

**HR Advisor**

**(Fixed term for 12 months) Application Pack**

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**Letter from Catherine Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Catherine Paine**

**CEO**

# Letter from Sue Northend, Director of HR

Dear Candidate,

I’m delighted that you’re interested in the fixed term role of HR Advisor at REAch2 Multi Academy Trust and I hope that the next few pages help to inform your application.

We are looking for an experienced HR Advisor to join a well-established team of HR professionals providing a comprehensive generalist service to Headteachers and School Business Managers across the Trust. Working from home, you will work with a variety of primary academies. If you enjoy a challenge and pride yourself on the support you give to ‘customers’, this may be the role for you!

You will be the first port of call for information and advice on employee relations, recruitment, contracts and payroll in relation to teaching and support staff. You will provide guidance by email and over the telephone on case work, policies and procedures; you’ll draft contracts and letters; oversee occupational health assessments and support recruitment activity. It’s a varied and rewarding role with scope to get involved in projects and for personal development.

REAch2 is keen to recruit the most talented HR professionals and recognises that different working patterns may help. Flexible working options, including part time and term time plus are available for this role. Some travel to school sites may be required.

If you feel that you have the qualities we are looking for, we invite you to submit an application. Details are at the end of this pack. If you would like to discuss this role informally, then please e-mail hrsupport@reach2.org and we’ll arrange a call.

**Sue Northend**

**Director of HR**

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**Human Resources Advisor**

**Salary:** £35,890 (SCP 29) to £42,057 (SCP 35) per annum

**Location:** Working from home with some travel to schools.

We are open to **flexible working and term time working arrangements.**

**Funding for professional development available.**

We are seeking to recruit a professional, personable, and conscientious HR Advisor to join our Central team. This is a unique opportunity to become part of a hard-working, diligent, and fast-paced team who strive for the best and enjoy working together!

Working remotely, you’ll be one of a team of HR professionals providing information and advice on employee relations, policies, recruitment, contracts, and payroll in relation to teaching and support staff to sixty schools.

You’ll be the first port of call for Headteachers and School Business Managers across REAch2 schools and you will provide guidance by email, Microsoft Teams, Zoom and over the telephone on HR policies and procedures; draft contracts and letters; advise on disciplinaries, grievances, absence and support recruitment activity.

REAch2 is a national family of primary academies, unswerving in our ambition to raise attainment and achieve excellence for all pupils. We are committed to enabling individual schools to flourish with a high degree of autonomy whilst benefiting from a strong culture of support and collaboration. It’s a real team effort which calls for the best of HR professionals and there’s lots of scope to get involved in team projects and for personal and career development.

Experience of supporting managers is key. Travel may be required to school sites occasionally.

This is an opportunity to:

* Be part of a supportive school-focussed HR team
* Develop your HR career in a progressive Multi-Academy Trust
* Work alongside talented Headteachers and School Business Managers

You’ll be:

* CIPD Qualified Level 5 or equivalent
* Knowledgeable about Burgundy and Green Book terms and conditions
* Informed on teaching and support staff payscales / pay calculations
* Able to evidence a proven track record in a previous employee relations role
* An excellent communicator, both verbally and in writing
* Able to show initiative and a willingness to learn
* Hard working and with a great sense of humour!

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. This post is subject to an Enhanced DBS check.

# The application

You are invited to submit an application form to HRsupport@reach2.org

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact Rowan Parry, Senior HR Business Partner at rowan.parry@reach2.org

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:**  | Applications will be assessed upon submission |
| **Interviews:** | TBC |
| **Contract details:** | Temporary or fixed-term |
| **Start date:** | As soon as possible |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Post:**  **HR Advisor (Maternity Cover)**

**Salary:** **£35,890 (SCP 29) to £42,057 (SCP 35) per annum**

**Responsible to: Senior HR Businss Partner**

**Core Purpose**

To be the first port of call for information and advice on employee relations, contract and payroll queries. With a good understanding of the Burgundy and Green books and STCPD, this role will provide information and guidance on REAch2 HR policies and procedures as well as write contracts, support recruitment activity and collate information for reporting for up to sixty schools across ten clusters .

