



FINHAM PARK  
MULTI ACADEMY TRUST

## JOB DESCRIPTION

<b>Post:</b>	HR Advisor
<b>Salary Level:</b>	Grade 6
<b>Responsible To:</b>	Head of HR
<b>Base:</b>	Finham Park 2, Torrington Avenue. Flexibility is required to work out of any Trust site or other location to meet the needs of the organisation.

### Job Purpose

The post holder will be the first point of contact for managers, providing guidance on all HR operational issues including terms and conditions of service, Employee Relations (ER), recruitment and training and development.

To work collaboratively with both School and Multi Academy Trust leaders to provide professional customer focused strategic and operational workforce support of a high quality.

### Main Duties and Responsibilities

1. To provide day to day HR support and guidance to all schools in the Multi Academy Trust
2. To provide coaching, support and expertise in the management of all ER matters, including active involvement in compilation of management cases, supporting managers at hearings and to be a panel member at hearings, as appropriate.
3. To actively support absence management including involvement in absence management meetings, referrals to Occupational Health, capability meetings through to termination of contract.
4. To have a strong understanding of employment legislation and working practices in order to support managers and promote good employment practices.
5. To provide advice to managers on matters relating to change management and TUPE, including redundancy regulations, to ensure they are delivered in accordance with agreed requirements, are embedded effectively and benefits realised.
6. To provide advice on HR issues such as maternity, adoption, paternity leave, flexible working and annual leave in a timely and accurate way.
7. To support recruitment activity within the HR team ensuring high quality processes and a positive candidate experience.
8. To support the Head of HR in policy development, toolkits and strategies to improve HR practice in the Multi Academy Trust.
9. To support the Head of HR in talent, learning and development and reward strategies to address the schools needs and attract and retain talent where possible.





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10. To support the Head of HR to identify, analyse and interpret HR related data, to continuously improve service and enable the Trust to deliver World Class education.
11. As required by the Head of HR, provide day to day line management and support to other members of the HR team including appraisals, sickness and performance management.
12. Undertake project work at the discretion of the Head of HR.

Any such duties as are within the scope and spirit of the job purpose, the title of the post, and its grading.

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Date Reviewed:      May 2021**

