

HR Advisor
SCP 24-27 £28,672 - £31,346)
(pro-rata, term time only £20,421 - £22,325)
Fixed Term Contract – Maternity Cover
Hours: Flexible – minimum of 30 hours per week

January 2021 start required

We are looking to appoint an exceptional and proactive HR Advisor on a fixed term basis to support Lingfield Education Trust in its vision to be outstanding in educating the whole child. This is an exciting opportunity to join the central team and contribute to the growth and success of the Trust.

The Trust consists of a family of 7 highly successful schools. We have a distinctive ethos to support all children educationally, socially and practically, to achieve their highest potential in school and life. We are determined to become the Trust that makes the biggest difference to the whole child, all our staff, and the local community.

We are looking for someone with:

- HR experience, preferably within the education sector, with the ability to lead on complex employee relations issues across our schools
- The ability to work collaboratively and create highly effective working relationships with all employees, Trustees, Governors and the community and to help the Trust be an employer of choice
- A desire to make a difference and contribute to the achievement and education of the whole child
- Significant advisory experience at a high level, dealing with complex disciplinary, grievance and sickness absence processes across multi-sites

An application pack can be downloaded from our website www.lingfieldeducationtrust.com or alternatively please contact Hannah Peacock, HR Manager. Applications must be returned to hpeacock@lingfieldeducationtrust.com. We cannot accept CVs for this role. If you would like to call and discuss this exciting opportunity, please ring on 07525055579.

Closing Date: 1st November 2020
Shortlisting: Week commencing 02/11/2020
Interview Date: 9th November 2020

Lingfield Education Trust are fully committed to the safeguarding of all children and all applicants will be required to undergo safer recruitment checks.
The post will be based at Mount Pleasant Primary School, however, the Trust reserves the right to require you to work at other schools depending on the needs of the business.

Lingfield Education Trust – Job Description

Job Title:	HR Advisor		
Reports to:	Director of Operations	Grade:	SCP 24 - 27
Contract:	Flexible (at least 30 hours) – term time only	Salary:	£28,672 - £31,346 (pro rata)
Additional:	Regular travel will be required	Term:	Fixed Term – maternity cover

JOB PURPOSE

- Provide HR guidance on complex employee relations issues to ensure Lingfield Education Trust are an employer of choice.
- To work as part of a proactive and innovative central team to provide a responsive, creative and education focused HR support service across the Trust.
- To provide professional HR support to Trustees, senior leaders, employees and governors across Lingfield Education Trust.
- To build and develop relationships with staff at all levels to provide support, guidance and challenge where appropriate, on all HR related matters.

JOB SUMMARY

1. Provide advice and guidance on all HR policies and HR related issues to support understanding and ensure effective communication of excellent HR practice.
2. Contribute to supporting the wellbeing platform across the Trust to maintain employee wellbeing
3. Proactively assist senior leaders in handling their complex HR needs and problems through case and project management, including grievance, discipline, capability, appraisal, attendance management etc.
4. Working with the Executive Head Teachers, Head Teachers and Heads of School to ensure effective monitoring of sickness trends and ensure effective remedial action is undertaken, in accordance with the Trust's policy and to facilitate a proactive approach to absence management, to ensure a smooth return to work.
5. Build effective working relationships with colleagues, employees, Executive Head Teachers, Head Teachers, Heads of School, governors, trade unions and external parties.
6. Build relationships with employees and leaders at all levels, and develop a good understanding of their work so you can offer solutions that are education focused and ensure the best outcome for all.

7. Provide an efficient, effective and customer focused HR service which supports all aspects of an employee's relationship and engagement with the Trust including recruitment, terms and conditions of employment, training and development activities, ensuring compliance with employment legislation and Trust policies.
8. Review HR policies with the Director of Operations to ensure they are up to date with latest legislation, guidance and best practice and to ensure the policies are implemented across the Trust.
9. Ensure all HR information is accurate and up to date and to develop and produce reports across the Trust.
10. Be proactive in seeking and identifying opportunities to enhance delivery of HR services to the Trust.
11. Improve HR skills across the Trust through CPD, coaching and mentoring and active participation in problem-solving and casework.
12. Be aware of the Lingfield Education Trust national recognition agreement with Trade Unions and ensure this is complied with.
13. Take a proactive role in the HR interventions required in relation to safeguarding.
14. Liaise with a legal provider and other HR professionals where appropriate to ensure best practice, and latest legislation is adhered to, minimising risk to the Trust.
15. Ensure accurate recording of all case work including minutes, emails, letters, witness statements.
16. Support and attend Tribunal Hearings as and when required.
17. Support with TUPE processes for academy conversions or rebrokerage and undertake the consultation process with unions and staff.
18. Support with staffing restructures across the Trust alongside the Director of Operations, ensuring that the restructures are legally compliant and in line with Trust policy,
19. Provide advice and guidance on all aspects of the recruitment of staff, in accordance with Trust policy and safer recruitment requirements.
20. Actively demonstrate commitment to your own continuous professional development CPD and knowledge of 'best practice'
21. Continuously strengthen skills and knowledge required for effective HR case management and problem solving.
22. Comply with all Trust policies

Lingfield Education Trust 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.

**Lingfield Education Trust
PERSON SPECIFICATION – HR ADVISOR**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Application	E1	Fully supported references	AF/R			
	E2	Well-structured supporting letter	AF			
Qualifications & Education	E3	CIPD Qualified	AF/C			
	E4	Willingness to participate in training and development opportunities	AF/C			
Experience	E5	Substantial mid-level HR experience	AF/I/R	D1	An understanding of the education climate and culture	AF/I/R
	E6	Some knowledge of TUPE transfers	AF/I/R			
	E7	Experience of managing complex case work including absence management, disciplinary, grievance etc.	AF/I/R			
	E8	Experience of working with or contributing to negotiations with	AF/I/R			

		unions and key stakeholder discussions	AF/I/R			
	E9	Some experience of HR project work including restructures	AF/I/R			
	E10	Experience of dealing with difficult and sensitive situations in a diplomatic way				
	E11	Experience of working with local and national conditions of service for teachers and support staff				

Skills	E12	Full and up to date knowledge of employment legislation and HR good practice	AF/I/R			
	E13	Knowledge of Teachers and NJC pay and conditions	AF/I/R			
	E14	Negotiating skills	AF/I			
	E15	Good ICT skills and ability to use MS office software	AF/I/R			
	E16	Effective written and verbal communication skills and the ability to effectively convey complex information to a wide variety of audiences	AF/I/R			
			AF/I/R			
	E17	Excellent organisation skills	AF/R			
	E18	Ability to work with staff at all levels including senior managers and other key stakeholders	AF/I/P			
	E19	Knowledge of the recruitment process	AF/P			
			AF/P			

	E20	Ability to work under pressure and to strict deadlines	AF/R			
	E21	To be able to research, analyse and reason logically and effectively within tight and conflicting timescales	AF/I/R			
Personal Attributes	E22	Able to build good working relationships with people at all levels	AF/I/R			
	E23	Flexible friendly and positive approach	AF/I/R			
	E24	Able to work independently and are self-motivated	AF/I/R			
	E25	Able to travel	AF/I/R			
	E26	Commitment to safeguarding and welfare of children	AF/I			

Key – Stage identified	
AF	Application Form
C	Certificates
P	Presentation/ skills test /observation
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.