



Queen's College, London

Established 1848

HR Advisor

Reporting to the Bursar

Managing a HR Administrator

The Role

The HR Advisor will work closely with the Bursar and HR Administrator to provide a HR service to staff including HR administration, HR advisory including advice on and management of any disciplinary, capability, grievance, absence and employee relations processes, performance management and recruitment. To create a HR culture, making sure Queen's continues to be a great place to work through strong HR procedures, communication, reward and activities to promote a strong and success orientated culture, with a focus on staff wellbeing.

Key Responsibilities

- Provide HR advice, guidance and support by responding promptly and accurately to enquiries and resolving all matters on HR processes and procedures, whilst escalating more complex issues, as appropriate
- To work closely with the Bursar and HR Administrator to provide a coherent and consistent HR support across the College and Prep
- Contribute to the continuous improvement of the HR system
- To undertake HR projects as and when required
- Comply with all statutory regulations in respect of safer recruitment, safeguarding, Health & Safety and Employment Law
- To support on employee benefits and research new ones.
- Assist the Bursar in implementing and communicating the annual incremental salary review process for all staff
- Monitoring absence including:
 - Tracking and reporting absence data
 - Actioning any necessary changes in payroll.
 - Assisting and advising the Bursar, Heads and SLT on the management of absence concerns.
 - Processing occupational health referrals as required.

- Support the HR Administrator with the maintenance of the SCR, ensuring it is up to-date, accurate and ready for authorisation by the Bursar, Principal and Safeguarding Governor
- Maintain appraisal records on the HR system
- Advise line managers on performance management processes and ensure all staff receive an effective, annual performance review documentation
- Assist the Bursar with maintaining and updating HR Policies and Procedures
- Assist with the production and issue of the Staff Handbook and policies, in accordance with the School's procedures
- Regular maintenance and organisation of office filing systems, retaining documents, correspondence and other records in line with HR and GDPR procedures
- Assist with the leavers process; such as exit interviews
- Participate in training and development activities and programmes and attend and participate in meetings as required
- Ensure a training matrix is maintained and training is tracked across all staff for compliance, health & safety and professional development,
- Comply with the School's policies and procedures, and report all concerns to an appropriate person, in respect of:
 - Safeguarding
 - Health, safety and security
 - Confidentiality, and ID
 - Data Protection
- Perform any other duties as requested by the Bursar as commensurate with the post

Employee Relations

- To be a point of contact for staff and senior managers on employment and employee relations advice
- In support of the Bursar, provide best practice advice to managers on all employment matters, and work with them to resolve employee issues in a timely and constructive manner ensuring that they are dealt with fairly and in line with school policy, employment law and best practice
- Ensure that the School's disciplinary, capability and grievance processes are followed as required and are applied consistently and effectively
- Attend disciplinary and capability hearings to advise on process and when necessary, take notes of the meetings
- To maintain an up to date working knowledge of the latest HR issues and changes in Employment Law Performance Management

Person Specification

The successful candidate is highly likely to have the following qualifications, skills and experience:

Essential

- Experience of handling complex employee relation matters fairly and confidently
- Experience of embedding a HR culture in an organisation through the key building blocks of performance management, reward, robust policies and procedures and effective employee communications
- High level of computer literacy, particularly HR systems, Outlook, Word, Excel
- Experience of creating new systems and processes to develop efficiency
- Demonstrable experience in an HR advisory capacity
- Ability to multi-task and prioritise, with strong attention to detail
- Able to provide pragmatic HR advice to senior staff and managers
- Excellent interpersonal, written and spoken communication skills with strong listening skills
- Approachable with excellent people skills
- Able to maintain high levels of confidentiality
- Able to stay calm under pressure and meet deadlines
- A strong team player, able to build strong working relationships with internal and external parties by dealing calmly, professionally and effectively with staff at all levels
- Confident to use own initiative and make decisions
- Strong organisational skills to plan and manage own workload with the flexibility to adapt to changing demands
- Committed to own continuous personal development
- Tact, diplomacy and discretion
- Honest, polite, reliable, resourceful, punctual and committed
- A track record of demonstrating confidence and ability to deliver

Desirable

- CIPD Level 5 qualified or equivalent experience
- Safer Recruitment trained
- Experience working within a school environment
- Understanding of the Single Central Register

Other Duties

- Attend training sessions, as required
- Undertake additional duties that are commensurate with the role, as reasonably required

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children and young people

Terms and Conditions

- Permanent position
- Flexible working will be considered (full time or part time and/or term time only)
- Start date: September 2025
- The salary for this role is £45,000 per annum (FTE) dependent on qualifications, skills and experience
- Normal working hours: 0830 to 1700, Monday to Friday
- Free lunch in the Dining Hall during term time
- Defined contribution pension scheme (up to 10% employer contribution)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.