



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



Recruitment Booklet

HR Adviser

HR Adviser

Post:	HR Adviser
Required:	ASAP/ Sept 2024
Pay scale and salary:	SO1/SO2 depending on experience (£32,076 – £36,648 per annum)
Hours of work:	Flexible from 30 hours up to 37 hours a week
Contract:	Permanent subject to successful probation period
Location:	Trust Central Team based at Cockburn School

Accountable to: Heads of HR

Job Purpose:

- Under the direction of the Heads of HR support high-quality HR service to all academies in the Multi-academy Trust (Trust)
- Support the provision of effective people management and wellbeing across the Trust
- Contribute to a highly professional and effective working culture and HR service
- To work as part of the recruitment team to deliver an outstanding service across the Trust.
- Ensure that all pre-employment and safeguarding checks are in place prior to employment for staff and that appropriate processes are followed for volunteers, governors and regular visitors in line with statutory responsibilities and KCSIE and employment legislation.
- Oversee the HR onboarding process for new starters including the issuing of offers and contracts, payroll entries and liaison with academies
- Safeguard and promote the welfare of children & young people and to demonstrate this commitment in every aspect of the post.

Key responsibilities:

Managing Attendance & Well Being

- Support managing attendance procedures, including short term sickness, work related stress and long-term cases
- Support initiatives to improve the wellbeing and engagement of teams and individuals, working closely with the HR team and individual academies to deliver appropriate support.
- Assist in the production of data relating to staff absence, which can include patterns and trends and in liaison with the HR Team initiate appropriate follow up action as required.

Casework

- Support the HR Team with employee relations issues, guiding and assisting with case work.
- Act as an Investigating Officer in relation to HR policies and procedures.
- Support and guide leaders in relation to workforce management issues such as, grievance, discipline, capability, welfare, absence and other management



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processes and provide training as required in line with the Trust policies and procedures and employment law.

- Support the administration of case work including note taking and producing correspondence in accordance with employment law, and policy and procedures.

Recruitment & Retention

- Ensure that fair, effective, efficient and consistent recruitment and selection processes are carried out across the Trust, in line with the Trust's Recruitment and Selection Policy and Procedure.
- Ensure that pre-employment checks are carried out and recorded in line with procedure including Enhanced DBS checks in line with the filtering requirements/ Rehabilitation of Offenders Act, Barred List, Prohibition Order, s128, identity, overseas/visas/work permit and any other checks in line with statutory procedures.
- As part of the HR team be a point of contact for recruiting managers, Executive Headteacher, Heads of School and School Business Managers regarding all aspects of recruitment.
- Prepare job descriptions, person specifications and advertisements in line with the needs of the Trust.
- Design, support and facilitate selection processes including interviews and other selection activities and sit on selection panels as required.
- Draft and issue offer letters, variations and contracts of employment in line with the relevant terms and conditions of employment in a timely manner.
- Ensure that all recruitment documentation and staff files are stored securely and disposed of in line with data retention procedures.
- Ensure personnel systems, filing and information in relation to appointments is retained on file in line with Ofsted standards, safeguarding requirements, Data Protection Regulations and statutory guidance.
- Assist with sponsorship of overseas staff through the SMS system.
- Coordinate and facilitate special Trust projects such as Recruitment Fairs and other events. Attend external recruitment events as required.
- Assist with the development and promotion of the Trust brand as an employer of choice.
- Contribute to the development and improvement of recruitment policies and procedures for the and development of the recruitment function across the Trust.
- Analyse data and provide statistical information on all recruitment activity to support strategies for recruiting and retaining high calibre staff and for succession planning.
- Seek innovative methods for attracting candidates in a competitive market by optimising the Trust website and intranet, use social media, community and targeted advertising and job boards.
- Support probation processes to ensure these are kept on track.
- Have an up to date understanding of relevant employment law and guidance.



