

JOB DESCRIPTION	
SCHOOL	Central Team
JOB TITLE	HR Advisor
GRADE	APLd
HOURS	37 hours per week
REPORTS TO	Head of HR
DATE	July 2025

JOB PURPOSE

The HR Advisor will oversee all HR practices and processes within the HR team, delivering a proactive and professional HR service. Using the latest, up to date employment law knowledge, the role will advise on operational tasks relating to any employee relations issues to include capability, performance, absence management and restructuring. The role will manage all on-boarding and off-boarding procedures and be responsible for Single Central Record compliance across the Trust.

MAIN DUTIES AND RESPONSIBILITIES

- Overall responsibility for the accuracy and maintenance of the Single Central Record for all Trust schools, ready to present to Ofsted
- Completion of HR audits for schools
- Overall responsibility for the accurate and timely issue of staff contracts, variations and HR administration to all Trust schools, using various systems such as Access People, Collaborate and Bromcom
- Manage low level employee relations casework by providing clear, pragmatic advice to support managers as appropriate (this could include performance, disciplinarys, grievances, absence, probation, capability, redundancies, restructures)
- Manage the HR email inbox
- Manage the processes for all on-boarding and off-boarding activity for the Trust
- Work closely with the HR Administrator on DBS applications and right to work checks for appointed schools
- Work closely with the HR Administrator by working with our online training provider to ensure that courses are allocated to employees
- Monitor and maintain an accurate record of absence, assisting the Head of HR with full reports when necessary
- Manage the Occupational Health referral process, liaising with providers to ensure appropriate welfare and health and safety considerations are in place and maintained on an on-going basis, liaising closely with the Head of HR with actions and recommendations
- Ensure that the performance appraisal process is being carried out and is effective
- Ensure compliance with company policies and procedures
- Lead on HR handover of schools joining the Trust
- Line manage the HR Administrator
- Assist the Head of HR with ad-hoc projects

'They will soar on wings like eagles.' Isaiah 40:31

collaborate | enrich | trust | innovate | aspire | nurture



ADDITIONAL DUTIES AND RESPONSIBILITIES

- Read and follow the relevant school policies
- Work closely with the Finance team with any HR changes

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Head of HR.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the schools, as well as the wider trust.

This job description may be amended at any time following discussion between the Head of HR and member of staff and will be reviewed annually.

Person Specification: HR Advisor

CRITERIA	QUALITIES	ESSENTIAL OR DESIRABLE
Qualifications and training	• GCSE or equivalent level, including at least a Grade 5 in English and Maths (ideally A-Level or equivalent standard of Education)	Essential
	• CIPD Level 5 certification, (or working towards)	Essential
Experience	• Proven experience in a generalist HR role	Essential
	• Strong knowledge of UK employment law and a strong background in employee relations cases	Essential
	• Proven experience managing employee relations casework	Essential
	• Experience with working with HR databases, ensuring the integrity of data	Essential
	• Experience working with colleagues and external stakeholders (e.g. from external agencies)	Essential
	• Have experience in multi-site organisation	Desirable
	• Experience working in a school environment or other educational setting	Desirable

Skills and Knowledge	• A solid background in managing employee relations cases	Essential
	• Up to date knowledge of Employment Law	Essential
	• Proficiency in Microsoft Office Suite, including Word, Excel and Powerpoint	Essential
	• An understanding of confidentiality and data protection	Essential
	• Able to build meaningful employment relations with management at all levels	Essential
	• Able to provide an advisory role to support employees and line managers	Essential
	• Strong attention to detail and analytical thinking	Essential
	• Excellent communication and interpersonal skills	Essential
	• Proactive, organised and able to work independently	Essential
	• Outstanding organisational skills with a high attention to detail	Essential
	• Ability to work under pressure, at a fast pace, prioritising effectively whilst maintaining the service standards within the HR team	Essential
	• Excellent listening skills	Essential
	• Outstanding communication skills, both written and verbal	Essential
Personal qualities	• Take a personal responsibility for the standard of the work carried out	Essential
	• A positive approach to challenges	Essential
	• A proactive approach to all HR related duties	Essential
	• Have the gravitas to work with all levels	Essential
	• Willing and enthusiastic	Essential
	• A hands-on attitude	Essential

Signed (Employee):

Dated:

Signed (Head of HR):

Dated: