

Salary:	Grade 8 (FTE £34,436-£39,143 p.a) - £31,098 - £35,350 p.a - Term-time plus two weeks
Reports to:	HR and Payroll Manager

Purpose of the Role:

The HR Adviser provides experienced generalist HR support across the full employee lifecycle. The Advisor plays a key role in delivering proactive support within several core HR functions, including safer recruitment, employee relations casework, payroll-related administration, policy reviews, HR data reporting, and absence and process management. The postholder acts as a key point of advice for managers and contributes to HR strategy, wellbeing, and culture initiatives.

Main Tasks and Responsibilities:

Recruitment & Onboarding

- Assist in the coordination of the end-to-end recruitment processes including advertising, interview scheduling and candidate communication.
- In consultation with Heads of Departments, draft job descriptions, person specifications, adverts and candidate selection.
- Lead safer recruitment tasks including:
 - Employment history and qualification checks
 - References
 - DBS checks and renewals
 - Monitoring safer recruitment training
- Coordinate onboarding including issuing contracts, obtaining right-to-work documents, and organising induction schedules.

Employee Lifecycle Administration

- Support the development and administration of performance management cycles.
- Maintain accurate and timely HR records and data entry across systems including the Single Central Record.
- Coordinate probation reviews and ensure managers complete documentation.
- Process contract changes, variations, and amendments.
- Handle leaver processes, including resignation acceptance, final calculations (payroll-supported), and offboarding.

Employee Relations

- Support, coach and challenge line managers and staff on HR policies and employment procedures.
- Support and sometimes lead low-to-medium complexity cases:
 - Informal capability
 - Disciplinary investigations
 - Sickness/absence management
- Attend meetings to take notes and provide procedural guidance.
- Build positive and effective relationships with Unions.
- Assist the HR Manager with restructures and consultations (administrative and advisory support).
- Manage case tracking, timelines, and associated correspondence.

Absence Management

- Monitor sickness absence triggers and in consultation with the HR Manager, provide early advice to managers.
- Escalate complex or high-risk situations to the HR Manager.
- Liaise with SLT regarding concerns arising from absence data.
- Identify patterns and contribute to absence reports.
- Lead routine welfare meetings and prepare follow-up actions and documentation.

Main Tasks and Responsibilities:

Occupational Health and Wellbeing

- Draft OH and counselling referrals and liaise with employees, managers, SLT and external providers.
- Interpret reports and provide managers/HODs with clear, actionable summaries. Monitor and review agreed actions to ensure delivery.
- Help implement reasonable adjustments and monitor their effectiveness.
- Manage DSE assessments and basic risk assessments (RTW, Stress, Pregnancy, PEEPs).
- Assist with wellbeing initiatives and help monitor workload or stress indicators across teams.

HR Policy and Compliance

- Support the HR and Payroll Manager in reviewing and updating HR policies in line with statutory requirements (Disciplinary, Grievance, Attendance, Flexible Working, Family Leave); and communicate updated policies to staff.
- Support audit processes including SCR, payroll-linked HR items, safer recruitment, and compliance checks.
- Ensure right-to-work documentation is valid and retained appropriately.

Payroll and Pensions Support

- Support the HR and Payroll Manager with payroll changes including HR-related variations, starters, leavers, and sickness information.
- Respond to payroll queries and liaise with payroll providers as required.
- Support pay progression and uplift processes for support staff and teaching staff.
- Support with pension paperwork for support staff and teaching staff, including retirement forms and pensionable earnings data.

HR Reporting and Data

- Produce regular data reports including absence trends, starters and leavers, and other workforce metrics.
- Support with equality reporting (e.g. gender pay gap, PSED-related HR inputs).
- Support with the preparation of HR information for Trustees (absence trends, HR activity summaries).
- Maintain HR workflows, standard letters, and guidance documents for managers.

HR Projects and Process Improvement

- Contribute to improvements in HR processes such as onboarding, performance management, and induction.
- Work with the HR and Payroll Manager to develop and rollout HR-related training.
- Collaborate with IT, Safeguarding, Finance, and Site/H&S teams to ensure joined-up processes.
- Actively promote the school's policies, including complying with the school's Health and Safety policies.
- Attend appropriate Safeguarding training and comply with the Safeguarding and Child Protection policy.
- Take part in annual Performance Development processes.
- Attend team and school meetings as required.
- Maintain confidentiality regarding handling of sensitive data pertaining to students, staff, or school related matters.
- Ensure the integrity of all data held in the school.
- Take part in regular online training including termly cyber security awareness.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the employee's line manager / Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

Signed:

Date: