

PANGBOURNE

— A community where you can flourish —

HR ADVISOR - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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| Job Title: | HR Advisor |
| Reports to: | HR Manager |
| Department: | Human Resources |
| Hours per week: | 37.5 hours per week (Office based) |
| Contract Type: | Permanent - All Year |
| Probationary Period: | 6 months (but may be extended dependant on performance) |

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| Key working relationships: HR Manager HR and Payroll Administrator Bursar / Director of Finance / Domestic Bursar SLT All Staff |
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| Job Summary To support the HR Manager in ensuring that the HR Function provides a professional service to the College. To support the recruitment life cycle ensuring that the staff journey from onboarding to offboarding is in line with college policy, statutory compliance and best practice. Responsibility for the maintenance of the Single Central Register. |
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Key responsibilities:

RECRUITMENT AND ONBOARDING

- Managing end to end recruitment process
- Maintain Vacancies folder
- Create / update Job Descriptions / Person Specifications
- Write and post job adverts.
 - Determine advertising solutions with line managers
 - Source candidates
 - Liaise with recruitment agencies
 - Agreeing fees and terms with suppliers
- Create and share score sheets for review by the selection panel
- Arrange Academic and Operation Interviews (face to face / Zoom)
- Interview candidates for Operational roles and Academic roles (when required)
- Negotiating job offers
- Arrange temporary supply cover as required.
- Produce offer letters and contracts
- Send out new starter documents

Managing onboarding

- Complete New Starter checklist
- Carry out DBS checks and Barred List Checks
- Carry out right to work checks
- Request and follow up references
- Complete Online, Prohibition and other compliance checks
- Creation of New Starter Digital Records
 - ISAMs (email logins)
 - SCR Tracker (Single Central Register)
 - Moorepay/Every HR
 - IHASCO Training
- Creation of New Starter files for sign off by Head/Bursar
- Arrange Inductions for Operational staff
- Liaise with Head of Induction to support Academic Induction

COMPLIANCE

- Maintenance of Single Central Register
 - Ensure SCR is checked termly by Head / Bursar and Safeguarding Governor
- DBS renewals for existing staff
- Ensure UKVI compliance checks are made and recorded
- Coordination of Safeguarding Training (for Deputy Head Pastoral)
 - Arrange training
 - Update register/spreadsheet of attendees
 - Provide information for annual return to West Berkshire Council
- Where compliance checks are not complete for new starters ensure Risk Assessments are approved, recorded and revisited

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EMPLOYEE RELATIONS

- Managing employment relations issues
- Advise on College policies
- Advise on Grievance and Disciplinary matters
- Support investigations
- Absence management via Every HR
 - Long terms sickness
 - Occupational Health referrals
 - SSP queries
- Advise on Parental leave policies
- Advise on Flexible working requests
- Implementation of Staff surveys
- Maintenance of Staff Handbooks

TRAINING

- Organisation of internal and external training

OTHER

- Assisting with payroll
- Processing and managing Annual Pay Review
- Worked closely with Finance regarding salaries, offers and contracts
- Supporting employees with queries relating to benefits such as pension and salary sacrifice
- Employee Assistance Programme
- Resource planning
- Management of archive system
- Management of probationary periods
- Maintain the Appraisal process for Operational Staff
- Maintenance of staff job descriptions
- General administration
- Sharing information and ideas with network of other HR professionals working in other local schools
- Provide information/data for Annual Census

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

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Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.

June 2024