



HR Advisor (academy based) Job description

Working pattern	35 hours per week either working on an all year round basis, or term-time only plus 20 days.
Salary	£36,124 to £39,513 per annum (based on working all year round); and pay award pending. Grade 7, scale column points 26 to 30
Location	Co-op Academy Manchester
Reports to	Principal and Regional HR Manager

Purpose of role:

Provide operational HR support for Co-op Academy Manchester, being the first point of contact for staff and manager queries on HR matters.

You will also provide support to the Regional HR Manager, as required; and 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 staff 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 and promote the welfare of pupils/students through your own actions and effective management of staff resources; implementing policies and procedures, in-line with local and national protocols and statutory requirements relating to child safeguarding.
- Support with on-site staff and trade union communications.



Case work

- Employee relations case work, including grievance, disciplinary, (inc. child safeguarding), absence, capability/performance, (with support of the Regional HR Manager for more complex matters) which may include conducting investigations, sending correspondence, organising hearings and case papers, note taking, advising investigating officers / managers / panels at meetings / hearings.
- Absence management – keeping absence records and monitoring against absence indicators; maintaining contact with employees on long term sick leave, and arranging and holding meetings / occupational health referrals / phased returns, in-line with Trust's Supporting Attendance procedures.
- Work and 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 and that all pre-employment checks take place. Accurately maintain the Academy's Single Central Record.
- Assist with writing adverts, job descriptions, person specifications and posting them on relevant websites.
- Recruitment administration up to and including interview day. Participating in interview panels as required.
- Ensuring formal induction and on-boarding process for new colleagues is followed /effective.

Other HR activity

- Responsible for the inputting and checking of contractual People data in our HR and Payroll information system, working with the Academy Finance Manager to ensure that payments/adjustments are processed correctly i.e. new starters, contractual variations and leavers. Prepare associated correspondence for staff.
- Populate and maintain information systems such as SAM People and Arbor.
- Liaise with colleagues to prepare responses to statutory returns, such as the School Workforce Census.
- Issue, collate and on occasion complete exit interviews, taking appropriate action where required.
- Providing timely and accurate HR information to the Principal and Regional HR



Manager, on request.

- Support with staff wellbeing.
- Attend and participate in training events, partake in ad hoc HR project work and assist with HR audits, Ofsted inspections, or any management information analysis required.
- Undertaking specific responsibilities in relation to a particular academy, as appropriate e.g. attending Senior Leadership Team 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 the Trust HR plan.

General

- Attend and participate in training events and ad hoc project work as required.
- Take responsibility for health and safety issues relating to the area of responsibility.
- Comply with policies and procedures relating to safeguarding, child protection, health and safety, security and confidentiality; and reporting any concerns.
- To carry out any other reasonable duties, as required.

Person specification

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)
Qualifications <ul style="list-style-type: none"> • CIPD qualified (or equivalent) or working towards completion, to at least Level 5 	Essential	A
Experience <ul style="list-style-type: none"> • Experience of working in HR in a school setting • Demonstrate a good understanding of teachers' 	Essential	A
	Desirable	A / I



<p>and support staff terms and conditions;</p> <ul style="list-style-type: none"> • Ability to demonstrate empathy with issues affecting schools. • 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 HR in schools, along with the ability to assess implications and articulate risk • Knowledge & experience of job evaluation, grading & equal pay issues would be an advantage 	<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</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. • High level of IT literacy using Google • Ability to use HR & Education information systems 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A</p> <p>A</p> <p>A</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Effective and collaborative team member. • Takes a solution based approach to problems • A role model - understands, commits 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 	<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 / I</p> <p>A / I</p>



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<p>occasions, and in different Trust locations.</p> <ul style="list-style-type: none">• All our colleagues are expected to demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op.	Essential	A / I
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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 with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

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.