

GARTH HILL COLLEGE JOB DESCRIPTION

POST:	BUSINESS ADVISER (RECRUITMENT/HR)
SALARY/GRADE:	BGH 20-24
HOURS:	37 hours (term time only plus 10 days)
REPORTING TO:	the Business Manager, the Principal, vice Principals, Chair of Governors, the Personnel and Communications Committee and any other members of the senior team as appropriate.

Main Purpose of the Job

Working as a key member of the College's Business Team, to oversee the management and administration of all aspects of human resources at Garth Hill College. This is a high volume transactional role which requires a high level of attention to detail in a very busy working environment.

You will build strong working relationships within the Business Team, support the Business Manager and the Business Adviser (Accounts Manager) in sharing knowledge and building resilience and capacity across the Business Team.

You will also work closely with the College's leaders and managers, proving advice, support and guidance to enable them to manage basic human resource matters.

You will add value through the excellent recruitment, selection, development and retention of high quality staff in order to realise the College's vision, secure current and future success of the school, and support the smooth running of Garth Hill College all year round.

Liaison with

The Business Manager, Principal, Members of the Leadership Teams, the Business Adviser (Account Manager), Chair of Governors and Chair of Governors' Personnel and Communications Committee, Local Authority including payroll and Human Resources. Suppliers such as recruitment agencies as appropriate.

Main Role and Responsibilities

1. To play a pivotal role in the recruitment and selection process of all staff including:
 - a. the development of job descriptions and person specifications
 - b. drafting adverts, transmittal letters and associated documentation
 - c. checking application forms and coordination of the short listing process, interviewing and selection of candidates
 - d. providing advice and guidance to staff responsible on recruitment and selection matters generally
 - e. working closely with Business Manager to identify new, cost effective ways to recruit staff
 - f. carrying out rigorous pre-employment checks, meeting all safeguarding requirements,
 - g. proactive in improving processes
2. To support other key staff in their planning and development strategies in respect of staff and staffing requirements
3. To carry out the College's human resource management and administration; ensuring correct process, procedures, protocols and policies are adhered to in respect of all human resource management, including staff welfare, administration and compliance with all safeguarding, legal and other external requirements.

4. To deal with staff queries such as their salaries, expenses, absence, sickness and maternity procedures.
5. To maintain accurate staff records and ensure that staff records held in the College are kept confidential.
6. To action and process changes that have payroll implications and/or changes to employment contracts.
7. Advise leaders and managers on basic HR related issues so that line managers can deal effectively with human resource matters, escalating where appropriate and leading on more serious and/or significant HR related issues.
8. To maintain an accurate and up-to-date record of staff turnover, including details of staff joiners and leavers, coordinating the relevant induction for staff joiners (and supporting the delivery of training as required).
9. Support the forming and reviewing of relevant policy documentation (such as Appraisal, Equal Opportunities, Staff Absence Management Policy, Disciplinary Policy, Pay Policy etc.)
10. To complete monitoring reports as required, including sickness returns.
11. To share responsibility for completion and submission of all personnel returns, including audits, staff workforce census and any other external requirements as required.
12. To keep up to date with local and national developments in respect of human resources, including the latest employment law, and to disseminate this information to key staff (the Principal, Governors etc.) as appropriate.
13. In liaison with the Business Manager and Business Adviser (Accounts Manager), play a lead role in directing and coordinating the work of the Business Team, including training and development.
14. To carry out any other duties as directed by the Business Manager, Principal and other senior leaders, as may from time to time be agreed, in accordance with the nature of the job as described above.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the College as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. There may also be changes to the team structure and reporting lines.

SIGNATURE.....

DATE.....