

## **CARDINAL NEWMAN CATHOLIC SCHOOL**

### **JOB DESCRIPTION**

<b>Job Title:</b>	HR Adviser (Technical Specialist /Organisational Support Level E)
<b>Reports to:</b>	HR Manager
<b>Department:</b>	Administration
<b>Section:</b>	Human Resources
<b>Date written:</b>	July 2019

#### **Purpose of the Job**

Organise and supervise administrative systems as required related to the Human Resources environment. Contribute to the planning, development and monitoring of staff resources, including co-ordination and delegation of relevant activities.

#### **Principal Accountabilities**

##### Organisation

1. Deliver a comprehensive high quality human resources service that meets the needs and priorities of the School.
2. Provide comprehensive practical and clear operational advice to Senior, Middle and First Line managers leading to effective decision making in a timely efficient manner
3. Take a lead role in planning, developing, design, organisation and monitoring of support systems/procedures/policies related to the Human Resources area of the school.
4. Keep operating procedures under review to identify areas of potential development and/or improvement and make recommendations/implement approved actions.
5. Manage effectively all designated areas of the HR Function
6. Line manage one member of staff including their appraisal; hold regular meetings with managed staff; organise and where appropriate undertake recruitment/induction/training/mentoring for other line managers.

##### Administration

1. Take a lead role in the development and maintenance of manual and computerised records/management information systems (SIMS) related to the Human Resources role at the school and lead and maintain procedures to ensure that School Safeguarding policies and guidance of KCSIE is implemented (including the accurate and timely maintenance of a single central record).
2. Ensure that all administration activities are carried out in accordance with school policy and procedures referring to LEA and CES where relevant.

3. Provide detailed analysis and evaluation of data and produce reports / information as required related to the Human Resources role of the school.
4. Maintain confidential records related to the Human Resources role and assist the HR Manager in response to complex ER case queries related to employment procedures within the school such as the Disciplinary, Grievance, Capability and Absence Management policies and procedures providing administrative support as required.
5. Provide organisational and complex advisory support to other staff about the Human Resources role.
6. Support the HR Manager in provision of information to Governors' meetings, the Pay Committee and Resources Committees.
7. Manage complex administration procedures and keep all systems up to date and with regular reporting, e.g. **SIMS Personnel Module** Absence, Performance Management.
8. Responsible for completion and submission of complex forms, returns etc, including those to outside agencies, e.g. DfES, LEA, ONS.
9. Manage the administration of Payroll systems within the school ensuring that all individual data on the system is up-to-date, accurate and reconciled with FMS.

#### Resources

1. Responsible for the selection and management of resources related to the Human Resources environment within the school.
2. Take a lead role in maintaining the recruitment cycle for teaching and support staff and in managing associated employment procedures.
3. Establish work programmes and set work priorities for HR Assistant and resolve problems as required.
4. Monitor the work performance of staff that the role line manages, identify staff training needs, evaluate effectiveness of training and keep accurate records.
5. Provide first line advice and guidance to staff and others on complex Human Resources issues.
6. Undertake research and obtain information to inform decisions related to the Human Resources environment of the school.
7. Provide reports to be used to guide decisions in Governance Resources meetings and Pay Committees
8. Oversee ordering procedures and purchasing of supplies/materials/services, ensuring the School's best-value policy is maintained. (including managing and budgeting for the deployment of agency staff)
9. Responsible for aspects of Health & Safety management in the Human Resources area, such as First Aiders, staff welfare and wellbeing. Including DSE and maternity risk assessments, OH Referrals and post report meetings and associated actions.

### **Responsibilities**

1. Comply with and assist in the development of related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and equal opportunities for all.
3. Contribute to the overall ethos/work/aims of the school.
4. Develop constructive relationships and communicate with other agencies/professionals.
5. Share expertise and skills with others.
6. Attend and participate in regular meetings.
7. Participate in training and other learning activities and performance development as required.
8. Recognise own strengths and areas of expertise and use these to advise and support others.

### **General Accountabilities**

The post-holder is responsible for ensuring that the School's equalities policy is fully implemented in all areas of his/her work as is the School's health and safety policy and agreed codes of practice and that he/she works within the confines of the General Data Protection Regulations and related legislation.

To have responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.

Your duties will be as set out in the above job description but please note that the Governing Body reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required

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## PERSON SPECIFICATION

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### Essential Criteria

<b>Job Related Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>• Holds CIPD Level 5/NVQ Level 4 or working towards CIPD Level 5 or equivalent qualification or experience in relevant discipline.</li> <li>• Good knowledge and understanding of relevant ICT packages, Word, Excel, PowerPoint</li> <li>• Good knowledge of the school's specialist software/equipment/resources (SIMS Personnel) including writing reports, data analysis.</li> <li>• Sound broad based working knowledge and understanding of a range of relevant policies/codes of practice, HR management practices and current employment legislation.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least two years demonstrable experience of working in an busy HR office environment at a supervisory level with public sector/third sector employers.</li> <li>• Demonstrable experience of working flexibly across teams and projects</li> <li>• Proven track record of providing excellent service to customers</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent literacy skills to undertake a variety of tasks e.g. contributing to the development and review of relevant school policies and procedures, personnel records, drafting HR letters</li> <li>• Skilled in the use of specialist HR resources.</li> <li>• Able to relate well to children and adults, e.g. dealing with visitors, passing information/messages to other staff, providing high quality HR advice.</li> <li>• Able to provide advice and guidance to senior staff/Principal/Governors on technical and specialist Human Resources information and influence school policy on such matters.</li> <li>• Able to use analytical, judgemental, creative and developmental skills, e.g. when setting up appropriate systems and producing human resources information for line managers/outside agencies.</li> <li>• Able to demonstrate sensitivity, diplomacy and tact particularly when dealing with the more sensitive issues.</li> <li>• Able to maintain confidentiality.</li> <li>• Able to work accurately and with attention to detail.</li> <li>• Alertness and concentration e.g. producing human resource reports and forecasts, preparing payroll documentation, calculating pay related information and statistics, presenting information.</li> <li>• Able to undertake short term planning, e.g. managing own workload, overseeing the work of others, ensuring deadlines are met,</li> <li>• Able to undertake medium term planning e.g. for recruitment and selection.</li> <li>• Able to manage own workload and work of the team to ensure human resource deadlines are met through the completion and return of necessary documents.</li> <li>• Able to identify potential difficulties/issues, analyse them and make recommendations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to negotiate and attempt to influence others, including external agencies, e.g. Brighton &amp; Hove CC, Dfe, CES.</li> <li>• Able to assist in preparation of reports for the Principal/Governors.</li> <li>• Able to prepare a range of human resources information/documents, including those for external agencies.</li> <li>• Able to present information at meetings for budgetary decisions, staff and line manager HR briefings.</li> <li>• Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these.</li> <li>• Able to self evaluate learning needs and actively seek learning opportunities.</li> <li>• Able to organise, lead and motivate other staff.</li> <li>• Able to plan and develop systems.</li> </ul>
<b>Equalities</b>	Able to demonstrate a commitment to the principles of Equality and Diversity and to be able to carry out duties in accordance with the School's and legislative equality duties.
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Demonstrates a flexible approach, resilience and a willingness to adopt and adapt quickly to change</li> <li>• Ability to integrate equal opportunities into daily working</li> </ul>