

THE DEPARTMENT

The HR team supports the achievement of excellence in education and learning via the recruitment and retention of a skilled and engaged workforce which can deliver the very best in terms of teaching and professional services. Alongside effective HR policies and procedures being in place, we offer a wide range of specialist HR advice and services to staff and managers from recruitment and on boarding, induction, probation, performance management, flexible working, absence, employee well-being and much more.

We also oversee staff compliance and safeguarding and manage the Single Central Register to ensure that STAEG continues to be a safe place to work and study. On those rare occasions where issues may arise, HR is a confidential refuge where staff can discuss matters in a secure and safe environment.

THE ROLE

As HR Advisor you will report to the Director of HR and work closely with the HR team to deliver HR operational excellence across the Group. You have responsibility as the first point of contact for all aspects of recruitment including advising hiring managers and managing the onboarding process for new joiners.

This HR position support all aspects of HR, undertaking duties across a wide range of activities with a particular focus on recruitment across the Group .

This is a permanent position offered on a full-time basis, the working hours will be 8.15am – 4.15pm Monday – Thursday and 8.15am – 3.45pm on Friday with a 30 minute unpaid lunch break each day. This role will require some flexibility with hours to meet recruitment needs on interview days.

The start date for this position is ASAP.

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe In Education (KCSIE) for safeguarding children and safer recruitment.

RESPONSIBILITIES

The key responsibilities for this post are detailed below:

Talent acquisition

- Supporting managers with recruitment across the Group from vacancy approval, placing adverts, filtering applications, arranging and administering interview days and providing feedback to candidates
- Develop and manage end to end recruitment campaigns
- Advising and supporting managers on recruitment processes and selection strategies
- In consultation with line managers, Heads of Department Executive team, review and develop job descriptions and person specifications for existing and new positions
- Coordinating the appointment process for successful applicants
- Negotiating terms of engagement with agencies and advertisements sites
- Manage the online recruitment platforms (School website, TES, My New Term etc.) recruitment profile to source and attract suitable candidates for open vacancies
- Screen candidates, interview with the hiring manager if applicable and ensure evidenced based hiring decisions
- Issuing offer letters, contracts and other relevant onboarding documentation for new starters

Safeguarding

- Ensure that recruitment practices, including advertisement and application processes/documentation are compliant with recruitment policies, procedures and legal requirements
- Conduct review of application form and references, crossing referencing information and follow up discrepancies, escalating concerns when required
- Plan and run interview days to ensure they are compliant with recruitment policies, procedures and legal requirements

HR Operations & Projects

- Advising and supporting line managers to ensure that an induction plan is in place for every new employee
- Deliver a HR induction to every new employee, including supply agency staff
- Recording staff absence
- Managing contract amendment paperwork
- Supporting the identification of new HR technology solutions to improve day-to-day operations
- Managing the Single Central record
- Monitoring, reviewing and updating recruitment documentation and HR policies and procedures, ensuring these reflect current legislation
- Monitor developments in employment law and Safeguarding and keep knowledge up to date.
- Take ownership of project work, both ad hoc and planned and see it through to completion

In addition to the above, the post holder will perform any other duties as reasonably required by the Head or Director of HR.

PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none">• A solid generalist HR background• CIPD qualified desirable• Previous recruitment / resourcing experience• Experience of answering internal and external queries, liaising with internal as well as external people at all levels in a confident and courteous manner• A strong, practical knowledge of 'best practice' HR principles and procedures, along with a good understanding of employment law and employee development• Experience of supporting management change initiative
SKILLS	<ul style="list-style-type: none">• Excellent written and verbal communication skills• Excellent administrative skills including accurate data processing• Microsoft Word and Excel, including reporting, to intermediate level is essential
PERSONAL QUALITIES	<ul style="list-style-type: none">• Confident in providing professional, pragmatic advice to the business, both verbally and in writing• Understand and appreciate the importance of using discretion and confidentiality• The ability to manage your own time and adapt to constantly changing priorities, remaining calm under pressure• Motivated to learn and take on new challenges• Able to work independently with the ability to take ownership of tasks and to work autonomously delivering objectives within agreed timescales• Have enthusiasm for handling diverse tasks of varying complexity and able to maintain a positive attitude towards routine tasks• Excellent communication and relationship building skills• The ability to deal with high-volumes of work and prioritise day to day tasks and meet deadlines• A team player

(Continued....)

PERSON SPECIFICATION (Continued)

**PHILOSOPHY
AND ETHOS**

- A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School’s safeguarding policy
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Contribute positively to the overall ethos, objectives and aims of the School

**HEALTH AND
SAFETY**

- Support Health and Safety training initiatives and to actively participate in them