



JOB DESCRIPTION

SCHOOL:	KTS Academy
POST TITLE:	HR Advisor
GRADE:	SCP 12-14 £21,589 - £22,462 (Actual £18,736 - £19,493)
ARRANGEMENT:	Full Time, Term Time Only plus 1 week (PD Days) Annual leave entitlement can <u>only</u> be taken during school holidays.
REPORTS TO:	Headteacher
MAIN PURPOSE:	To undertake a range of HR activities, including providing advice and guidance to Mangers and staff, together with administrative duties to aid in the effective operation of the HR Function across the Academy.

Duties and Responsibilities:

Provide specialist HR support;

- Offer HR related advice and guidance to staff so that all Academy policies, procedures, conditions of service and employment law matters are followed correctly
- To ensure KTS Academy meet statutory, equality and employment law legislations.
- Advise the Senior Leadership Team to ensure that all visitors to the Academy have been appropriately authorised for the site, including accessing the ISA 'barred list'
- Ensure that the necessary processes are adhered to correctly with regards to DBS/Safeguarding applications and in strictest confidence, alerting the Headteacher to any concerns that may be raised by the DBS about any new members of staff
- Advise the Senior Leadership team to implement and maintain initiatives to improve staff welfare and staff morale.
- Contribute to policy development, consultation and implementation processes.
- Produce written and statistical reports to the Headteacher and Governors are required.

Attendance Management:

- Ensure that the Attendance Management Policy and Leave of Absence Policy for staff is followed.
- Liaise with absent staff, arrange support where possible to assist with a speedy return to work, keeping records and minutes of all formal meetings held with absent staff and facilitate phased returns where required
- Liaise with Occupational Health about individual cases as appropriate and discuss adjustments with relevant line managers and/or the Headteacher
- Process return to work and leave of absence documentation ensuring a fair transparent approach is adhered.
- Manage Attendance records and arrange attendance meetings for Line Manager in line with the Attendance Management policy.
- Arrange daily/long-term supply cover for absent classroom staff in liaison with Senior Leadership Team.
- Process and submit staff absence figured through KTS staff absence scheme.

- Produce documents, collaborate casework files and maintain an effective relationship with North Yorkshire Human Resource services.
- Support all staffs health and well-being through various packages, including opportunities to access appropriate health and well-being programmes.

Recruitment and Selection:

- Have appropriate training regarding Safeguarding within the recruitment practice.
- Assist the Head Teacher in the Academy's recruitment process, staffing, training and development, performance monitoring.
- Provide HR advice in the Academy's recruitment processes including drafting adverts and placing them in appropriate media, arranging interviews and, when necessary, directly supporting interview panels.
- Process the administration of all new staff, application forms and appointment check lists
- Assist the SLT in effective Induction programmes for all new staff, and, similarly the exit interview process.
- In liaison with the Headteacher, issue offer letters, request references and prepare contracts for new recruits.

General and administrative duties:

- Ensure new staff are entered onto the SIMS system and maintain an up to date HR database and associated information, including staff files and related information so that they are maintained appropriately
- Undertake a range of administrative duties related to the effective delivery of the HR function
- Any other duties in support of the Academy as reasonably decided by The Headteacher/Academy Senior Leadership Team.

General:

- Develop a broad understanding of Academy policies and procedures, complying with their contents and raising concerns in a timely and effective manner.
- Actively participating in the Performance Management processes within the Academy
- Identify personal training needs and participate in training and performance development whenever required

In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

Job descriptions are subject to annual review.

Signature:

Date:

PERSONAL SPECIFICATION

POST TITLE: HR Advisor

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Excellent standard of general education together with good numeracy and literacy skills. • Evidence of Level 3 or Level 5 CIPD • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Degree in HR or similar subject area or graduate capability • Member of the CIPD
EXPERIENCE:	<ul style="list-style-type: none"> • Knowledge of policies and procedures relating to HR issues • Previous experience (at least 2 years) of working in a similar role • Experience of using a HR Database, producing and understanding statistical reports • Experience of working with leaders and managers at all levels. • Experience of coordinating and note-taking formal meetings • Experience of providing a support and advisory service to Line Managers. • Experience of working with trade unions or other staff professional associations. 	<ul style="list-style-type: none"> • Two year's experience in a HR role or educational environment. • Experience of delivering HR related training sessions • Experience of providing HR support and advice in a unionised environment
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • Broad knowledge of employment legislation • Ability to communicate effectively both orally and in writing across a wide range of audiences • Ability to respond to changing circumstances whilst maintaining a clear view of priorities • The ability to offer empathy and support to a range of professionals and respond appropriately • Ability to work in a pressurised environment dealing with numerous work tasks/cases simultaneously. • Ability to listen, influence, persuade and negotiate effectively with people at all levels. • Able to demonstrate the willingness, commitment and ability to safeguard and 	<ul style="list-style-type: none"> • Coaching, mentoring and counselling qualification.

	<p>promote the welfare of Academy Students</p> <ul style="list-style-type: none"> • Ability to understand the need for and be committed to equal opportunity • Ability to produce clear, concise and comprehensive reports when required. 	
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Understand the need work in a confidential manner • Ability to work with initiative and to tight deadlines • Excellent organisational skills • Ability to demonstrate commitment and personal responsibility for continuing professional development • Ability to use IT applications in relation to requirements of post • Suitability to work with children • Committed to safeguarding and promoting the welfare of children and young people • Ability to relate to and promote the ethos of the Academy • To be willing to undertake further professional development • To have good attendance and punctuality records 	<ul style="list-style-type: none"> • A genuine ambition and interest in improving the life choices for our young people and the wider community.