The HR Advisor requires good knowledge of employment legislation and experience of supporting managers. Travel may be required to school sites therefore flexibility with working hours and a willingness to travel occasionally is required, however the role will predominantly be home based.

**Responsibilities**

Employment Practice

* Provides sound first line advice and guidance to headteachers and School Business Managers (SBM) on a wide range of people matters, with reference to REAch2’s policies, including: disciplinary, grievances, absence management, maternity, redundancy and payroll queries
* Escalates issues to the Senior HR Business Partner when a process reaches the formal stage or where the issue is complex and needs further attention
* Responds to general employee queries in a timely manner
* Promotes compliance with HR policies and processes and ACAS best practice
* Supports SBMs with correspondence related to REAch2 policies and procedures
* Drafts clear and accurate correspondence
* Assists in developing HR processes and HR documentation
* Demonstrates an ongoing commitment to CPD
* Shares learning with the wider HR team
* Supports the wider team during holiday periods and other absences

Recruitment

* Promotes effective recruitment and selection practices, advertises roles on the REAch2 website and provides documentation for fair and safer recruitment and selection practices
* Collates and supports reports on equalities monitoring
* Provides guidance on eligibility to work and pre-employment checks, including DBS, Right to Work and pre-employment medical checks and references
* Produces teacher and support staff contracts based on Contract Request Forms

Restructure and TUPE

* Supports the Senior HR Business Partner in providing advice on staffing structures, change programmes, restructures and redundancies
* Supports restructures and redundancies
* Supports due diligence for schools coming into the Trust

Reward

* Supports managers to determine appropriate level of pay and resolves pay queries
* Supports SBMs in their calculations for correct pay, including term-time and part-time workers
* Supports SBMs in preparing calculations for leavers
* Supports SBMs to apply national pay changes correctly

Data, Reports and Records

* Provides advice on the maintenance of Single Central Records (SCR) and personal files
* Collates data and supports the preparation of HR reports as required
* Collates information for national reports: Gender Pay Gap, Trade Union Facilities Time, Pay Progression
* Supports the collation of data for Subject Access Requests (SARs), and Freedom of Information requests
* Ensures information requests by the Office of National Statistics are fulfilled by the deadline

# Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential**  | **Desirable** |
| Right to work in the UK | **\*** |  |
| **Knowledge/Qualifications** |
| KCSIE | \* |  |
| CIPD Qualified Level 5 or equivalent | \* |  |
| Burgundy and Green Books / STPCD | \* |  |
| Up to date knowledge of employment law | \* |  |
| Teachers / support staff pay scales  | \* |  |
| Knowledge of Equality and Diversity  |  | \* |
| Good understanding of GDPR | \* |  |
| Competent user of Microsoft Office – including Office 365, Word, Excel, Powerpoint & Microsoft teams. | \* |  |
| Trust’s HR policies and procedures |  | \* |
| REAch2 Touchstones |  | \* |
| TUPE |  | \* |
| Sponsor Management System (SMS) |  | \* |
| **Experience and Skills**  |
| Education and unionised environment |  | \* |
| Primary sector |  | \* |
| Administration skills, maintaining files and filing systems, HR records and systems | \* |  |
| Safer recruitment – attraction and selection | \* |  |
| Interviewing |  | \* |
| Experience of writing contracts | \* |  |
| Experience of applying policy and process: e.g. supporting disciplinary and grievance processes, absence management | \* |  |
| Managing maternity provision | \* |  |
| Excellent written skills – can compose a professional letter | \* |  |
| Professional telephone manner | \* |  |
| Excellent organisational skills / can prioritise workload and work to tight deadlines | \* |  |
| Builds good working relationships remotely | \* |  |
| Ability to understand / explain detailed information |  | \* |
| **Professional attributes** |
| Absolute confidentiality | \* |  |
| Attention to detail | \* |  |
| Can work independently | \* |  |
| Sensitive and empathetic when required | \* |  |
| Demonstrates personal and professional integrity | \* |  |
| Likes a challenge / takes initiative / ‘can do’ attitude | \* |  |
| Willing to learn and open to feedback | \* |  |
| Occasional travel to schools | \* |  |