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**Job Description – HR Advisor**

**Aim:** To assist the HR Manager in the provision of a Human Resources function to support the management of the School.

**Reports to:** HR Manager

**Salary:**  £31,000 - £34,000

**Hours:** 37.5 hours per week, Monday to Friday

8**.**00 – 4.30pm

**Holidays:** 5 weeks’ paid annual leave

**Other Benefits:** Lunch during Wycombe Abbey School term time.

Use of the Davies Sports Centre at specified times.

Childcare Vouchers.

Fee remission for daughters attending the School (conditions apply).

**KEY RESPONSIBILITIES**

**HR Compliance**

* Ensure that the Single Central Register is accurate at all times and that all employee personnel records are compliant with safer recruitment regulations.
* Assist the HR Manager to ensure that all HR records comply with safer recruitment legislation, ISI regulations, employment law and GDPR regulations.
* Attend regular updates and training to ensure knowledge of key areas of legislation is kept up to date.

**Recruitment and Selection**

* Lead the recruitment for all support staff vacancies, with the assistance of the HR Officer.
* Responsible for the negotiation of preferential rates with job boards and agencies.
* Monitor and record all applications.
* Manage recruitment timescales to ensure the process is completed quickly and efficiently
* Coordinate recruitment days including preparation of timetables, devising tests and other selection activities, ensuring all stakeholders are kept informed throughout the process.
* Act as the key contact during recruitment days.
* Ensure all pre-employment checks are carried out promptly and in accordance with all safeguarding and employment law legislation.
* Liaise with the Payroll Manager regarding all new starters.
* Lead the apprenticeship scheme.

**Induction**

* Oversee the induction process for all Support Staff.
* Liaise with line managers to ensure that all induction checklists are completed.
* Carry out follow-up interviews with Support Staff to review effectiveness of induction.

**Employee Relations**

* Lead on all employee relations issues for support staff and provide relevant advice to line managers.
* Carry out or assist with investigations.
* Attend disciplinary, capability or grievance meetings and act as note taker where required.
* Liaise with expert legal advisors on more complex matters.

**Operational HR**

* Provide an accurate and timely HR administration service.
* Advise and coach line managers on all relevant HR issues.
* Coordinate the day to day operational work of the HR Department and provide regular updates to the HR Manager.
* Carry out benchmarking exercises as required.
* Carry out project work as required.
* Manage the exit interview process.
* Deputise for HR Manager when required.
* Liaise closely with the Payroll Manager to ensure that accurate and timely information is provided.
* Promote a culture aligned with the School’s values.
* Any other duties to assist with the smooth running of the HR Department.

**PERSON SPECIFICATION**

**Specialist knowledge and experience**

* Previous experience of working in a HR role is essential.
* Ability to maintain strict confidentiality.
* Meticulous eye for detail and ability to process large amounts of data,
* Ability to prioritise when faced with numerous demands.
* Experience of dealing with a wide caseload of employee relations issues
* Excellent working knowledge of Microsoft Excel, Word and Outlook
* CIPD Level 5 Certificate or Diploma desirable.
* Knowledge of safer recruitment practices is desirable.
* Experience of school inspections is desirable.

**Attention to detail**

* Ability to provide a high standard of administrative work.
* Ability to enter data accurately and efficiently.

**Team working**

* Ability to develop effective and supportive relationships with colleagues, both internal and external, both in terms of social interaction and positive support within a team.

**Using initiative**

* Ability to work unsupervised and to take responsibility for own actions.
* A “starter/finisher”, able to be proactive and persistent in seeking solutions to enable conclusion of tasks.
* Self-motivated and able to work without close supervision.

**Communication**

* Experience of communicating effectively, both verbally and in writing, adapting style to suit the audience.
* Excellent telephone manner.
* Confident interaction with colleagues, members of the extended School community, parents, pupils and visitors.

**Organisation**

* Ability to organise time effectively, prioritising workloads and meeting deadlines.

**Flexibility**

* Ability to successfully adapt to changing demands and conditions.
* Ability to work occasional weekends or evenings is an advantage.

**Resilience**

* Ability to remain calm and self-controlled under pressure.

**Special conditions**

* The post is conditional to an enhanced DBS check.

**Child Protection Statement:**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times.  If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School’s Designated Safeguarding Lead or to the Headmistress.

The School values of Mutual Respect, Encouragement and Trust (MET) should be followed to enhance working relationships and to benefit the whole School community.