

Job Title	Senior HR Adviser
Grade	Essex Schools Pay Scale 8 (pt 25-28)
Reports to	Director of HR, Operations and Governance
Work pattern	This is a full time year-round post and not a term time post Part time considered on a year round basis (e.g. 4 days/5 shorter days)
Location	Part of the central HR Team based at St Martin's School, Brentwood. This post supports the Trust's schools. Flexibility is essential, with weekly travel between both secondary schools, with some future travel to primary school sites.
Liaison with	All staff and governance levels, primarily Local Governors, Headteachers (HT), Senior Leadership Team (SLT) members and Central Services team members.
Job Purpose	<ul style="list-style-type: none"> • Support HRBP in delivery of operational HR in the Trust's secondary schools, also identifying opportunities to share best practice and initiatives with the Trust's primary schools. • As the HR Team move to centralise some aspects of HR services over time, it is anticipated that the role and responsibilities will develop accordingly. • This advisory role will support line managers in addressing employee relations matters appropriately, ensuring fairness and consistency in line with Trust policies. • Support and contribute to the Trust's aim to share knowledge, resources and best practice between its schools. • Champion excellent stakeholder service to internal clients.
HR Team Contribution	<ul style="list-style-type: none"> • Contribute to central Trust HR projects and initiatives as may be required, including ongoing centralisation of HR services, wellbeing initiatives, sharing of best practice, knowledge and compliance. • Actively share learning, contribute to trust-wide improvement and support HR colleagues beyond your immediate setting, recognising that strong practice should not sit in silos. • Ensure proactive and collaborative communications with HR colleagues, providing support in times of absence. First line of contact when HRBP is off site. • Champion better use of technology to streamline HR practices/workflows and improve reporting for line managers.
Recruitment and Onboarding	<ul style="list-style-type: none"> • Work collaboratively with the central Recruitment function to ensure smooth interview, recruitment and onboarding processes are embedded at school level. • Maintain accurate and confidential HR records and personal files, using both electronic and manual systems. • Ensure local processes (for agency workers, contractors, employees and visitors) are KCSIE compliant and that timely accurate information is shared with central HR team for SCR input. Assist HRBP in carrying out periodic spot checks. • Monitor risk assessments locally for new joiners where safer recruitment checks are outstanding, in liaison with Recruitment function. • Monitor and report changes to volunteer/contractor population. • Co-ordinate local aspects of induction as required, ensuring mandatory training is carried out. Liaise with local Safeguarding Team regarding relevant follow up. • Monitor safer recruitment training for interviewers. • Participate in interview panels as appropriate.

Payroll /Data	<ul style="list-style-type: none"> • Collate information for monthly payroll for review by HRBP (eg contract changes, overtime, leaver notification) ahead of submission to central Payroll. • Ensure local changes are captured and communicated to central HR team. • Prepare supporting documentation for relevant changes. • Assist HRBP in compiling relevant reports for local and central review – eg absence, probation, turnover, engagement feedback etc. Identify gaps in data and trends support better people processes and data driven decisions. • Support schools during Ofsted inspections by ensuring the accuracy of SCR and work with the HRBP and HRD to provide robust and clear documentation to inspectors. Assist with regular SCR audits and spot checks as required, including for primary schools.
Employee Relations	<ul style="list-style-type: none"> • Provide competent advice and guidance to employees and managers on HR casework, including disciplinary, capability, probation, absence management, and other employee relations issues, ensuring adherence to statutory guidance, employment law, and Trust policies. • Support investigations, hearings, and informal/formal processes (capability, disciplinary, grievance etc), including collating supporting documentation, notetaking, organising meetings. • Escalate significant or high-risk ER cases to the HRBP and HRD, particularly where legal advice may be appropriate. • Ensure documentation for completed casework is collated and available for future review (eg TRA/DBS/Ofsted).
Performance and Development	<ul style="list-style-type: none"> • Carry out mid probation check in meetings with recent joiners, collating feedback to share with HRBP. • Co-ordinate and monitor probation process, follow up with line manager as appropriate and report emerging concerns as may arise to HRBP. • Monitor fixed term arrangements and expiry dates. • Support line managers with responsibilities to manage their apprentices.
Absence Management and H&S	<ul style="list-style-type: none"> • Support HRBP with co-ordination of absence caseload for secondary schools. • Identify cases requiring OH referral, escalation and/or risk assessment. • Support line managers to facilitate return to work processes and sickness trigger meetings. Action health risk assessments for staff with medical conditions or on OH recommendation. • Review data and co-ordinate appropriate supporting documentation, ensuring accurate records are kept. • Support HRBP to embed best practice for absence management within the secondary schools, with the aim of supporting employee wellbeing and reducing unnecessary staff absence costs. • Implement policy and champion wellbeing and absence management initiatives. • Conduct welfare calls for absent staff. • Produce absence reports and identify trends and patterns for action.
Policy	<ul style="list-style-type: none"> • Clear understanding of relevant HR policies. • Seeks to continually update own employment law knowledge. • Advises line managers with regards to compliance with legislation concerning employment protection, equal pay, sex discrimination etc. and the implementation of these policies in the school. • Assists with Trust policy review cycle.