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Legal Compliance Responsibilities

- Keep abreast of national developments in the STPCD, the conditions of service for school Teachers in England and Wales (the Burgundy book), Teachers' Professional Standards, relevant standards and conditions of service for support staff and of any educational statutory changes related to HR/personnel.
- Be proactive in monitoring any changes in relation to safeguarding and safer recruitment requirements and implement them accordingly.
- Attend and contribute to any other HR related panels and other meetings as required.
- Liaise with payroll and pension providers, HMRC, Ofsted, Local Authority and other bodies as required and support in ensuring all staff computerised records are maintained in accordance with audit and data protection requirements.

Other Duties

- Assist on any HR training to stakeholders as required.
- Be pro-active and responsible for own CPD
- Maintain high levels of confidentiality at all times.
- Work as part of a team to provide a customer focused service.
- Prioritise work to meet conflicting deadlines.
- Use IT applications and databases effectively to deliver recruitment and administrative requirements.
- Participate in professional and personal development as required.
- Undertake other duties as directed by Trust Leaders including Executive Headteacher, Chief Operating Officer and Heads of School
- Be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of the post.
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person within each establishment.
- To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of senior leadership team within each establishment.
- Promote and uphold equality, diversity and inclusion requirements.
- To undertake any other duties commensurate with the post
- Maximise the use of Information Technology systems through accurate record keeping and data collection processes ensuring compliance with data protection.
- Be fully conversant and keep up to date with employment law
- Contribute to and uphold the vision and ethos of the Trust.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all academy policies at all times.

Special Conditions of Service:

- The role requires the postholder to work across all the academies within the Trust as deemed necessary and therefore travel may be required.



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- Flexibility as part of a team working on occasion outside normal working hours, in line with the needs of the Trust.
- Enhanced Disclosure and Barring Service (DBS) check

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. It will be subject to review through annual performance management. Complete any other duties commensurate with the post.



Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants not able to demonstrate these will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between candidates.

QUALIFICATIONS	Essential	Desirable	MOA
HR or Admin Qualification		*	A/Q
Relevant Degree or equivalent experience	*		A/Q
KNOWLEDGE/SKILLS	Essential	Desirable	MOA
Good numeracy/literacy & ICT skills	*		A/R/S
Able to communicate effectively with a wide range of people	*		A/R/S
Able to process documentation using Microsoft office application or similar	*		A/Q/R/S
Able to accurately enter/retrieve data information from information systems/databases	*		A/Q/R/S
Able to prioritise work to meet conflicting deadlines	*		A/R/S
Knowledge and skills to safeguard the welfare of CYP and uphold your professional responsibility	*		A/Q/R/S
Knowledge of HR casework and employment law	*		A/Q/R/S
Knowledge of legislation that governs safer recruitment in education		*	A/R/S
Basic understanding & knowledge of school systems and procedures		*	A/R/S
Understanding of national terms and conditions of service and pay related to employees within an education setting		*	A/R?S
EXPERIENCE	ESSENTIAL	DESIRABLE	MOA
Experience of working in a fast-paced environment	*		A/R/S
Experience of dealing with queries from a wide range of people in a customer focused environment	*		A/R/S
Experience of participating in team and working on own initiative	*		A/R/S
Experience of using HR/recruitment systems	*		A/R/S



Experience of working within an education setting		*	A/R/S
<u>PERSONAL QUALITIES</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
A passion for education and making a difference	*		A/R/S
Excellent communicator	*		A/R/S
Effective team member	*		A/R/S
Energy, enthusiasm, sense of humour	*		A/R/S
Ability to motivate self and others	*		A/R/S
Willingness to contribute to the wider life of the Academy and Trust	*		A/R/S
Subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from their students	*		A/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		A/Q/R/S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.			
This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	





