Job Description: HR Advisor

Reporting to: **Principal**
Start date: **January 2019**
Location: **Ark Burlington Danes Academy**
Contract: **1 FTE (36 hours per week) – working hours to be agreed with line manager.**
Salary: **Ark Support Staff inner London Band 8 - £28,489 to £34,643 per annum**

The Role

As an integral member of the operations team, you will lead on the day to day HR service provision across the academy. You will manage HR administration and provide a high quality and confidential advisory HR service. This role requires the post holder to be comfortable with high levels of autonomy, although you will be supported by your line manager and the Regional People Business Partner, as well as a central "AskHR" service.

Key Responsibilities

Recruitment and Selection

- Co-ordinate and manage recruitment and induction processes in accordance with safer recruitment and Ark HR policies across the Academy, through the ATS system.
- Manage relationship with relevant recruitment agencies and the Ark central HR and recruitment teams, ensuring the most cost effective provision of staffing for the Academy.
- Ensure all pre-employment checks, including right to work checks, are carried out in line with safer recruitment guidance, and that the Single Central Record is accurate and up to date at all times.
- Ensure a meaningful induction and probation process is in place for all new starters

Employee Relations, Policies and Procedures

- Provide advice and guidance on the implementation of Ark HR policies and procedures, liaising with the central HR team as required
- Advise on employee relations issues; process and manage related casework
- Develop trusted relationships with colleagues across the school and network
- Support with workforce planning across the academy
- Implement/support staff wellbeing initiatives
- Implement/support employee engagement initiatives

Data Management and Reporting

- Manage the HR Information System, ensuring electronic employee records are accurate and training other staff on its use as required
- Maintain an accurate Single Central Register(SCR), keeping up-to-date with legislation, in accordance with current Ofsted requirements
- Co-ordinate the Academy's School Workforce Census annual return
- Produce reports as required

Performance Management, Appraisal and Staff Training

- Support line managers through the performance management process as required
- Ensure a robust performance management process is in place, for teaching, support and operational staff
- Develop and maintain a staff training record of statutory training
- Advise on, arrange and monitor relevant training and development

Cover

- Assist in the co-ordination of cover staff for when teaching or operational staff are absent.

Compliance

- Ensure compliance with current employment law, HR best practice and Ark HR policies and procedures
- Oversee absence management, including reporting and recording processes
- Co-ordinate and monitor the completions of performance management processes
- Take responsibility for ensuring that the probation process is managed effectively

Payroll and Pension Administration

- To work closely with the Finance Manager in processing payroll and pension administration

General HR Administration

- Maintain an accurate paper and electronic filing system for personnel records
- Complete a range of HR related paperwork and produce high quality, accurate HR letters
- Process staff changes, staff leaving documentation and arrange exit interviews
- Monitor the use of fixed term contracts and ensure that issues are followed up
- Monitor probation periods, ensuring compliance with Ark probation policy
- Assist and support on HR projects as and when required.

Other

- Carry out other reasonable tasks as directed by Operations Manager
- Work with Regional People Business Partner, Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Assist the Central HR Manager with HR support and provide training to other Academies as required

Person Specification: HR Advisor

Qualifications

- Right to work in the UK
- GCSE at grade C or above in English and Maths
- HR qualification (ideally CIPD Level 5 or above) or other relevant HR qualification, or working towards it

Knowledge, Skills and Experience

- Experience of working in HR and using a HR Database
- Experience of working in a similar role in a school environment (Highly Desirable)
- Good IT skills, highly competent using Microsoft Office
- Strong administrative and organisational skills
- Excellent written and oral communication skills.
- Line management or supervisory experience
- Understanding of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations
- Ability to provide initial advice or guidance to managers

Personal Characteristics

- Genuine passion for and a belief in the potential of every pupil
- Deep commitment to Ark's mission of providing an excellent education to every student regardless of background
- Attention to detail
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Ability to stay calm and diplomatic under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined here, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.