



HR Advisor

Information for Applicants



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Welcome

Dear Applicant,

Thank you for expressing an interest in the post of Human Resources Advisor with our Trust.

First and foremost, this is a rare opportunity to make a tangible impact on the future life chances of our students, irrespective of their background or starting point.

This is an exciting time to join us as we embark on a period of transformational change. I, myself have only been in post one academic year as the inaugural Chief Executive Officer.

The Trust currently comprises two large secondary academies, located in North West Durham and we are keen to expand the number of schools within the MAT as soon as possible. Human Resources, and in particular this role, will be instrumental in the framework in allowing this to happen.

You will also be expected to promote opportunities to attract, develop and retain the best teachers and support staff and model collaborative working.

We are all working towards one vision and that is to establish a high performing family of schools, founded on inclusive principles and high expectations. We place an unrelenting focus on school improvement where teaching and learning always comes first and students are at the forefront of any decision-making.

If you believe you have what it takes to help attract, develop and retain the highest caliber of staff and make our Multi Academy Trust an employer of choice, we would love to hear from you. You could help make this happen!

Alongside an enthusiastic, skilled and committed Trust Board, I will give my full support to the successful candidate. Should you decide to apply – I wish you the very best of luck with your application.

For interested candidates, I would encourage you to visit our fantastic campus to see for yourself the superb learning and working environment that we have. If you would like to arrange a visit or discuss the role, please email our HR Team at hr@ncdat.org.uk whereupon a mutually convenient date and time will be arranged.

Yours faithfully

A handwritten signature in black ink, appearing to read 'L Rodham', written in a cursive style.

Linda Rodham, Chief Executive Officer
New College Durham Academies Trust



About us

New College Durham Academies Trust (NCDAT) is a small but ambitious Multi Academy Trust based in North Durham. We have ambitions to grow but wish to remain a Durham MAT for local schools. The trust currently has 2 large secondary schools; Consett Academy and North Durham Academy.

Our Academies are at the heart of their local communities and strive to deliver on our founding principles of Inclusion, Progression and Excellence which supports a central vision of 'Students First'.

The principle of Inclusion provides opportunities for students of all abilities, aspirations and backgrounds and involving staff, governors, students and the wider community in determining the direction of our Trust. Our curriculums are broad and challenging, with the academic success of students at the heart of what we do.

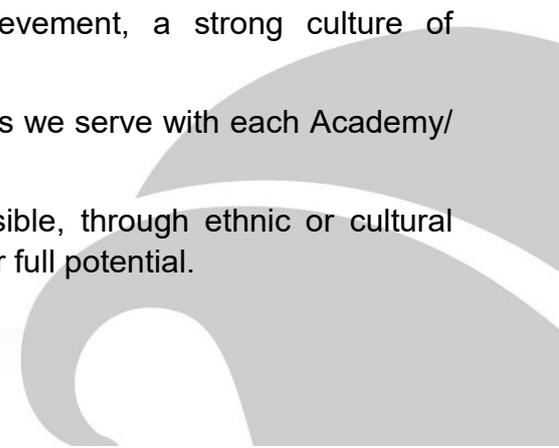
To encourage Progression, the Academy provides effective advice and guidance. This enables learners to make informed and appropriate decisions for future study and employment, encouraging them to take on new challenges and reach higher levels of achievement.

The focus on Excellence underpins all we do whether in learning areas, working in the community or governing and leading the Academy.

The Trust recognises that safeguarding our children and young people is core to all our activities, and we expect all staff, volunteers and wider stakeholders to share this commitment.

Our Aims are:

- To ensure our Academies are centres of excellence with a focus on the nurture and achievement of all their members;
- To promote mutual support, encouragement and benefit between our academies;
- To develop, as the core foundation of academic achievement, a strong culture of professional development amongst our staff;
- To celebrate and maintain the unique identity of communities we serve with each Academy/School at the heart of its community;
- To recognise and enable all those who often remain invisible, through ethnic or cultural disadvantage, or through disability or poverty to achieve their full potential.



Advert

**Human Resources Advisor - 37 hpw
Grade 5/6 £27,515 - £35,337 p.a.
(starting salary dependent upon qualifications)
Wholetime role but term time plus considered**

The HR Advisor role is varied and no two days are the same! As an efficient and effective team player, you will advise senior leaders on the consistent application and interpretation of all Trust policies in line with prevailing legislative and statutory guidance.

The successful applicant will have their own caseload in all matters involving the employee end-to-end life cycle – from establishment control, attraction and recruitment through to onboarding, development, retention and exit experience.

Day to day operational requirements will entail working with managers across all aspects of HR policy and process; including absence management, disciplinary, grievance, training and development, appraisal and performance management.

We are looking for someone with or working towards a Level 5 HR qualification (CIPD) and with relevant experience, preferably in an education or local government setting (although this is not essential).

With HR administrative support you will lead on recruitment and absence management and use data to inform a proactive approach to day to day activities. Applicants must be confident in the use of office software packages and be able to persuade and establish credibility with staff at all levels of the Trust.

With excellent interpersonal skills, you should have an eye for detail, coupled with an ability to produce accurate records and reports as required. You will have the opportunity to develop in the role and play your part in ensuring the well-being of all staff within the Trust.

Candidates must possess exceptional organisational skills and be adept at prioritisation and time management to ensure tasks are co-ordinated effectively ensuring the needs of the Trust are met.



Job Description

Post Title: Human Resources Advisor
Salary Grade: Grade 5/6
Working Hours: Full time, 37 hours per week
Responsible to: HR Manager

Key Purpose of Job

To provide a responsive and effective HR service to managers and employees within New College Durham Academies Trust.

