



Post Title	HR Generalist
Salary range/grade	T8 Pay Scale 44-49 £36,600 to £38,100 to T10 Pay Scale 56-61 £40,200 to £41,700
Responsible to	Managing Director
Type	Full time
Base	Head Office - Pierview Academy, Gravesend. With some working from the other Kent schools - ALP Sittingbourne and Parkview Academy, Welling The role is 'hybrid' with some home working
Job Purpose	
<p>The HR Generalist will be responsible for overseeing and coordinating recruitment and performance management processes and advising staff and leaders on HR policies and requirements. They will also be monitoring and reviewing the school's HR strategy, to ensure staff are satisfied in the workplace.</p>	
Key Tasks and Activities:	
Leadership, management and advice	
<ul style="list-style-type: none"> ● Provide advice to school leaders on all aspects of HR practice, developments and legislation, ensuring the school adheres to best practice and operates within the law. Coordinate appropriate external legal or professional advice where required ● Monitor and review the company's People Strategy, ensuring it meets the school's long-term needs and goals ● Develop and implement a workforce plan for the school, including identifying skills gaps and assisting with financial modelling of staff deployment options ● Monitor and review the school's HR policies and procedures ● Manage the school's use of external HR providers and services, ensuring the quality of the provision is high and the school receives value for money ● Manage the school's HR information systems & partners including managing user access, providing training, generating reports, and considering future developments ● Manage and update school HR documents, including HR forms and the staff handbook ● Assist in implementing organisational change, such as restructuring, redundancy and TUPE 	

- Assist with disciplinary and grievance procedures, as necessary

Recruitment and induction

- Co-ordinate the advertisement of vacancies, to both internal and external candidates, including working with external partners to publicise available roles
- Develop job descriptions, person specifications, job advertisements and candidate information packs, liaising with school leaders where appropriate
- Oversee the recruitment process, including communicating timeframes to all involved and sending out the necessary information at each stage
- Support in preparing material for interviews, including collating interview questions and developing tasks
- Ensure safer recruitment procedures are followed
- Working with leaders to draft offer, contracts, and contract amendments
- Carrying out exit interviews and ensuring a positive offboarding experience, collating, evaluating and reporting on the feedback and using this to suggest improvements.

Safeguarding and record keeping

- Monitor entries into the single central record (SCR), ensuring compliance with safeguarding and local requirements
- Monitor and review the school's DBS checking process, ensuring compliance with requirements and efficiency is achieved
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

Performance management, staff training, pay and conditions

- Line manage any additional HR staff, including taking responsibility for their professional development
- Co-ordinate the school's professional development programme, working closely with staff to ensure that needs are prioritised and addressed, and that accurate records of training are kept
- Work with other school leaders to develop and administer appropriate benefits and rewards package
- Update staffing information as necessary to support with the school's payroll operations

Staff engagement and wellbeing

- Develop an effective approach to absence management, putting support in place to reduce the risk of long-term absence
- Act as the point of contact for staff questions about HR policies and procedures

- Work with unions and professional associations, maintaining strong and effective relationships that support the school's approach and responsibilities
- Work with senior leaders to consult with staff on job satisfaction, helping them to implement changes or improvements where appropriate
- Coordinate back to work arrangements and exit interviews

Additional Responsibilities

- Be part of the schools Governing body, taking minutes at board meetings and having a regular reporting slot at Headteacher standardization meetings.
- Keep up to date with HR law, current affairs and your own continuous professional development

The HR Generalist will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Key Performance Indicators

1. Good punctuality/attendance and professional conduct
2. Employee retention rate
3. Engagement and well-being of employee's and employers
4. Stakeholder feedback
5. Recruitment efficiency

Expectations and Values

ALP Schools are committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work in the centres, the postholder will also be expected:

1. Act as an ambassador for the school and the partnership by supporting our values and expectations of learning.
2. Be a significant presence and role model for students and staff and to meet fully the school's dress code.
3. Contribute to development through team meetings.

All staff have a responsibility for understanding and adhering to the safeguarding policy and the welfare of children and young persons s/he is responsible for or comes into contact with.

Special Factors:

1. The nature of the work may involve the post-holder carrying out work outside of normal working hours.
2. The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.

3. Expenses will be paid in accordance with the school's policy
4. This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Equality and Diversity Statement

ALP Schools are committed to achieving equality for all those who learn and work with us, and wishes to develop a fair and supportive environment, which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, gender identity (transsexuality), marital or civil partnership status, disability, sexual orientation, religious or political beliefs, age, social class or offending background.

Staff in Human Resources play a critical role in developing, maintaining and supporting equality and diversity in employment. All staff have a legal and personal responsibility to uphold the School's policies.

Equality of opportunity is embedded in the recruitment and selection of staff, training, promotion, performance and development management, induction, probation, and communication and elsewhere. We endeavour to treat people fairly on the basis of individual need and to build a workforce which is diverse.

A variety of training courses, some mandatory, on equality and diversity are organised through our Staff Development.

Person Specification

Qualifications and Training

- A relevant HR qualification (CIPD / Degree) Or willingness to work towards (E)
- GCSEs or above in English and maths (E)

Experiences

- Experience working in an HR department, preferably at a senior level or being able to demonstrate knowledge to this level (E)
- Developing, managing and operating HR systems (E)
- Working with senior stakeholders (E)
- Experience working in the education sector (D)
- Line management experience (D)

Skills & Knowledge

- Excellent knowledge of employment law and safer recruitment requirements (E)
- Good knowledge of the conditions of service in the Burgundy and Green Book (E)
- Understanding of data protection and confidentiality (E)
- Excellent attention to detail (E)
- Effective communication and interpersonal skills (E)
- Excellent time management (E)
- Ability to build effective working relationships with staff and other stakeholders (E)
- Ability to use IT packages and HR systems including word processing, spreadsheets (E)
- Knowledge and experience of Google platforms (D)

Personal Qualities

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils (E)
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school (E)
- Ability to work under pressure and prioritise effectively (E)
- Commitment to maintaining confidentiality at all times (E)
- Commitment to safeguarding and equality (E)

Other

- Willingness to adapt flexible working hours and working arrangements to meet the needs of the schools and home life balance (E)
- To hold a driving licence and be prepared to travel for work (E)

- Willingness to liaise with and occasionally attend the companies other schools based in kent (E)