maintain a database for all staff training & development needs including audit of skills and identification of gaps
- Monitor, evaluate and report the efficiency and impact of training and development activities at individual and whole school level
- Investigate, develop or source alternative methods of training/development delivery (digital, multimedia, web based)
- Identify and set up partnerships with appropriate learning/training providers with appropriate service level agreements

#### Retention

- Support the HR Manager to develop the staff wellbeing policy and practice; maintain information on staff attendance and evaluations of well-being initiatives
- Support the HR Manager to develop and deliver the policy for retention and rewards; maintain accurate data of long service, rewards and awards received
- Champion the best physical environment across all sites so employees are delighted and proud of the environment they work in

#### Contracts of Employment

The HR Advisor is responsible for the submissions of returns to payroll including change of pay and benefits, and supporting staff with employee relation matters

- Support the administration of payroll, ensuring submissions have correct approval
- Provide a point of contact, support and advice on personnel and employee relations to staff; attend and participate in employee relations meetings
- Take notes at HR meetings and record in the relevant electronic format / system
- Provide information as required by the Governing Body
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE, LA

#### Measures and Performance

The HR Advisor is responsible for providing and monitoring HR KPIs. Measures to include:

- Organisation charts
- Training and development programmes including Learning days. Establish charges of costs per employee
- Mental Health First Aiders in School
- Competency gap closure
- Employee and management satisfaction
- Number and percentage of roles filled and remaining vacancies
- Number and nature of accidents in school
- Agency staff usage and cost

- Actual and average time/cost to recruit
- Response times on HR/personnel queries
- Policy and procedures status

### **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 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 GDPR and Health and Safety.

### **Key Measures**

- Management satisfaction
- Delivery of whole school training programme
- Supporting the Senior Leadership Team with staff Mental Health First Aid Training Programmes – liaising with training providers and organising numbers attending
- Quality and timeliness of data/information and reports
- Meeting payroll deadlines and ensuring accuracy

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>○ Educated to degree level or equivalent</li> <li>○ GCSE Maths and English Level C or above</li> </ul>	<ul style="list-style-type: none"> <li>○ CIPD level 3 or above</li> </ul>
Experience	<ul style="list-style-type: none"> <li>○ Experience in planning, evaluating and managing a training budget</li> <li>○ Experience of SIMS or other personnel information systems</li> <li>○ Advise senior/middle managers on HR related issues including assisting with the implementation of change management</li> <li>○ Translating law into best practice employment policy, procedure and advice</li> <li>○ Experience of strategies to retain staff and reduce absence</li> <li>○ Management of recruitment and selection following safer recruitment best practice</li> <li>○ Clear focus on strategic issues, with the ability to translate into appropriate action</li> <li>○ Staff performance monitoring and development of support staff</li> </ul>	<ul style="list-style-type: none"> <li>○ Experience of working in a special educational needs school</li> <li>○ Experience of working with volunteers</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>○ Working knowledge of relevant HR policies and codes of practice and awareness of relevant legislation</li> <li>○ Management of personnel information systems ensuring complete, timely and accurate information is available at all times, including payroll</li> <li>○ Ability to deal with resourcing, training and general HR issues</li> <li>○ Knowledge of best practice training &amp; development</li> <li>○ Ability to analyse training needs across the school and to use this analysis as a basis for planning training</li> <li>○ Ability to maintain high level of confidentiality and security of information</li> <li>○ Excellent written and verbal communication skills</li> <li>○ Highly developed interpersonal skills</li> <li>○ Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity</li> </ul>	