

One Education

JOB DESCRIPTION

HR Adviser

The postholder reports to the HR&People team leader. Main contacts for the job are: Directors and staff of One Education, Headteachers, senior leaders, and other school based staff, Chairs and members of Governing Bodies, trade unions/professional associations, officers of the relevant maintaining local authority and other collaborating companies and organisations.

Main purpose of the Job

To provide a comprehensive range of people management advisory and support services to Headteachers and other school leaders. The role encompasses HR, school / academy governance, business management, critical incident management and the relevant pupil safeguarding advice and practical support. The aim of One Education is to provide practical solutions for school management and professional issues.

Main Duties

1. Effectively participate in the HR&People Service's response to all critical incidents.
2. Support the work of Headteachers, Senior Leaders and Chairs of Governors and provide appropriate advice and guidance regarding all staffing issues in accordance with the relevant employment and education legislation.
3. To be responsible for providing appropriate advice and managing a caseload relating to a variety of staffing issues, including staff discipline, grievances, attendance, conciliation and capability matters.
4. To attend schools / academies and undertake investigations and advise on the outcomes to all relevant parties.
5. To represent the school / academy at hearings in accordance with the appropriate procedures and Governance regulations, and to act as Clerk for the relevant body where required.
6. To maintain accurate case records of the advice provided and progress of each individual case.
7. To identify and report to the relevant senior manager of One Education potential areas of concern and/or risk relating to any school issues.
8. Lead on projects or assist with programmes as assigned.

9. Assist senior One Education managers to support schools, Police, Quality Assurance, Health Services and other relevant agencies to ensure the effectively implementation of all Safeguarding arrangements for Children within Schools.
10. To carry out reviews of staffing structures as commissioned by schools.
11. Attend One Education training and other events and to create resources and information as required.
12. Assist with effective induction of new team members.
13. Participate in the introduction of new initiatives and future changes in service delivery as they evolve.
14. To represent One Education Ltd, as required, at a range of training, sales and development events, meetings and seminars.

This role will require some attendance at evening and weekend meetings in respect of which the postholder will be granted time off in lieu.

Where the post holder is disabled, every effort will be made to supply the necessary aids, adaptations or equipment to allow him/her to carry out all the duties of the post. If, however, a certain task proves unachievable job redesign will be given full consideration.

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PERSON SPECIFICATION

HR Adviser

For this job we are looking for:

The ability to inspire professional trust and confidence on the part of school leaders and Chairs of Governors to make sound judgments and respond positively to a rapidly changing educational environment.

Excellent verbal communication skills; ability to act as advocate.

Good negotiation and conciliation skills.

Analytical skills and experience of developing innovative solutions to complex issues.

Experience of researching and developing HR policies and procedures and the effective management of data.

A knowledge of school governance and the role of governors

Excellent written communication skills: an ability to produce quality reports, briefing notes and other documents.

In depth knowledge and experience of providing hands on advice and guidance on a range of HR type issues.

Knowledge of employment law

Ability to drive and have access to a car – or have equivalent mobility.

Personal style and behaviour

Tact, diplomacy and discretion in all interpersonal relationships with clients and colleagues.

Personal commitment to ensure that services are equally accessible and appropriate to the diverse needs of service users.

Self motivation and drive to complete tasks to deadlines and to accepted quality standards.

Personal commitment to continuous professional development and service improvement.

Personal commitment to a culture and practice of team working.

The flexibility to adapt to changing workloads and to new organisational challenges.

Willingness to consent to and apply for a standard/enhanced disclosure.