

<b>Post title</b>	<b>HR Advisor</b>
<b>School/Organisation</b>	Avanti Services Ltd
<b>Location</b>	Stanmore
<b>Grade</b>	G9-10, £34,538 – £42,425 depending on experience
<b>Hours</b>	Full time (37.5 hours per week)
<b>Contract Type</b>	Permanent
<b>Reports to</b>	Head of HR
<b>Preferred Start Date</b>	As soon as possible

## MAIN PURPOSES OF THE JOB

Avanti Services Limited supports the Avanti Schools Trust which is a fast-growing Multi Academy Trust currently running schools based in London, the midlands and the South West of England. All Avanti schools provide pupils with an outstanding education rooted in the inclusive and distinctive Avanti Schools ethos of educational excellence, character development and spiritual insight. This role will be based in the Trust Head Office and will be supporting the HR team.

The purpose of this role is to provide effective and efficient HR Support and advice across the organisation, acting as a point of contact to the schools and external contacts, maintaining confidentiality and respect whilst adhering to policies, procedures and regulatory framework.

## RESPONSIBILITIES OF THE JOB

- Provide timely advice on HR issues in relation to absence management, disciplinaries, grievances, case work, performance management and probationary management to ensure compliance with legislation and HR policies and procedures.
- Advise, support and coach managers on the interpretation and application of policies, processes and procedures, ensuring these are applied fairly and consistently
- Recommend appropriate courses of action in line with best practice, policies, employment legislation and relevant regulatory frameworks
- Provide advice and support to managers in change management activities such as redundancy, TUPE and other organisational change situations attending homes/schools if appropriate ensuring correct information and consultation processes are followed.
- Ensure accurate records are maintained so that appropriate information is available to support any present or future decisions/challenges in relation to HR and other matters.
- Collate and provide management information on sickness absence, turnover, discipline, grievances and performance capability to directors, senior managers and other managers to ensure that the HR business matters are managed and/or resolved as quickly as possible.
- Work as part of the team to review, maintain and issue policy documents, handbooks, contracts of employment, and role profiles so that they are up to date with current legislation and HR best practice.
- Manage and prioritise a varied employee relations caseload, working to tight timescales.

- Take all reasonable steps to ensure appropriate confidentiality but always having regard to safeguarding responsibilities and to keep the schools compliant with data protection law.
- Undertake other duties appropriate to your post and/or hours of work and as specified by to assist in ensuring the business goals are met.

<b>Person Specification</b>			
<b>Criteria</b>		<b>Requirement</b>	
		<i>Essential</i>	<i>Desirable</i>
1.	Educated to degree Level or equivalent	X	
2.	CIPD qualified at least level 5	X	
3.	Meticulous attention to detail	X	
4.	Experience of supporting managers in all areas of People matters including employment offers, People policies, performance improvement, disciplinary & grievance, absence & sickness, variation of terms, termination of employment and recruitment, etc.;	X	
5.	Experience working in Multi Academy Trust or Schools		X
6.	Knowledge of Local Government Pension Schemes		X
7.	Previous experience working at HR Advisor / Officer level in a generalist role		X
8.	Experience of developing/updating policies with changes in employment legislation.	X	
9.	Sound working knowledge and understanding of UK employment legislation	X	
10.	Able to work effectively on own initiative and within limits of own professional boundaries and knowledge	X	
11.	Experience of job evaluation – HAY, GLPC, NJC scheme		X
12.	Demonstrates a calm and professional approach to sensitive and/or in contentious people issues	X	
13.	Working knowledge of TUPE		X
14.	A good understanding of the principles of Safer Recruitment and Equality and Diversity as relevant to the needs of the post	X	
15.	Experienced in prioritising varied and conflicting work demands and able to work under pressure	X	
16.	Excellent written and oral communication skills	X	
17.	Approachable and confident in dealing with a wide variety of people	X	



<b>Person Specification</b>			
<b>Criteria</b>		<b>Requirement</b>	
		<i>Essential</i>	<i>Desirable</i>
18.	Competent in the use of HR systems and Microsoft office in particular excel and word	X	
19.	Good understanding and experience of using databases	X	
20.	Respects confidentiality	X	
21.	Excellent organisation and time management skills to be able to organise and prioritise multiple work streams within a fast paced and evolving environment	X	

## **FURTHER INFORMATION**

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.