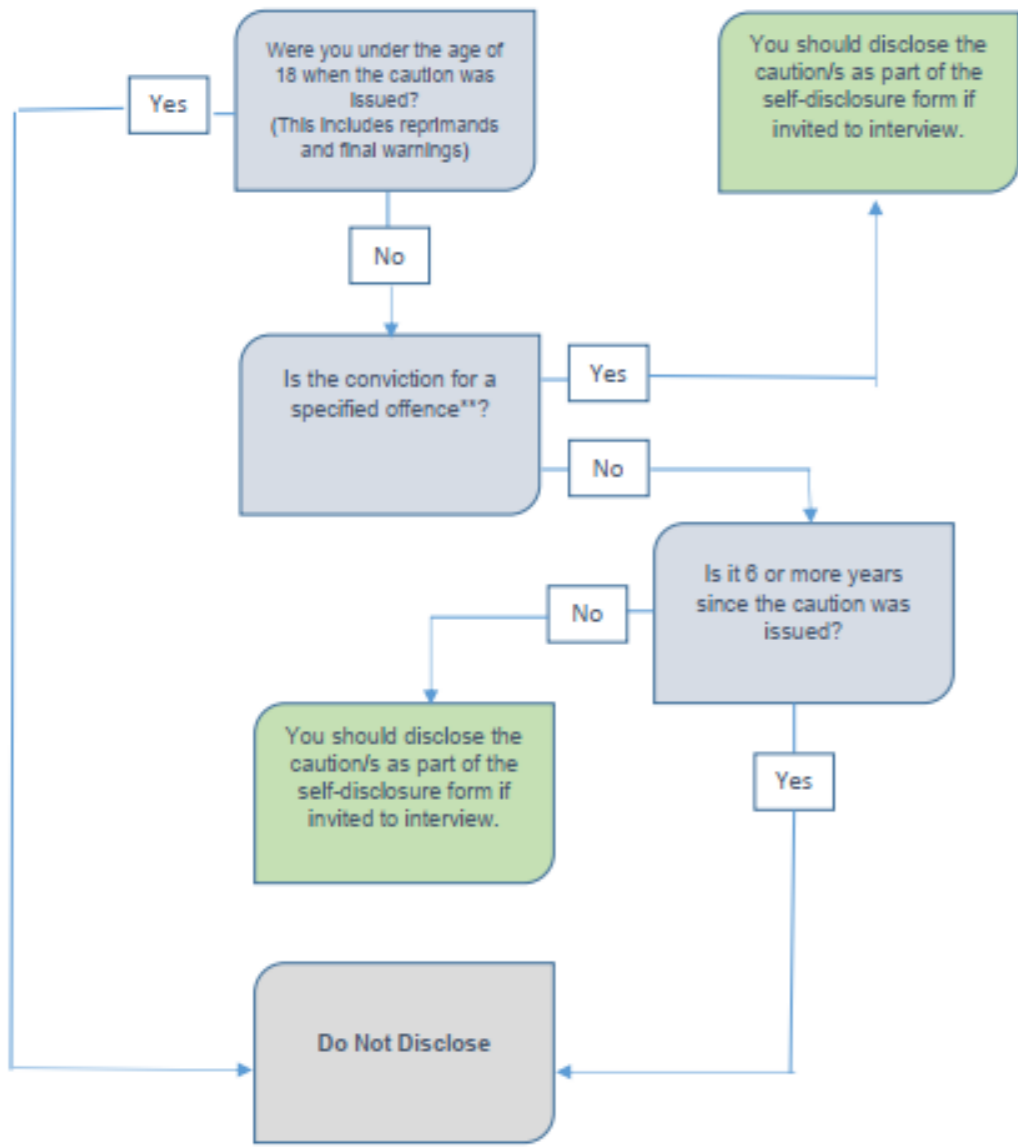
Your wellbeing matters. We have signed up to the Education Staff Wellbeing Charter to:

 <p>Prioritise staff mental health</p>	 <p>Give staff the support they need to take responsibility for their own and others' wellbeing</p>	 <p>Give managers access to the tools and resources they need to support the wellbeing of those they line manage</p>	 <p>Establish a clear communications policy</p>
 <p>Give staff a voice in decision-making</p>	 <p>Drive down unnecessary workload</p>	 <p>Champion and enable flexible working</p>	 <p>Create a good behaviour culture</p>
 <p>Support staff to progress in their careers</p>	 <p>Include a sub-strategy for protecting leader wellbeing and mental health</p>	 <p>Hold ourselves accountable, including by measuring staff wellbeing</p>	

Education Staff Wellbeing Charter
For more information: www.gov.uk/df



Disclosure of a Caution
(this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dbc-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dbc-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

