



Stepney All Saints School

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Headteacher: Mr P Woods

Human Resources Adviser Job Description

Role title	Human Resources Adviser
Purpose of role	To provide high quality HR advice and support to staff, SLT, governors and stakeholders
Working hours	35 hours per week for 52 weeks per year (all-year round position)
Salary	Scale PO1, Points 28-31
Line Manager	Human Resources Manager
Line managing	TBC

MAIN PURPOSE OF THE JOB

To support the HR Manager in providing a comprehensive Human Resources Service to the School. This will include:

1. Responsibility for the maintenance and monitoring of accurate HR records & production of management information.
2. Administration of the recruitment and new starter process and provision of other general HR support.
3. Providing advice and support in relation to a variety of other HR processes, including staff disciplinary, capability, performance, grievance and pay/reward matters.

DUTIES & RESPONSIBILITIES

Main duties and responsibilities are listed below. Other duties of an appropriate level and nature will also be required.

1. Responsibility for the maintenance and monitoring of accurate HR records & production of management information.

- Ensuring that electronic and paper-based staff records are maintained in a confidential and accessible manner i.e. Single Central Record, personal files, sickness records and annual leave records.
- Drafting, updating, issuing and recording of all contractual documents.
- Ensuring full monitoring and reporting is carried out, meeting the needs of the Equalities Act.
- Responsibility for updating of and reporting on management information as required (e.g. Schools Workforce Census) using a variety of systems (e.g. CMIS). Reporting to the governing body as appropriate.
- Maintaining effective process, file and archive systems related to the life cycle of staff in school.

2. Managing the recruitment process

- Administer the recruitment of staff, including advertisements, pre-employment checks, issuing and amendment of contracts and staff induction in relation to HR matters
- Ensuring the whole recruitment function operates efficiently and complies with the School's guidance and relevant statutory requirements (including current safeguarding guidance), including the setting up and reviewing of recruitment/selection systems.
- Ensuring all pre-employment clearances are undertaken to the School's satisfaction, e.g. references, work permits, DBS clearances, Children's Barred List checks and medical clearances etc.
- Managing and overseeing the administration of all stages of the recruitment & selection process e.g. Job Description, Person Specification, advert, closing dates, candidate long-list/shortlist, invitation to interview etc.



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3. Responsibility for ensuring the School's payroll provider receives accurate and timely staff information.

- Collating, preparation and submission of information on a monthly basis to the payroll provider, within strict deadlines to ensure staff are paid accurately
- Liaising with the payroll provider to ensure all instructions are executed accurately
- Overseeing the administration of staff overtime claims and other additional payments
- Checking the payroll output ensuring all amendments are executed to facilitate an error free payday

4. Monitoring staff sickness

- Support the HR Manager in the development and maintenance of systems to ensure all staff sickness is accurately recorded and reported.
- Co-ordinate sickness absence information and ensure payroll is informed.
- Update and maintain sickness absence database.
- Reconcile records with MIS.
- Manage sickness absence casework.

5. Provide HR Advice and Support

- To maintain comprehensive information about the special and unique conditions of service for the different and diverse groups of staff within the school.
- To interpret and provide advice on all statutory and national procedures relating to different conditions of service, and update policies and procedures as required.
- To provide accurate and comprehensive advice and guidance in relation to the full range of HR policies, and ensure that they are properly adhered to.
- Provide training material and deliver training to SLT, Staff and governors as required.

General

- Produce and analyse personnel data, including provision of reports for the SLT and external agencies
- Provide general administrative support to the HR function, including producing letters and template packs/documents, creating spreadsheets and power point presentations, taking notes and minutes of meetings, and arranging meetings and casework management.
- Undertake research as required
- Attend team and staff meetings and INSETs as required.
- Undertake appropriate continuing professional development; and identify areas for own professional development.
- Ensure all duties and responsibilities are discharged in accordance with the School's Health & Safety at Work Policy.
- Comply with the School's Equal Opportunities, Child Protection, Confidentiality, and other policies, assisting with their development and promotion within the School, reporting all concerns to an appropriate person.
- Undertake additional duties and responsibilities that may arise from time to time, commensurate with the scope and grade of the post.

All support staff are expected to:

- Support the school values and ethos
- Follow school policies, practices and procedures
- Participate in the annual appraisal system
- Support equal opportunities measures and promote anti-discriminatory practice



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- Support safeguarding and child protection measures and promote the welfare of students
- Undertake any other reasonable duties commensurate with the role and grade as determined by the headteacher or line manager.

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents evenings or other school events. Time Off In Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

Name of employee:	Signature:	Date:
Name of line-manager:	Signature:	Date: