

Rydal Penrhos School**Job Description – HR Advisor**

Responsible for – Supporting the HR Manager with all aspects of Human Resources and working independently on own workload and projects.

Responsible to - HR Manager

Hours of work – 9am-5pm Monday to Friday

Salary - Dependent upon experience.

All members of the Staff agree to:

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you may come into contact.

Responsible for all aspects of the HR Advisor role, to include:

- Administering Maternity, Paternity and Flexible working procedures.
- Administering the Sickness Absence procedures for support staff.
- Advising Payroll of deductions, increases or amendments to salary.
- Administering the annual holiday entitlement for support staff.
- On-board new starters ensuring all DBS /reference checks are carried out in advance and Payroll is advised of salary details.
- Carry out the leavers' process ensuring payroll is advised in a timely manner.
- Maintain a monthly Control Sheet for all staff salaries, allowances and pay rates.
- Support the Disciplinary / Grievance process for support staff; this may include supporting at investigation, disciplinary and appeal hearings.
- Carry out the end-to-end process for Referencing / DBS checks and maintain an accurate and up to date Single Central Register.
- Carry out UK immigration checks.
- Maintaining personnel files / revising the way in which the files are set up and filed.
- Implementation and maintaining of the HR system (PASS).
- Drafting letters and contracts of employment and updating existing internal forms.
- Develop spreadsheets to aid analysis of staffing and pay and terms and conditions.
- Working with the HR Manager on job evaluation.
- Working with the HR Manager on induction and the on boarding processes.
- Work with the HR Manager on developing and updating HR policies and procedures.
- Any other reasonable duties that you may be asked to carry out in line with your normal duties.

Person Specification:**Essential Skills**

- Excellent, proven administration and organisation skills.
- Accuracy and attention to detail.
- The ability to work with discretion and maintaining confidentiality at all times.
- An ability to work both independently and as part of a team.
- Excellent verbal and written communication skills.
- Strong IT skills including Outlook, Word and Excel.
- Good time management with the ability to work under pressure and prioritise as necessary.
- The ability to show flexibility when a change of direction is needed in the working day.
- Willingness to learn, develop and improve.
- Previous experience of working within Human Resources.

Desirable Skills

- Holds or working towards a C.I.P.D. qualification.
- Previous experience of working in the education sector.