

JOB DESCRIPTION

JOB TITLE:	HR Advisor
SALARY:	£25,000 to 32,320, depending on qualifications and experience
BENEFITS:	Employers pension contribution - 3, 4 or 5% matching equivalent employee contribution. Available after 3 months in post. Season ticket or bicycle purchase loan scheme. Childcare voucher scheme. Perkbox reward scheme Employee Assistance Programme Onsite staff counsellor
HOURS:	Monday to Friday 8.30am to 5.00pm. You will be expected to work a minimum of 37.5 hours per week during these times as required by the HR Manager and to attend evening meetings as required. In addition you will be eligible for a one hour lunch break which will not count towards your working hours.
HOLIDAYS:	25 days plus bank holidays
REPORTS TO:	HR Manager
LOCATION:	48 North Side, Wandsworth Common, London, SW18 2SL with flexibility to work at our Primary School, 305 Garratt Lane, London SW8 4EQ.
START DATE:	December 2016
PROBATIONARY PERIOD:	6 months

[About BeyondAutism](#)

BeyondAutism is a registered charity dedicated to launching lives through education and training. Using specialist teaching methods we make breakthroughs in communication that dramatically improve a child's ability to cope and make sense of a confusing world. We empower people with autism to lead fuller lives and we enable families to cope, so that they can see beyond to a brighter future. In addition to running Rainbow School, BeyondAutism also offers outreach, training and consultancy services.

[About Rainbow School](#)

Rainbow School is an independent special school for children and young people aged 4-19 with autism. Rainbow School offers a structured programme of intensive intervention, applying the scientific principles of Applied Behaviour Analysis (ABA) and Verbal Behaviour (VB) to deliver the National Curriculum and teach functional communication and life skills; empowering our pupils to lead rewarding lives and fulfil their potential.

JOB SUMMARY

- Providing a professional, efficient and effective HR service to BeyondAutism.
 - To provide administrative HR support and to be the main point of contact for day to day employment matters within BeyondAutism.
 - HR support for recruitment and selection, training and development, performance management, and providing policy advice and guidance, plus HR administration for contractual documentation, recruitment and payroll.
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MAIN DUTIES AND RESPONSIBILITIES

Recruitment

- Manage and coordinate all aspects of the recruitment process, in line with 'Safer Recruitment' practice including; advertising, agency liaison, drafting interview questions, arranging interviews, providing feedback and managing the starter process.
- Liaise closely with Line Managers, recruitment teams, candidates and the HR Services Partnership as appropriate.
- Send out application packs for candidates in response to adverts and advise candidates with any queries.
- Set up interviews and send out relevant documentation to applicants.
- Coordinate interview days by greeting and escorting interviewees to the place of interview and classroom observations, ensuring all recruitment documentation is obtained and recorded.
- Prepare documentation and apply for DBS checks for new starters.
- Ensure that all recruitment checks are completed, followed up (where necessary) and recorded on the Single Central Register and in their personnel file.

Procedures

- Maintain and update the recruitment planning procedure.
- Develop and maintain effective procedures to cover all aspects of HR which will include appointments, leavers and changes in contract.
- Manage staff sickness recording, monitor absence levels and highlight any issues to the relevant manager or HR Manager.
- Ensure appraisal records are maintained and reminders programmed into the HR System to ensure line managers are up to date with all appraisals.

New starter and leaver administration

- Accurate preparation of a range of letters and documents including offer letters, contracts of employment, absence logging, filing and acknowledgement of resignations.

- Preparing HR Induction packs for new starters.
- Supporting with the delivery of new staff inductions.
- Proactive monitoring and administration of events such as probationary periods.
- Maintenance of the Single Central Register and other HR systems and providing HR Management Information to management as required.

Payroll preparation and benefits

- Provision of accurate and timely staff information to the HR Manager and Financial Controller. Liaise with finance on absence payments.
- Support the salary and benefits review process, administering any pay changes following appraisals.
- Manage the organisational and statutory benefits, including Maternity / Paternity / SSP.

Employee Support

- Providing advice and guidance to staff on HR issues, employment legislation, policies and procedures, referring requests for advice on complex employment matters to the HR Manager.
- Provide support as required for employee relations cases, in particular, minute taking.
- Provide support for the performance management system, including logging training needs and arranging any training required.
- Giving staff information on employee benefits and pensions in conjunction with the Financial Controller.
- Liaise with Occupational Health where necessary.

Absence monitoring

- To monitor staff absences and report on them to the HR Manager.
- To advise on and administer planned absences such as maternity/paternity leave.
- To provide reports as required on employee absence statistics.

Equality and diversity

- To confidentially collect and record applicant equal opportunity data and destroy applicant copy once collated.
- To prepare an annual report for SMT on equal opportunities and workforce diversity.

General HR Administration

- To be familiar with and ensure compliance with the requirements of Safeguarding Children and Safer Recruitment, DfES, 2007, including attending training as required.
- To administer the Single Central Register of all staff and volunteers

- To maintain the HR database system and other electronic and paper based filing systems, ensuring these are accurate and up-to-date.

General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism and Rainbow School.
- To safeguard children at all times.
- To undertake training as required.
- Assist with other work, events and projects as needed.
- Any other duties that the HR Manager may reasonably require.

October 2016