The above duties are neither exclusive nor exhaustive, and the Director of HR, Operations and Governance may require the post-holder to undertake other duties from time-to-time. Any duties should be within the context of the role, skill-set and scale/pay point.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION
Senior HR Adviser

Skill/Experience	Examples
Specific Qualifications and Experience	<ul style="list-style-type: none"> • A good standard of education (A-Level or equivalent). • CIPD Level 3 or equivalent qualification or experience. Ideally working towards Level 5. • Education sector experience is not essential, but an appetite to learn the particular nuances of practising HR in this unique sector is a must. • Experience of working at pace with senior stakeholders with competing demands.
Employment Law /Employee Relations	<ul style="list-style-type: none"> • Solid UK employment law knowledge – essential. • Understanding of safeguarding and data protection principles in relation to HR work. • Experience of providing HR advice and support on employee relations casework (disciplinary, capability, absence management, etc.) – essential. • Experience of supporting managers with HR processes and procedures – essential. • Experience of maintaining accurate and confidential HR records - essential. • Experience of producing accurate, high-quality minutes for formal HR meetings. • Knowledge of Teacher/Support Staff terms and conditions – desirable. • Excellent risk management skills and understanding of escalation criteria - essential.
Analytical	<ul style="list-style-type: none"> • Focused attention to detail. Able to analyse data to identify patterns and trends and make recommendations.
Technology	<ul style="list-style-type: none"> • Highly competent ICT skills, specifically, across the Office suite. Experience of using HR / payroll systems. • Proficient Excel user. • Appetite to utilise technology to facilitate more efficient and effective HR processes. Early adopter of new systems.
Communication	<ul style="list-style-type: none"> • Ability to communicate effectively at all levels and be seen as a trusted adviser. Articulate, empathetic and measured, but can deliver robust feedback when necessary. • Outstanding written communication skills with an ability to tailor correspondence to fit audience. • Ability to overcome barriers to effective communication.
Motivation	<ul style="list-style-type: none"> • A proven self-starter with the ability to shape a role and make it their own. Sees change as an opportunity. Contributes towards a shared goal.
Negotiating	<ul style="list-style-type: none"> • Able to negotiate and influence to achieve best possible outcomes. • Ability to manage difficult or challenging situations/conversations effectively.

Relationships	<ul style="list-style-type: none"> • Ability to build strong, effective and collaborative relationships across all stakeholders, quickly gaining confidence and trust.
Team Work	<ul style="list-style-type: none"> • Work collaboratively as part of a team, but also on own initiative and with minimal supervision. Is flexible and adaptable to changing priorities and demands. • Be a role model for DET values and behaviours. • Provide “expert” insight empathetically. • Shares knowledge with others and does not operate in a silo. • Contributes to discussions and decision-making in a meaningful and collaborative way.
Organisational Skills	<ul style="list-style-type: none"> • Excellent organisational skills. Organised approach to managing caseload (absence /ER) to ensure deadlines are met. • A positive and creative approach to tackling tasks.
Confidentiality	<ul style="list-style-type: none"> • Understanding of procedures and legislation relating to confidentiality, specifically, GDPR. • Professional discretion. • Ability to provide clear and accurate HR advice in a sensitive and confidential manner.
Problem Solving Skills and Decision Making	<ul style="list-style-type: none"> • Ability to anticipate, assess and deliver solutions to problems with clear, logical thinking.
Equality, Diversity and Inclusion	<ul style="list-style-type: none"> • Strong knowledge of and commitment to equal opportunities and anti-discriminatory practice. • Is up to date on Safer Recruitment Training
Health and Safety	<ul style="list-style-type: none"> • Good understanding of Health and Safety.
Child Protection	<ul style="list-style-type: none"> • Good understanding and compliance with Child Protection procedures.
Continuing Professional Development	<ul style="list-style-type: none"> • Leads by example in terms of self development and sharing best practice.