



Radnor House
— SEVENOAKS —

JOB DESCRIPTION

Human Resources Advisor

Contract: Full-time, permanent
Line Manager: Head of Human Resources
Location: Radnor House Sevenoaks

The Person:

We are looking to appoint a highly motivated and committed HR Advisor to provide efficient and effective support to the HR function at Radnor House Sevenoaks School.

Key Function:

To support the Head of Human Resources to fully implement the school policies and procedures ensuring that best practice is always followed with a focus on safeguarding children and complying with legislation.

You will provide a comprehensive, confidential, and efficient HR service and will need to be able to work to tight deadlines, prioritise, work independently and without direct supervision on all routine matters.

Key Responsibilities:

- **Recruitment and Onboarding:** Manage the end-to-end recruitment process, including job postings, interviews, and onboarding new staff with a view to developing and improving the process as appropriate.
- **Employee Relations:** Provide advice and support on employee relations issues, including performance management, absence management, disciplinary actions, and grievance procedures.
- **Policy Development:** Assist in the development and implementation of HR policies and procedures to ensure compliance with employment law and best practices.
- **Training and Development:** Assist in the development, coordination and delivery of training programs to support staff development and ensure continuous professional growth.
- **Payroll and Benefits Administration:** Assist with payroll processes and manage employee benefits, ensuring accuracy and compliance.

- **Record Keeping:** Maintain accurate and up-to-date employee records, including the SCR, contracts, performance reviews, and training logs ensuring that GDPR compliance is maintained.
- **Health and Safety:** Ensure the school complies with health and safety regulations, conducting risk assessments and implementing necessary measures.

This description of duties and responsibilities is not exhaustive, and the HR Advisor should endeavour to facilitate all reasonable requests to support the Head of Human Resources in the smooth running of the department.

Other Responsibilities:

- To undertake other such duties that may from time to time be reasonably assigned by the Head, Director of Finance and Operations and Head of HR.
- Keeping the Head of Human Resources informed of issues that should be brought to their attention.
- Attending Staff meetings, disseminating policy/information to staff as appropriate.

To maintain the HR function in the absence of the Head of Human Resources.

- Cover as required.

Skills and Qualifications:

- **Education:** A CIPD qualification in Human Resources.
- **Experience:** Previous experience in an HR role, preferably within an educational setting.
- **Knowledge:** Strong understanding of UK employment law and HR best practices.
- **Communication:** Excellent verbal and written communication skills.

The above statement of Responsibilities is agreed to be an accurate Job Description and should be seen as enabling rather than restrictive and will be subject to regular review.