

MANOR HALL ACADEMY TRUST		
Post Title	REF	Grade
People Advisor	MHJD140	Grade 8

Statement of Purpose

Under the direction of the Head of People, the People Advisor provides professional, efficient, and pragmatic HR support and advice across the employee lifecycle. The role acts as the first point of contact for our School Leadership Teams and Central Team for employee relations matters, supports managers with people practices, and ensures HR policies, procedures, and legal requirements are followed.

Key Responsibilities

1. Employee Relations & Legislation

- Provide guidance to leaders and managers on a range of ER issues including (but not limited to) absence, performance, conduct, grievance, flexible working.
- Provide expert knowledge and guidance in respect of investigations, hearings, and formal meetings in line with UK employment law, best practice and Trust policy.
- Provide knowledge and guidance in relation to Trust HR policies and the application of such, in relation to any LADO Safeguarding, and/or or Position of Trust processes and/or associated meetings
- Maintain accurate casework records and ensure timely resolution of issues.
- Proactively identify where upskilling is required and work collaboratively with the Head of People and HR Team to develop solutions.
- Maintain understanding of employment legislation and proactively keep up to date with changes

2. HR Policy & Compliance

- Advise on HR policies, ensuring consistent application across the organisation.
- Support policy updates to align with UK legislation, ACAS guidance, and best practice.
- Support the review of policies by contributing knowledge, ideas and assisting in the consultation and negotiation processes, to ensure our policies are effective, compliant and fit for purpose.

3. Recruitment, Onboarding & Job Evaluation

- Assist leaders and managers with recruitment planning, offering advice and guidance about how we can attract and select the very best people for our Trust.
- Support the design of job descriptions, shortlisting techniques, and best-practice interviewing, selection and onboarding methods.

- Support the Trust in embedding Safer Recruitment processes, making recommendations for improvements where needed.
- Partner with our school business managers and leaders to support initiatives to improve our candidate experience and reduce time-to-hire.
- Support the Trust's job evaluation process as a trained job evaluator.

4. Learning & Development

- Assist in delivering HR-related workshops or manager training sessions to upskill our managers and leaders in all people-related activities.
- Champion our Appraisal process as a tool for engagement, and for supporting our people to learn and grow.
- Collaborate with our Research & Development Team on learning and development initiatives to support the growth and development of our people.

5. HR Systems

- Maintain the integrity of our HR System by ensuring accurate and timely data and input.
- Prepare reports and analytics such as absence trends, turnover, and headcount.
- Support the HR Team to maximise effectiveness of the system by identifying development opportunities and by contributing to system improvement projects.

6. Organisational Development & Effectiveness

- Contribute to HR projects and continuous improvement initiatives.
- Support engagement activities including surveys, wellbeing initiatives, and communications.
- Promote a positive, inclusive, and high performing culture.
- Contribute to HR Strategy to ensure our people thrive and belong

Professional Accountability

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. The post-holder is also expected to role model exceptional standards of behaviour and promote, display and engage with the Trust values and mission.

Person Specification - People Advisor		
Criteria	Essential / Desirable	Measured by
Qualifications <ul style="list-style-type: none"> CIPD Qualification Level 5 or significant, demonstrable experience of HR advisory work / Employee Relations experience 	E	AF/I
Knowledge and Experience <ul style="list-style-type: none"> Experience of working in an HR role, advising and guiding managers Experience of using and updating HR Systems Sound knowledge of UK employment law and current legislation Confidence in handling ER casework from informal advice to formal hearings Proficient in the use of Microsoft Teams and Microsoft Office Experience and comfort working in a fast-paced environment Experience of working in the education sector Knowledge of Green Book & Burgundy Book terms and conditions Experience of working with Trade Union representatives 	E E E E E E D D D	AF/I/T AF/I AF/I/T I AF I AF/I AF/I AF/I
Skills <ul style="list-style-type: none"> Ability to analyse data Excellent standard of written and verbal communication Good ICT skills Good presentation skills Ability to manage own workload and work on own initiative Highly organised with effective time management Ability to work constructively as part of a team, understanding school roles and responsibilities and your impact Ability to remain calm under pressure Highly motivated Excellent influencing, and relationship building skills Strong attention to detail and ability to manage confidential information 	E E E E E E E E E E E	AF AF/I AF AF/I I AF/I I I I AF/I AF/I
Behavioural Attributes <ul style="list-style-type: none"> Approachable, supportive, and employee focused Pragmatic problem-solver with sound judgement Able to balance employee and business needs Builds personal relationships with stakeholders, through regular contact and consultation Emotional Intelligence 	E E E E E	I I I I I

<ul style="list-style-type: none"> • Ability to remain calm under pressure, identifies and overcomes barriers and manage risks 	E	AF/I
<ul style="list-style-type: none"> • Demonstrates commitment to, and alignment to the values of the Trust 	E	AF/I

AF = Assessed at Application Form

I = Assessed at Interview

T = Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***