

HR Advisor

School:	eTeach Recruit South East	Posted:	5th November 2019
Location:	Greater London	Expires:	21st November 2019 12:00 AM
Contract Term:	Permanent	Start Date:	2nd January 2020
Salary:	TBC	Job ID:	1073869
Hours:	Full Time	Job Reference:	ET29075



eTeach Recruit South East

Would you prefer to work from home remotely for one of the biggest Multi-Academy Trusts? Are you flexible to travel to different locations during working hours on a weekly basis? (South London, Berkshire, Hertfordshire)

A very friendly team is looking to on-board their new member who would bring enthusiasm and a pro-active approach to handle employee queries and to provide guidance to school business managers and headteachers.

You will be given the opportunity:

- To be part of a professional and friendly HR team
- To build your career in a forward-thinking Multi-Academy Trust
- To be involved in team projects
- To continue or further develop your CIPD, HR studies
- To work flexibly

Key responsibilities:

- To provide information and advice on employee relations, policies, recruitment, contracts and payroll in relation to teaching and support staff.
- To provide guidance by email and over the telephone on actual policies and procedures, draft contracts and letters, oversee occupational health assessments and support recruitment activity.
- To work closely with the HR Business partners to support complex cases
- To ensure accurate data collection and payroll administration

Requirements:

- Strong up to date knowledge of employment law and GDPR
- Ideally CIPD Level 5 qualified or equivalent
- Ideally Informed on teaching and support staff pay scales / pay calculations
- Experience gained in employee relations and recruitment related administration (DBS, pre-employment checks)
- Experience of writing contracts, supporting disciplinary processes and absence management
- Outstanding communication skills, both verbal and written
- Dedication, pro-active approach and high work ethics