

Job Title HR Advisor, Non-Teaching

Reports to Senior HR Advisor

Job Purpose

As HR Advisor you will work within a team of five HR generalists supporting the non-teaching departments within the school (approximately 650 staff). The client group consists of a diverse range of operational roles ranging from chefs, housekeepers and gardeners, to building surveyors, IT and Finance professionals. The role involves a heavy employee relations caseload and requires a 'hands-on' approach, coaching line managers through all aspects of people management.

Reporting to the Senior HR Advisor you will take responsibility for designated client groups, however you will also provide support across the entire non-teaching population. You will have a true generalist remit and you will be involved in employee relations, recruitment, reward and learning and development activities. At all times you will operate as a 'critical friend' to your client groups and provide proactive guidance and support.

Principal Accountabilities

- Operating as a trusted advisor to key stakeholders within your client group, providing pragmatic, proactive, and commercially viable advice, support and guidance.
- Managing employee relations casework in a robust and human manner, ensuring staff are dealt with fairly and consistently under the College's procedures for discipline, grievance, absence management, capability etc.
- Building effective working relationships with staff at all levels, providing advice and guidance on a range of HR policies and HR related issues to support understanding and ensure effective communication of good HR practice.
- Ensuring that information contained on the HR Information system is up to date and accurate at all times.
- Handling pay and job changes throughout the year, ensuring that relevant paperwork is completed and accurately recorded, and that timely information is sent to line managers and the staff involved.
- Working with other members of the HR team on reward activities, such as annual salary review, and the provision of relevant HR metrics and reports.
- Working with the Recruitment Team to ensure your departments have the appropriate staff in place, and undertaking appropriate pre-employment checks to ensure we comply with the required school-specific legislation around recruitment.
- Preparing appropriate contracts for the many and varied work patterns that exist at the College and reflecting changes in updated contractual paperwork.
- Dealing with queries from staff, ensuring a timely and supportive response is provided.
- Supporting the effective induction of employees and appropriate exit interviewing.
- Ensuring that you are a regular, visible, presence to your stakeholders.
- Working with the HR & L&D Manager on appropriate learning interventions.
- Undertaking other relevant duties as and when required to any client group, including teaching client groups where necessary. This may involve supporting employee relations activities (disciplinary, grievance etc.), recruitment (e.g. interviewing and other selection activities) and reward (e.g. the annual salary review process).
- Continually looking for ways to improve and standardise what we do, recommending areas of opportunity and proposing solutions – from letters, policies and processes to evolving our staffing structures.
- Keeping up to date on best HR practice and employment law developments.
- Commitment and promotion of equality, diversity and inclusion;

Last updated: 20 May 2022

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2022 guidance, therefore a good understanding of safeguarding procedures is essential;
- Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality.

Skills and Competencies Required

To be successful in the role, you will be able to demonstrate the following:

- Experience of working as an HR generalist including advising line managers on HR matters such as recruitment and selection, disciplinary investigations and outcomes, grievances, capability issues, flexible working and managing sickness absence.
- Sound knowledge of UK employment law (including immigration and right to work requirements) and evidence of applying this knowledge.
- Good IT skills, including use of the Microsoft Office suite of applications
- Experience of using and maintaining HRIS or applicant tracking software.
- Strong numeracy and literacy skills
- Ideally you will also have a CIPD qualification or be working towards a qualification.

In addition to your experience, the role may be for you if:

- You’re a great communicator – you enjoy engaging with a variety of different people, you’ll always try to meet face to face or pick up the phone rather than email, and you are able to convey complex information in a way that’s easy to understand.
- You have a ‘can-do’ attitude – you love getting stuck in and you’re not phased by a heavy volume of work and fast changing priorities.
- You’re confident to use your own initiative, but you also know when to ask for help and guidance.
- You’re naturally resilient and able to deal with ambiguity and change.
- You’re flexible – you’ll have to juggle lots of competing tasks so you’ll enjoy having lots of different things on the go, and you’re able to organise your time and to prioritise your to do list so nothing slips through the cracks.
- You have an eye for detail – you will be key to making sure our data is accurate and that we’re completing all of our recruitment checks, so you will be comfortable working in the detail and following processes.
- You’re happy to get stuck in and handle the administration and less glamorous tasks, as well as the more complex and visible ones.
- You continually look for ways to improve systems and processes – we’re keen to evolve and keep improving what we do, so you’ll continually question the status quo and actively search for ways we can be more efficient and effective.
- You enjoy working in a team – we’re a small team and we enjoy spending time together. We support each other as much as we can meaning we get involved in lots of different tasks, you’ll be keen to operate in the same way we do, and you’ll volunteer to get involved.

Potential Career Progression

We’re keen to help people develop their careers with us. With time and experience (and a suitable vacancy) you will have the scope to move sideways into Recruitment and Learning and Development roles, or upwards into an HR Manager role.

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Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as 'regulated activity', whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. All offers of employment are subject to a number of recruitment checks, including but not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.