Key Duties

- Delivery of a first line HR advisory service to managers and employees including providing up to date and informed HR guidance and support on HR policies, processes and systems
- Provide advice and guidance to help leaders manage and resolve employee relations cases ensuring compliance with HR policies, employment legislation and best practice
- Support high-levels of staff attendance by ensuring absence is effectively recorded and monitored and that the attendance management policies and processes are consistently applied in a timely manner
- Support with organisational development and change programmes as required, including preparing documentation and supporting information sharing and consultation processes
- Provide a responsive and effective recruitment service to meet the staffing needs of the Academies and which robustly incorporates safer recruitment principles
- Ensure all pre-employment checks are undertaken for new staff including DBS, employment references, qualifications, right to work checks and health clearance
- Support the onboarding and induction processes for new staff ensuring they are effectively welcomed and inducted into the Trust
- Maintain and monitor compliance of the Single Central Record and contribute to effective safeguarding processes
- Assist with end-to-end employee lifecycle processes including contractual letters, resignation acceptances, retirements and end of contract letters

Job Description

- Support and advise on leave processes including all types of parental leave, leave of absence and annual leave
- Support monthly payroll processes including ensuring payroll changes are actioned on the HR system
- Evaluate job descriptions using the job evaluation system and provide advice and guidance on pay to ensure a consistent and fair approach
- Maintain the HR system to include changes to employee records, including but not limited to contractual changes, starters, leavers and absence
- Monitor the HR system for accuracy and support its ongoing development
- Contribute to the development and implementation of HR policies and procedures
- Contribute to development and implementation of management development programmes, including coaching on best practice
- Take a lead on allocated project work which develops and enhances the HR service provision
- Undertake any other duties as requested by Director of HR, HR Manager and/or Principal, commensurate with the grading of the post.

Person Specification

Key

E/D:- Essential or Desirable

I: - Interview/Presentation

A:- Application Form

R:- References

Qualifications and Training		
Working towards or having completed Level 5 HR qualification e.g. CIPD qualified	E	A
Good general education including well developed numeracy and literacy skills	E	A,I
Evidence of Continuous Professional Development	E	A,I,R
Knowledge, Skills and Experience		
Evidence of recent experience working in a relevant HR role including involvement in recruitment, advising on HR policy and employee relations	E	A,I
Experience of working in the education or local government sector	D	A,I,R,
Thorough and up to date understanding of current HR recommended practice, employment legislation and case law	E	A,I
Experience and knowledge of safer recruitment legislation and safeguard-	D	A,I,R
Knowledge of teaching and support staff terms and conditions of service	D	A,I,R
Excellent written and verbal communication and presentation skills	E	A,I,R
Competent in the use of office software packages including Word, Outlook, Excel and PowerPoint, and other IT systems	E	A,I,R
Excellent attention to detail and ability to produce accurate records and reports as required	E	A,I,R
Ability to show sensitivity and objectivity in dealing with confidential issues	E	A,I,R
Excellent organisational skills, ability to prioritise, manage workload proactively and work under pressure	E	A,I,R
Excellent interpersonal skills including the ability to persuade and establish credibility with staff at all levels of the organisation	E	A,I,R
Ability to interpret policies, terms and conditions and analyse situations	E	I
Ability to ensure that the highest standards of quality and customer care are achieved	E	A,I,R

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An understanding of the key issues facing schools and academies	D	I
Personal Qualities & Attributes		
A committed team ethos and flexible and collaborative approach to work	E	I
Ability to work flexibly and outside Trust hours if the need arises	E	I
Ability to travel to schools within the Trust as required	E	I
Commitment to the highest standards of child protection, understanding of	E	I
Commitment to equal opportunities	E	I
Ability to handle both sensitive issues and workforce conflict	E	I,R



How to apply

Application form

To download an application form please visit our website: [Current Vacancies | NCDAT](#)

Alternatively, please contact the HR Team as below:

By phone - 01207 291188

By e-mail - hr@ncdat.org.uk

Completed application forms should be emailed to hr@ncdat.org.uk

Please **do not** attach copies of CV's/qualification certificates. Only the information detailed on the application form will be used as part of the short-listing process. Applications from recruitment agencies will not be accepted.

Closing Date

Midday 22nd August 2022

Interview Date

To be confirmed

Interview arrangements

If you are shortlisted for this vacancy we will contact you by email to inform you of interview arrangements. Please note, if you have a Hotmail email account our email may go into junk so please check this regularly. Shortlisted applicants will be required to complete a self-declaration form as part of our safer recruitment procedures which are aimed at deterring and preventing unsuitable people from working with children

Location

This post is required to work across the schools within the Trust.

Pre-employment Checks

The successful candidate for this role will undergo a range of pre-employment vetting checks prior to appointment including enhanced Disclosure and Barring Service criminal records check for work with children including barred list check. We will also undertake checks on your identity, qualifications, medical fitness and take up employment references before interview, unless you have asked us not to.

Applicants should assume they have been unsuccessful if we have not contacted them within 28 days of the post closing.

Safeguarding Information

Trust Safeguarding Commitment

New College Durham Academies Trust is committed to safeguarding and promoting the welfare of our students and young people. We have a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

Safeguarding Policy

You can find the academy safeguarding policy using the links below:

[Policies | \(consett-academy.org.uk\)](https://consett-academy.org.uk/Policies)

[Policies | \(northdurhamacademy.co.uk\)](https://northdurhamacademy.co.uk/Policies)

Recruitment of Ex-offenders Policy Statement

The trust has a policy in the recruitment of ex offenders which can be found on the Academy website on the job vacancy page should you need to refer to it.

This post is included in the rehabilitation of Offenders Act 1974 (exceptions) order 1975 the successful applicant will be required to obtain a satisfactory enhanced Disclosure and Barring Service check with children's barred list check. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature.

