

Job Description

1. **Job Title** HR & Recruitment Adviser
2. **Responsible to:** Head of HR
3. **Job Summary:** To provide support with the smooth running of the HR service and the development, implementation and monitoring of all HR processes. To provide in-house HR advice and support across Eastbourne College and St Andrew's Prep.
4. **Key responsibilities:**
 - To undertake all recruitment and resourcing for the Charity and to sit on interview panels as required
 - To undertake pre-screening Safeguarding interviews for all posts across Charity.
 - Produce personnel documents including offer letters, employment contracts and licenses to occupy for new employees and in relation to staff changes
 - Confirm start date and obtain bank details, pension information, P45 and inform payroll
 - Produce holiday cards with current entitlement (all year round support staff only)
 - Manage support staff probation outcomes where probation is extended and/or not confirmed in post.
 - To monitor the return of support staff appraisals identifying where intervention may be required in terms of welfare, personal development or conflict resolution.
 - Write variations to contracts including changes to working T&Cs, fixed-term appointments and promotions. Inform payroll of any changes
 - Keep appraised of changes in regulations and update processes and correspondence accordingly
 - As required provide line managers with advice on staff issues / employment law including disciplinary, grievance, absence and flexible working requests
 - To be the HR specialist on maternity, paternity, adoption, flexible working and other associated policies and generate correspondence regarding changes to pay
 - To complete statistical returns and reporting to Government including the Gender Pay report.
 - To provide welfare support to staff on long term absence and to maintain checks on their return to work.
 - To assist with the drafting and update of all employment policies
 - Manage visa requirements for overseas employees including issuing 'certificate of sponsorship' for Tier 5 Charity Workers
 - To undertake salary benchmarking of support staff pay.

- To undertake any HR projects as directed by the Head of HR.
- Any other related duties as required by the Head of HR.

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Personal Profile

Essential

1. Experience of working in a generalist HR role
2. Evidence of continuous professional development in the area of HR
3. Up to date knowledge of employment legislation and its practical application
4. Ability to build strong working relationships at all levels
5. The ability to work with discretion at all times
6. An ability to work both independently and as part of a team
7. Excellent verbal and written communication skills and strong IT skills.
8. Good time management with the ability to work under pressure and prioritise as necessary

Desirable

1. CIPD membership
2. Policy writing.
3. Previous experience of working in a school and / or knowledge of HR in schools and current school safeguarding regulations.
4. Safeguarding and Child Protection awareness (although full training will be given in the area of Safeguarding and Child Protection and Safer Recruitment).