

OUR VALUES

We enrich through a broad and varied curriculum

Job Description

Job Title:	HR Advisor
Line Manager(s):	Head of HR
Department:	Human Resources

Job Summary

Working as part of a small team, the HR Advisor supports the day-to-day delivery of a comprehensive HR service across the Tormead family of schools. Reporting to the Head of HR, the postholder will support the full employee lifecycle, with a particular focus on payroll, contracts, reporting and HR systems. The postholder will be a trusted point of contact for staff and managers, providing prompt, pragmatic support and advice and ensuring HR policies and procedures are applied consistently.

Main Responsibilities

Employment Contracts and Probation:

- Prepare contracts of employment, contractual variation letters and contract renewal documentation accurately and promptly, ensuring the terms reflect the approved appointment, salary, hours, benefits, probation, notice period, contract end date and any other specific conditions.
- Monitor fixed-term contracts, probation end dates, contract review points and renewal deadlines, prompting managers in good time to support compliant decision-making and timely communication with staff.
- Liaising with managers, issue end of probation letters promptly.

Payroll and Remuneration:

- Undertake the administration of the payroll system, including processing new starters, leavers, salary changes, allowances, overtime, deductions and other contractual updates.
- Liaise with Finance colleagues to ensure timely and accurate processing of payroll.
- Ensure annual increments are processed and letters issued to staff.

Absence:

- Advise employees and managers on leave of absence, family leave and other leave requests in line with School policies and procedures.
- Monitor absences, ensuring medical certificates are obtained and payroll updated.
- Follow up on absence triggers, liaising with the Head of HR to review absence and provide data to support management decisions.
- Provide regular reports on absence levels, detailing trends and other key considerations.

HR Systems and Workforce Data:

- Maintain accurate employee records on HR systems.
- Support the preparation of the annual school workforce census.
- Support the preparation of gender pay gap reporting data.
- Produce regular and ad hoc HR reports for senior leaders, including workforce profile, absence trends, turnover, and recruitment activity.

Employee Relations:

- Respond to employment queries appropriately, escalating when required, and providing clear advice and ensuring HR policies and procedures are applied consistently.
- Interpret employment law and guide managers to ensure clarity and understanding, escalating to the Head of HR when required.
- Support the Head of HR with employee relations matters, including absence, probation, performance, conduct, capability, grievance and informal resolution.
- Promote consistent, fair and inclusive application of HR policies across the schools.

Continuing Professional Development:

- Keep up to date with changes in employment legislation, guidance and good practice.
- Evaluate own professional performance and be committed to improving own practice through appropriate training and development.
- Engage actively in the performance review process.

General:

- Be familiar with and ensure safer recruitment procedures and employment policies followed and applied consistently, in line with statutory guidance and School policy.
- Handle HR information in accordance with data protection requirements, confidentiality expectations and the School's data retention requirements.
- Manage and organise work of a confidential nature, with considerable tact, diplomacy and a high level of commitment and customer care.
- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.
- To promote and uphold the ethos and values of Tormead School.
- To adhere to all School policies, procedures, and risk assessments, including safeguarding, child protection and health and safety.

This job description is not intended to be a comprehensive statement of procedures and responsibilities but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. The post holder shall be required to carry out other duties as necessary and required to meet the changing needs of the school.

Safeguarding Children

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with the School's policies and procedures.

Key Relationships

Internal: Head of HR, HR Operations Manager, HR Officer, HR Assistant, Head of Finance, line managers, Teaching and Business Staff colleagues.

External: Prospective employees.

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications & Training	● CIPD Level 3 or equivalent relevant experience ● Evidence of continuing and relevant professional development	● CIPD Level 5 or equivalent relevant experience
Experience & Knowledge	● Experience of providing HR advice and managing HR administration ● Experience of preparing contracts of employment ● Good knowledge of employment law and HR good practice ● Experience of working as part of a small team in a varied and busy work environment ● Good knowledge of data protection principles	● Experience of payroll reconciliation ● Experience of managing employee relations cases ● Experience of working in a school or another regulated environment ● Knowledge of inspection requirements
Skills & Aptitudes	● Ability to act professionally and with integrity ● Excellent interpersonal, written and verbal communication skills ● Ability to develop effective working relationships with all staff ● Strong attention to detail ● Experienced user of HR systems ● Self-motivated individual who sets high standards for themselves ● Resilient and able to manage competing priorities ● Proficient user of Microsoft Office ● Commitment to and an understanding of the importance of safeguarding and safe recruitment	● Experience of using Every HR ● Experience of BPS and EduPay ● Experience of contributing to HR projects, policy development or change initiatives