



Academy HR Advisor

Salary / grade range	Salary: £35,235 – £37,938 (FTE) Level 9 scp's 25-28 Whole Year/Term Time (to be discussed with successful candidate)
Location	Co-op Academy Stoke
Reports to	Regional HR Manager/Headteacher

Purpose of role:

You will provide operational HR support for Co-op Academy Stoke, being the first point of contact for colleagues and manager queries on HR matters. You will also provide support to the Regional HR Manager, as required.

Post holders will also work as part of a wider Trust HR team, to support activity as and when required.

Key accountabilities (and specific duties / responsibilities):

HR Policy

- First point of call for queries and advice on all HR matters, policies / terms and conditions from Academy colleagues and managers, ensuring good practice and compliance in-line with policy and legislation;
- Ensuring the most up to date version of Trust HR policies and procedures are being followed, within the Academy, providing practical support to implement (e.g. coaching managers or delivering briefing sessions);
- Safeguard & promote the welfare of pupils/students through your own actions and effective management of staff resources; implementing policies & procedures, in-line with local & national protocols and statutory requirements relating to safeguarding;
- Be responsible for maintaining and developing HR systems and platforms.
- Support with on-site staff and Trade Union communications.

Case work

- Employee relations case work, including grievance, disciplinary, (inc. safeguarding), absence, capability/performance, (with support of the Regional HR Manager on the more complex matters) which may include organising hearings & case papers, note taking, drafting & issuing letters, occasionally conducting investigations, advising investigating officers /managers / panels at meetings / hearings;

- Absence – keeping absence records and monitoring against absence indicators; maintaining contact with colleagues on long term sick, and arranging and holding meetings / occupational health referrals / phased returns, in-line with Trust’s Supporting

Attendance procedures;

- Work & Families - Supporting processes (e.g. maternity, paternity, parental, family friendly etc) and providing advice to managers and employees;
- Undertake risk assessments e.g. stress, pregnancy / maternity and case work.

Recruitment

- Advising on recruitment to “add value” and improve processes, including management of any HR matters arising; This may include collation/review/analysis of equalities (and other) data.
- Ensure adherence to the Trust’s Safer Recruitment policy; all pre-employment checks take place and the Single Central Record is accurate and maintained at all times (including issuing of offers/contacts etc);
- Writing adverts, job descriptions, person specifications and posting them on relevant sites;
- Making all logistical arrangements for selection processes as directed by the Headteacher;
- Recruitment administration up to & including interview day. Participating in interview panels (as required);
- Ensuring that the formal induction, probation and on-boarding processes for new colleagues are followed/effective.
- Issuing offer letters, contracts, pre-employment checks and ensuring adherence to the Trusts Safer Recruitment Policy.

Other HR activity

- Liaise with payroll/finance colleagues to ensure that payments/adjustments are processed correctly (i.e. new starters, contractual variations, leavers, family friendly variations)
- Issuing, collating and on occasion completion of exit questionnaires/interviews, taking appropriate action where required;
- Providing timely and accurate HR information to the Headteacher, Business Leader, Regional HR Manager and Governors, as appropriate, to enable them to fulfil their responsibilities;
- Support with staff wellbeing;
- Attend and participate in training events, partake in ad hoc HR project work and assist with HR Audits, Ofsted Audits, or any management information analysis required;
- Undertaking specific responsibilities in relation to a particular academy, as appropriate e.g. attending SLT meetings, chairing academy wellbeing committee, preparing HR related communications to academy staff;
- Continually work to improve and streamline HR processes and systems and put forward suitable recommendations in an effort to continually improve the HR service;
- Working as part of the wider Trust HR team, working to support Trust HR plan

<p>General</p>	<p>and/or develop a particular area of work trust-wide; supporting hearings in other Hubs</p> <ul style="list-style-type: none"> • Attend and participate in training events and ad hoc project work as required; • Take responsibility for health and safety issues relating to area of responsibility; • Comply with policies and procedures relating to safeguarding, child protection, health & safety, security and confidentiality, reporting any concerns; • To carry out any other reasonable duties, as required.
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Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<p>Qualifications</p> <ul style="list-style-type: none"> • CIPD qualified (or equivalent)/working towards completion; 	Essential	A
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in HR in a school setting, can demonstrate a good understanding of teachers' and support staff terms and conditions; • The ability to demonstrate an empathy with schools' issues; • Able to evidence experience of working at the relevant level, including responsibility for organising recruitment, advising on HR policy, and relevant employee relations case work; • Understanding of relevant policy, procedure, employment law and good practice in relation to schools HR, along with the ability to assess implications and articulate risk • Knowledge & experience of job evaluation, grading & equal pay issues would be an advantage 	<p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A</p>

<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • A confident, resilient, self-managing approach to work, able to use initiative, independently plan and prioritise work to deliver on time and to a high standard in a fast paced environment; • A “people person”; able to build strong working relationships with, and influence others; • Excellent written/verbal communication and interpersonal skills; • Able to coach leaders, with appropriate challenge; • High level of IT literacy (including Microsoft Office, HR & Education information systems); • Attention to detail. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>A/I</p> <p>A/I</p> <p>A</p> <p>I</p> <p>I</p> <p>I</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Good Team player; • Takes a solution based approach to problems; • A role model; understands and committed to and models the Co-operative values; • Committed to undertaking continuous professional development. • Ability and willingness to work flexibly and respond to change on a daily basis (including working outside normal hours of work, on occasions, and in different Trust locations) 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A</p> <p>A</p>

The job description best characterises the role at the time of its formulation. It is subject to review to align with the needs and requirements of the Academy, in agreement with the post-holder, and by final agreement with the Headteacher.

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.