

HR Adviser Job Pack

Salary	Grade 7 (Points 26 to 30) £37,280 to £40,777 April 2025
Hours	35 paid hours
Contract Type	Full time, Permanent
Location	Usual place of work plus travel to trust organisations as necessary

Ambition Community Trust

Our vision is rooted in the power of relational inclusion. We believe that schools thrive when every child, every colleague, and every family feels seen, valued, and supported. Prioritising relationships is at the heart of everything we do; we aim to create spaces where kindness and understanding are not just encouraged but embedded in the culture of our schools.

This is not just about academic success; it's about helping every individual flourish, equipping young people with the confidence and skills to lead fulfilling lives, and ensuring that no one is left behind. By working collaboratively, we have an opportunity to challenge old systems, reimagine what is possible, and inspire lasting change.

Our Values

Compassionate Relationships

We foster positive, understanding, and respectful connections, encouraging empathy, a sense of belonging, and the capacity to build strong relationships within and beyond the school community.

Quality Through Collaboration

We believe that partnerships with families, communities, and

professionals foster innovation and achieve the highest standards of education, whilst nurturing socially aware and compassionate individuals.

Equity and Excellence for All

We are dedicated to personal growth and achievement, celebrating diverse strengths and backgrounds to ensure every individual can thrive and succeed together.

Role Purpose

As an HR Adviser you will be part of a team who delivers a professional human resources service to our schools. You will work closely with Headteachers and senior leaders to support people management across the trust, ensuring legal compliance, consistency, and best practice.

Key Responsibilities

1. Employee Relations

- Provide expert advice and guidance to headteachers and line managers on employee relations matters, including disciplinary, grievance, absence management, and performance issues
- Support and, where appropriate, lead formal HR processes such as investigations, hearings, and appeals
- Ensure all cases are managed fairly, consistently, and in line with Trust policies and current legislation

2. HR Advisory Support

- Act as a first point of contact for HR queries from staff and managers
- Interpret and apply HR policies and procedures across the Trust
- Support managers in making informed, risk-aware decisions

3. Recruitment and Onboarding

- Support recruitment campaigns, including drafting job descriptions, adverts, and offer documentation



- Ensure safer recruitment practices are followed in line with safeguarding requirements
- Oversee onboarding processes, including pre-employment checks and induction

4. Policy and Compliance

- Assist in the development, review, and implementation of HR policies and procedures
- Ensure compliance with employment law, safeguarding standards, and Trust policies
- Maintain accurate and confidential employee records in line with GDPR

5. Performance and Development

- Support performance management processes, including appraisals and capability procedures
- Advise on training and development needs and contribute to workforce development initiatives

6. HR Systems and Data

- Maintain HR systems and produce reports on key metrics such as absence, turnover, and recruitment
- Use data to identify trends and support decision-making

7. Stakeholder Engagement

- Build strong working relationships with school leaders and staff across the Trust
- Liaise with external HR advisors, legal services, and other partners where required



Person Specification

Essential:

- CIPD Level 5 qualification
- Proven experience in an HR advisory role
- Strong knowledge of UK employment law and HR best practice
- Experience of handling employee relations cases
- Excellent interpersonal and communication skills
- Ability to manage a varied workload and prioritise effectively
- High level of discretion and professionalism

Desirable:

- Experience working in the education sector or an academy trust
- Knowledge of safer recruitment and safeguarding requirements
- Experience supporting organisational change

Key Attributes

- Proactive and solutions-focused
- Resilient and able to manage challenging situations
- Strong attention to detail
- Collaborative and approachable

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are subject to an enhanced DBS (CRB) Disclosure prior to taking up an appointment with the Trust.