

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.
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
CONTRACT:	Permanent
REPORTS TO:	HR Manager
LOCATION:	Flexibility to work at our all ours sites is required: Charity Office, 305 Garratt Lane, London, SW18 4EQ, 48 North Side, Wandsworth Common, London, SW18 2SL and 520 Garratt Lane, Earlsfield, London SW17 0NY
START DATE:	April 2018
PROBATIONARY PERIOD:	6 months

[About BeyondAutism](#)

BeyondAutism is a charity dedicated to empowering people with autism to lead fuller lives through positive educational experiences, training for the people who work with them and support for their families and carers.

We run 2 Independent Special Schools for children aged 4-19, a Post-19 service, Outreach and Training and the beginnings of an Early Years' service. We are seeking to hire a self-motivated and energetic HR Advisor to work with the charity team and support the HR function within the organisation. The ideal candidate will possess a wide range of skills and be interested in playing a key role within a small and committed team, supporting the staff and the organisation's activities.

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.

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 and candidates 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
- 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

Additional Training Provided

As well as general on-the-job training, the successful applicant will also be required to train for the following key roles and areas of responsibility:

- Behaviour Analysis (ABA) in-house basic training
- Safer Recruitment

February 2018