



## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE:**  HR Support Partner

**REPORTS TO:** Lead HR Partner

**SALARY:** To be negotiated

**HOURS:** The hours are flexible to meet the demands of our service delivery. Although predominately worked during school term time, there may be a requirement to carry out some work during school holiday periods – this is a maximum of 3 weeks work per academic year. Although we work flexibly, to meet the needs of our clients, we do not expect staff to take time off during term time.

**Location:** Avec are based in Newton Aycliffe although work across the North of England. We support all of our team with the ability to work from their home, when appropriate, although an office facility is available, which is based in Newton Aycliffe. This will be discussed with you upon appointment.

### **PURPOSE OF POST:**

- To support the team in providing high quality HR advisory services to our schools and academies.
- To ensure that the HR function proactively supports the best interests of all the schools and academies we work with to achieve their objectives.
- To actively promote the business, generating new clients and retaining existing clients across the North of England Region.

### **KEY OUTCOMES**

The post holder will be expected to achieve the following outcomes.

- To assist in providing specialist hands on support and advice to CEO's, Head Teachers, School Business Managers, Senior Managers and Governors in relation to a wide range of HR issues.
- Undertake the full range of duties in connection with school/academy recruitment advertising and Head Teacher recruitment administration including liaising with schools, members of the Governing Body and the HR Partners.
- Provide advice to schools in respect of national conditions of service and local agreements for teaching and support staff in schools.

- Provide support to the HR Partners where requested, such as carrying out sickness absence reviews, managing the administration of disciplinary and grievance cases and communicating with Trade Union partners.
- Supporting schools to ensure they have appropriate and effective HR systems in place in accordance with agreed policies.
- Supporting school and academies in ensuring accurate employee records are maintained.
- Prepare reports for a range of needs including sickness, data management, academy conversion etc.
- Keep abreast of HR developments across the Educational Sector, notably in relation to the Academies Sector.
- To ensure that clients receive effective and appropriate advice and support on all practical aspects of HR.
- To be able to assist in the Academy Conversion Process as part of a project management team, providing relevant support with HR issues.
- To build up effective, collaborative, dynamic relationships with all of our schools and academies.
- To actively seek out feedback in order to maintain positive relationships and professional credibility.
- To be responsible for leading your own work, with support and supervision, proactively dealing with your workload in a creative and flexible working environment.
- To work collaboratively with the Finance and H&S arms of the team, to offer schools a seamless service.

## **OTHER DUTIES**

- To develop an understanding of varying policies and procedures within the schools and academies, complying with their contents and raising concerns.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

Given the dynamic nature of the role and structure of Avec, it must be accepted that, as the Company's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

***The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time.***

Avec is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



	Criteria	Essential / Desirable	Key
<b>Education and Qualifications</b>	CIPD qualified (or working towards)	E	AF/C
	5 GCSE's including English and Maths Grade C+ or equivalent	E	AF/C
<b>Work Experience</b>	Minimum of 1 years experience in a HR environment	E	AF/I
	Experience of working in the education sector	D	AF/I
	Experience of dealing with a wide range of people in a diplomatic and professional manner	E	AF/I
	Experience of providing information on maternity/paternity/adoption leave including advising on policies and collating and sending relevant documentation	D	AF/I
	Knowledge and experience of Safer recruitment legislation	D	AF/I

	Experience of advertising vacancies and recruitment processes, such as DBS checks and references.	D	AF/I
<b>Other Requirements</b>	Ability to work flexibly during school term times, attending meetings and events outside of normal working hours.	E	AF/I
	A commitment to working as part of the Avec team and supporting the vision and aims of the company	E	AF
	Flexibility to work a small amount of weekend working.	E	AF
	Ability to travel independently.	E	AF
	Suitability to work within the education environment	E	D

**Key:**

**AF** – Application Form      **C** – Certification      **I** – Interview      **D** – Disclosure and Barring Check