

Longridge Towers School: Job Description

HR Advisor

Overview

The HR Advisor is responsible for delivering all employment-related processes, including safer recruitment. They will be responsible for all employment related processes and procedures at the School, including Safer Recruitment and safeguarding procedures with regards to the Single Central Register (SCR). As the school's HR specialist, you will be required to provide advice and support to the Head, Finance Director and Senior Leadership Team. You will proactively advise on best practice HR and follow procedures to ensure all areas of HR are appropriately managed at the school.

This role is essential to the smooth running of the School working closely with the SLT in an environment which is busy during both term time and the school holidays. The School has a small administration and finance team and the work encompasses a broad range of duties.

Longridge Towers School has in the region of 100 staff.

Accountability and Relationships

The role reports to the Director of Finance, working closely with the Head Teacher and is the primary HR role within the School. You will work closely with a wide range of staff, as well as have contact with parents, outdoor agencies, prospective employees and volunteers.

The specific areas of responsibility are as follows:

Recruitment

- Manage all staff recruitment for the School; including the drafting of job descriptions, the writing and placing of advertisements, shortlisting, interviewing and making oral and written offers;
- Ensure the 'Vacancies' section on the School website is kept up to date and respond to potential employment enquiries in a prompt and courteous manner;
- Regularly review the most suitable platforms for job advertisements and negotiate appropriate financial terms if needed;
- Carry out all pre-appointment checks for employees, Governors and volunteers to ensure the School complies with safeguarding and inspection requirements;
- Provide support on interview days; meet and greet candidates, verify appropriate recruitment documents, ensure the candidates are in the right place at the right time and the process runs smoothly;
- Ensure the necessary checks, such as right to work in the UK, references, staff suitability and medical declarations are carried out for anyone invited to interview;
- Liaise with PGCE students and the Universities to ensure all the necessary recruitment checks have been carried out prior to commencement of their placement;
- Check all new staff, Governors and volunteers hold the appropriate qualifications for the role they are applying for and carry out the necessary checks with regard to evidence of these qualifications;
- Oversee all staff documentation required for employment, pay, pensions and life assurance;
- Produce offer letters, contracts of employment and other variations to terms and conditions; ensure the latest ISBA templates are referred to and utilised;
- Ensure all Teaching Regulation Agency checks are made and maintain the School's teachers database claiming and disowning teachers as and when necessary;
- Support the SLT on a range of employment matters, making recommendations regarding recruitment.

Compliance / Single Central Register

- Ensure the Single Central Register (SCR) is kept up to date at all times, and ensure all elements are fully complied with and followed up;
- Maintain the HR database (s);
- Identify when and what type of DBS check is necessary; ensuring all staff, Governors and volunteers are aware when they are necessary and which combination of original identification documents can be used; ensure funds are available on Atlantic Data and carry out all DBS checks using this platform;
- Keep up to date with employment law as well as statutory conditions and payments such as National Minimum Wage, Statutory Sick Pay etc. and review working conditions, as and when necessary;
- Update relevant HR policies to ensure they are compliant with current Employment Law as well as School regulations, make full use of the most up to date templates provided by the ISBA;
- Ensure School policies are kept up to date for inspection purposes as well as assisting in ensuring the ISI School portal is up to date;
- To be aware of and act according to policies and procedures relating to child protection, pupil behaviour management, health, safety and security, confidentiality;
- Maintain up-to-date electronic and physical employee records in accordance with statutory and inspection requirements; prepare Inspection documentation as required;
- Maintain a record of all potential employment enquires who have given permission to retain their details in line with the school retention policy and contact in the instance of a suitable position becoming available;
- Keep all filing and archives up to date.

Employee Relations / Personnel

- Support the Head and SLT with disciplinary matters; be available to attend disciplinary, grievance and capability hearings and appeals as required, provide the related administration;
- Provide advice, guidance and support to Line Managers, as well as teaching and support staff on any HR related matters, including Return to Work paperwork and interviews; seeking advice from the H&S Co-Ordinator when required;
- Advise the Director of Finance/Bursar on requests for flexible working or any other change to terms and conditions;
- Assist the Head or Director of Finance/Bursar on the control of standard employment references for former staff members.

Wellbeing / Behaviour / Performance

- Assist in the administration of the Performance Review Framework (PRF);
- Prepare the Staff Handbook annually using the most up-to-date ISBA template; support the Director of Finance to ensure annual paperwork, including the handbook are distributed in a timely manner;
- Develop and maintain constructive and positive working relationships with staff, parents, and pupils, and contact them as necessary.

Financial / Payroll

- Liaise with the Director of Finance/Bursar and the Finance Manager on pay and reward matters;
- Manage new starter and leaver processes, including arranging inductions and calculating final salary payments;
- Assist the Finance Manager with payroll; prepare staff salary calculations and advise when there may be changes to staff pay; ensure statutory payments are made when necessary;

- Manage all pension administration for both teaching and support staff; administer of staff benefits, such as Life Assurance; ensure the School has an expression of wish form for eligible staff;
- Assist with the calculation of annual salaries and produce the associated staff documentation, including updating the School's salary scales, and support the consideration of salaries where appropriate;
- Record all staff absences, including sickness, family friendly leave and any other types of absences and ensure payroll has the information required for salary payments;
- Monitor staff absences, highlight any issues to the Director of Finance/Bursar when necessary;
- Ensure medical certificates are received for staff when appropriate;
- Prepare staff absence letters advising of company sick and SSP entitlement;
- Record and monitor support staff holidays;
- Provide staff data as needed by managers or Governors or for statistical surveys and school censuses.

Training

- Liaise with the DSL and IT Manager regarding new recruits; ensure KCSIE, safeguarding and IT training is arranged;
- Help identify and record relevant training for all staff in conjunction with the H&S Co-Ordinator;
- Participate in annual performance reviews and performance management meetings;
- When a training need is identified, attend relevant and appropriate training courses during working hours when offered and out-with working hours when necessary.

Administration

- Book events, transport, training and accommodation requirements for the School; always ensuring best price;
- Place orders for school supplies; ensure the best price and quality of products;
- Receive deliveries into the school and ensure deliveries to the school are checked;
- Compile and send out the annual bursary paperwork; collate replies, copy and return original supporting documentation.
- When required, prepare reports and associated papers for Governor's meetings;
- Email management – addressed directly to the Vacancies inbox – ensure archives are accessible.

General Responsibilities

- Ensure all duties are carried out in accordance with Health and Safety regulations and with due regard to Child Protection and Safeguarding;
- Undertake any training and development for the better fulfilment of the post;
- Undertake any ad hoc duties or projects as requested;
- In the absence of front office staff or during the holidays (when required) answer the telephone and direct queries to the best point of contact;
- Provide input to projects where there is an HR implication;
- Promote high quality communication between all members of the school community, including parents and prospective employees/volunteers and trainee teachers;
- Contribute positively to and support the vision, aims and overall ethos of Longridge Towers School;
- Undertake any other duties and responsibilities as determined by the Director of Finance/Bursar or Head.

Personal Attributes and Qualifications

Skills, Knowledge and Experience

- Appropriate HR qualifications;
- Previous HR, recruitment, customer service and administration experience;
- Previous experience of working in a school or education setting;
- Confident, proficient IT skills with a high standard of MS Office programmes like Excel and Word;
- Exceptional organisational skills and attention to detail;
- Ability to explain legislative requirements in simple, practical terms;
- Excellent written and verbal communication skills;
- Ability to relate well to people on all levels with sensitivity, tact and diplomacy.

Personal Attributes

- Strong relationship building skills with the ability to communicate at all levels;
- Self-starter with a professional and approachable demeanour;
- Excellent time management and co-ordination skills with the ability to prioritise workloads to ensure duties are completed in a timely fashion;
- Efficient, innovative and pro-active; take initiative and constantly look to implement improvement to current processes and practice;
- A good listener with high standards of personal and professional integrity and discretion, with appreciation of what may need to be escalated or not;
- Resilience and steadiness to respond calmly in a fast-paced environment and role, manage conflicting priorities;
- Enthusiasm for working in a school and engaging with young people.
- [This post may be suitable for job share.](#)

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all responsibilities, tasks and duties. The job holder's actual responsibilities, tasks and duties might differ from those outlined in the job description and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Terms and Conditions

Hours of Work: 0.8 FTE to be worked between Monday to Friday 8.30am to 5.00pm with a 30 minute (unpaid) break for lunch. However, at times the post holder may be required to work such hours as are necessary to properly discharge the duties of the role as outlined in this specification.

Holidays: Holiday entitlement is six weeks plus statutory holidays. All holidays must be taken out-with term time and it is essential that there is always adequate admin cover.

Salary: Salary will be dependent on qualifications and experience. The salary range is likely to be around £24,000 to £28,000 per annum for the 0.8FTE.

Pension: Pension auto enrolment is in operation at the School through the Aviva Pension. The School's contribution is 3% if the employee contributes 5%.

Notice: All appointments are probationary for six months, after which the notice period will be three months from either party.

Contract: Full time, permanent.

The successful candidate will be required to undergo an enhanced Disclosure and Barring Service check which is obligatory for all persons working in an environment where children are present.