



## Northern Education Trust Job Description

### Trainee HR Advisor

<b>Job Title:</b>	Trainee HR Advisor		
<b>Base:</b>	North Shore Academy		
<b>Reports to:</b>	HR Manager	<b>Grade:</b>	NJC SCP 14 – 19
<b>Service responsibility:</b>	Human Resources	<b>Salary:</b>	£22,462 – £24,799
<b>Additional:</b>	Regular travel will be required.	<b>Term:</b>	Fixed Term (pending obtaining qualification)

### JOB PURPOSE

- To work as part of a proactive, innovative and responsive HR team providing excellent customer service;
- To build and develop relationships with staff at all levels.

### JOB SUMMARY

1. Develop and maintain effective working relationships with key stakeholders.
2. Assist in the development, implementation and delivery of HR training packages and toolkits,
3. Assist the key stakeholders in handling their HR needs and problems through case and project management, starting with attendance management and supporting senior HR staff during complex investigations.
4. Undertake necessary training and CPD with the HR team to develop own expertise, including shadowing senior HR staff
5. Ensure accurate recording of all case work including minutes, emails, letters, witness statements,
6. Support senior HR staff with staffing restructures and assist with the work associated with redundancies,
7. Recruitment and selection of senior positions and oversee the administration of other positions – liaising with external advertising agencies for adverts, preparing packs for short listing, sending out invite to interview letters, reference requests etc;
8. Being responsible for the processing of new appointments and changes to existing employment contracts using established templates and pro-formas, including issuing of offers of employment and statement of particulars.
9. Organising and minute taking at meetings, providing confidential administrative support to the HR team;
10. Provide information and advice to staff and line managers in relation to legislative requirements involved in the recruitment and employment of staff. Where appropriate, ensure that queries are directed to the appropriate member of the HR team;
11. Inputting data and effectively maintaining confidential HR records;
12. Oversee all required pre-employment checks including DBS checks, pre-employment questionnaires etc;
13. Maintain an accurate Single Central Record of all employees of the central team;
14. Dealing with day to day enquires on HR/Payroll issues.
15. Organise and maintain effective filing systems, both paper and electronic in order to provide an efficient working environment;
16. Undertake administrative work associated with staffing restructures; including

- compiling standard letters and calculating redundancy costs;
17. Undertake project work as directed by the HR Manager / Director of HR and Communications;
  18. Comply with Trust policies and procedures at all times, including GDPR related policies.

### **General**

1. To participate in wider Trust meetings and working groups as required

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: .....

Date: .....