

Central Trust



Job Title: HR Advisor

Location: James Elliman Academy, Slough – with travel to other schools in Hillingdon and Slough

Hours: up to 36 per week, negotiable for the right candidate - Monday to Friday, flexibility between 8am to 5pm

Working weeks: all year round, however term time working can be considered

Salary (actual): £34,487 - £36,583

Contract: Temporary - Maternity Cover

The Park Federation Academy Trust is a community-focused Multi-Academy Trust, comprising of ten primary academies across Hillingdon, Buckinghamshire and Slough, supporting 6,000 students and employing 850 staff.

Reporting to the Head of HR, the primary focus of the HR Advisor will be oversight of the Trust's employee relations processes, from advising Principals, management, investigating officers and panels on cases, to carrying out investigations for more complex cases and presenting findings at hearings. The HR Advisor will also support the Head of HR in updating policies and procedures, and training key stakeholders across the Trust.

What we offer

The Trust offers a family friendly work environment that promotes growth and development whilst working alongside a highly versed HR and management team.

Our benefits include:

- A highly competitive pension scheme, with an employer's contribution of 22.7%;
- A highly competitive holiday entitlement, starting at 29 days plus bank holidays, that increases with service;
- Enhanced sick pay, with up 6 months full pay and 6 months half pay;
- Additional paid special leave during term time;
- Enhanced maternity pay;
- Opportunities to attend various training programs and obtain qualifications;
- An employee assistance program.

You will have recent experience of advising on employee relation processes (disciplinary, grievance, absence management, capability and flexible working). Experience within a unionised environment, particularly in the public sector, would be advantageous. An understanding of recruitment, payroll and training practices would be helpful in this role, as well as exposure to working with irregular workers. You will hold a minimum of the CIPD Level 5 diploma, and will ideally be working towards the Level 7 postgraduate diploma.

The ideal candidate needs to be highly organised, able to think on their feet and willing to support others in the team when required. Ability to travel between Academies and to training events within the London/Home Counties areas is a must.

Please visit the school website and complete an application form for this vacancy. We do not accept CV's.

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. The successful applicant will be required to undertake an Enhanced DBS Check with a check of the DBS Barred List.