



## Ashmole Trust

### JOB DESCRIPTION

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| <b>JOB TITLE:</b>      | HR Advisor   |
| <b>GRADE:</b>          | Pay Grade 30 - 33  |
| <b>PURPOSE OF JOB:</b> | To ensure an effective and comprehensive HR function for Ashmole Academy ensuring best practise and compliant with employment legislation. |

#### **EMPLOYMENT DUTIES:**

The job description should be considered with due regard to the Academy's staffing structure and the Academy's corporate plan.

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#### **HR**

1. Be first port of call for all HR matters and advice for Ashmole Academy.
2. Manage the recruitment process from advertising posts, updating job descriptions and co-ordinating the recruitment process
3. To support the HR Director in managing employee relations including performance issues, disciplinary and grievances
4. Manage recruitment days to run efficiently and effectively, in order to select and appoint the best quality candidates.
5. Liaise with recruitment agencies to ensure high quality supply staff and ensure they have the relevant pre-employment checks before they start work at the school
6. Ensure that all HR processes (issuing of contracts, offer letters, changes letters etc) are completed to the highest level and are accurate.
7. Process maternity and paternity leave and flexible working requests.
8. Liaise with payroll to ensure staff are appropriately paid and changes are processed within the relevant pay period
9. To make occupational health referrals and provide support and advice to employees with a focus on staff wellbeing.
10. Co-ordinate the annual holiday entitlement
11. Compile welcome packs for new staff and recruitment packs
12. Ensure the vacancy section of the website is up to date and promotes the Trust as an employer of choice

13. Ensure all safeguarding vetting is completed and the Trust is compliant with safer recruitment. Maintain all personnel files and computerised personnel records.
14. Ensure the probationary process is completed for all staff members
15. Ensure full Job description library is maintained and reviewed annually
16. Prepare salary recommendations annually and manage salary assessment process
17. Manage staff absence process for the school to include monitoring staff absence data and produce monthly reports.
18. Produce high quality documents and letters relating to HR
19. To undertake specific HR projects as requested.
20. To assist the HR Director as required with HR support for other schools within the trust and be involved with any TUPE process
21. To assist the HR Director with the recruitment and promote the teacher training programmes for the schools within the partnership
22. Keep up to date with employment law, HR Policies and best practise.
23. To ensure a high level of confidentiality and efficiency
24. To ensure the HR computerised system (Bromcom) is accurate and updated at all times.
25. To undertake such duties as are delegated by the Headteacher and HR Director

To safeguard and promote the welfare of children

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the school.

Post Holder: \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_