JOB DESCRIPTION

JOB TITLE	**PEOPLE ADVISOR (ACADEMY BASED)**
GRADE & CONTRACT TYPE	Grade 3 - All-year round
REPORTS TO	People Manager (Grade 4)
WORKING MODEL	School based with occasional home working depending on business needs.
LIAISON WITH	Range of WHMAT stakeholders, including Heads, senior leaders, recruitment panels and employees.
JOB PURPOSE	Reporting to a People Manager & operating as an integral member of the People Team, the People Advisor is responsible for supporting the People Manager with a range of work streams for various academies/directorates including: - recruitment and pre-employment checks/terms and conditions (including HRIS), professional growth, single central record/compliance, probation and lower-level employee relations case work (see further details below).
DUTIES	**Recruitment** a) Drafting adverts. b) Placing adverts and supporting paperwork once it has been approved by People Manager. c) Responding to queries from Hiring Panels and other relevant managers relating to the recruitment cycle. d) Monitoring closing dates and ATS/recruitment e-mail for applications received. e) Supporting with shortlisting packs. f) Producing, sending out and monitoring responses to invitations to interviews. g) Applying for references, chasing safe receipt once candidate has confirmed attendance and following up queries with Hiring Managers. h) Supporting with interview packs together to include interview plan, interview questions and scoring grids. i) Being present at interviews for the photocopying of documentation. j) Supporting with all relevant pre-employment checks e.g. medical checks, DBS checks, right to work checks, s.128 checks (where appropriate) and discussing any concerns with People Manager. k) Ensuring completion of all new starter documents. l) Co-ordinating new starter paperwork. m) Acting as a point of contact for all recruitment enquiries, from applicants and/or internal colleagues. n) Supporting with the creation of HR files for all new starters in line with Safer Recruitment policy, toolkit and checklist.

o) Setting new employees up on Arbor, SCR & liaising with ICT for allocated academies/directorates.
p) Supporting with Advocate and Volunteer onboarding.
q) Sending out conditional offer letters and contracts for allocated academies, subject to sign off by People Business Partner.
r) Signposting new starters to People Team induction via SharePoint.
s) Supporting the People Business Partner with the termly production of statistical information detailing recruitment monitoring information.

Probation

a) Supporting with monitoring of probationary process for allocated schools including:
   - sending out probationary forms and training for new starters and reminders for completion to line managers.
   - producing end of probation letters.
   - escalating any failing probationary periods to the People Business Partner.
   - producing a termly report on numbers of successful versus unsuccessful.
b) Implementing directorate management controls by academy.

HRIS/Terms and Conditions

a) Ensuring that all transactions are processed through the HRIS within specified deadlines so that employees are paid accurately and on time.
b) Liaising with payroll to resolve issues and to ensure a seamless service is provided.
c) Inputting employee additional payments e.g. TLRs, honoraria, overtime
d) Processing leavers.
e) Supporting colleagues with pay queries.

SCR/Compliance

a) Working with the People Manager for your allocated academies to ensure that:
   - the SCR is up-to-date and accurate
   - Queries from allocated schools are answered.
   - Information for Arbor and ICT is updated and logged for allocated academies.
   - SCR training for leads across Trust is co-ordinated annually

b) Adhering to effective filing and archiving systems to ensure compliance with GDPR and Data Retention Policies.

c) Supporting with annual leave monitoring, calculations and communications on SharePoint.

Professional Growth

Supporting with the operational aspects of Professional Growth for allocated academies; namely:

a) Producing communications for staff on SharePoint and through school briefings so they are aware of timescales and expectations.
b) Chasing up heads/directors regarding outstanding check-ins.
c) Supporting with queries from staff and managers.
d) Supporting with the annual professional growth process to ensure that check-ins, UPR applications and subsequent HRIS updates are completed within specified periods, with support of People Manager and People Business Partner.
e) Supporting the People Advisor with any professional growth queries.
f) Providing termly updates to CEO/DOP on engagement with online check-ins.
g) Providing annual update on impact of professional growth on incremental rises for DOP.

Employee Relations

a) To support Absence Reviewers and the People Manager for allocated academies at lower-level sickness meetings (up to and including Attendance Improvement Plans).
b) Preparing/sending out invite letters.
c) Keeping notes at hearings/formal meetings as required.

Wellbeing, Equality, Diversity and Inclusion (WEDI)

a) Co-ordinating exit interviews for People Manager to conduct in respect of leavers at allocated academies.
b) To liaise with Wellbeing and Equality, Diversity and Inclusion Champions at allocated academies about MAT-wide initiatives as appropriate.
c) Organise and attend WEDI committee meetings for allocated academies.

GENERAL/OTHER	• To cover for absent colleagues and undertake other duties that are commensurate with the grade • To adhere to the values of WHMAT, as set out in its strategic plan • To undertake appropriate personal professional development including adhering to the principles of Professional Growth check-ins • To develop effective professional relationships with colleagues, staff and stakeholders, such as core team, heads of academy and senior leadership teams across WHMAT • To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection reporting all concerns to an appropriate person • To attend and participate in relevant meetings as required
SUPERVISION RECEIVED	• The post-holder reports to a People Manager & will receive coaching & guidance as necessary. Left to work within established guidelines, subject to scrutiny by Line Manager.
	Our Core Team The People team is one of 5 directorates in the Trust's Core team, the others are executive, estates, finance and ICT. Core Team is an integral part of the business with its ultimate aim of providing a high-quality education for all the young people in our academies. In order to drive Trust-wide school improvement and build capacity and capability, we are committed to providing: • Strategic leadership in our areas, driven by collaboratively delivering co-written strategic plans. • Evaluation of that delivery to enable opportunities to be taken and barriers to be overcome. • Solution-focused, expert support and advice to each other, our colleagues and all stakeholders within the culture of a family of schools that underpins our Trust. We are committed to achieving this by: • Maintaining our expertise and knowledge of best practice while communicating this meaningfully. • Being a reassuring, challenging and supportive presence for each other and academy leaders, with whom we work as a team. • Nurturing a shared understanding of the strategic objectives of the Trust, each directorate and each academy, with the necessary; understanding for our work to be appropriate and sensitive to each other's context and needs; Aligning all that we do to the mission and values of WHMAT.

Washwood Heath
Multi Academy Trust

AF. = Application Form   I = Interview

JOB TITLE	PEOPLE ADVISOR	
CRITERIA	ESSENTIAL	M.O.A
EDUCATION/ QUALIFICATIONS NB: Full regard must be paid to overseas qualifications	A*- C in GCSE Maths and English or equivalent	AF
	DESIRABLE	
	• Evidence of CIPD qualification (minimum Level 5) or working towards	AF
	• Evidence of other people management CPD/qualifications	AF
	ESSENTIAL	
EXPERIENCE (relevant work and experience)	• Experience of working in an administrative role • Experience of Microsoft Office packages • Experience of using database applications • Experience of working as part of a team • Experience of providing a service to customers	AF/I AF/I AF/I AF/I AF/I
	DESIRABLE	
	• Experience of working within an HR environment • Experience of using HR and payroll systems e.g. SIMS/Arbor • Experience of working within an Education setting	AF AF AF
	ESSENTIAL	
SKILLS AND ABILITIES (e.g. written communication skills, dealing with the public)	• Able to communicate effectively and accurately both verbally and in writing • Able to plan, organise and complete work to specific deadlines working independently • Ability to complete work to the required standards of accuracy and presentation • Ability to deal with sensitive situations with diplomacy and tact • Excellent customer service skills, face-to-face and on the telephone, including dealing with staff who may be anxious or unhappy • Ability to work on own initiative • Good understanding of confidentiality and data protection • Good understanding of safeguarding and SCR • Good understanding of the requirements of the end-to-end recruitment process • Skilled in using Microsoft Word • Proficient in Microsoft Excel • Ability to travel across school sites	AF/I AF/I AF/I AF/I AF/I AF AF AF/I AF/I AF/I AF/I AF/I