

Department and Post Details

Department name	Human Resources
Post Details	Aquinas College is seeking a Senior HR Advisor to join our dedicated Human Resources team. Supporting a vibrant community of 350 staff, you will be the operational backbone of our department providing pragmatic advice to Heads of Department, resolving employee relations casework, and supervising our HR Assistants. Working closely with the Director of HR, you will bridge the gap between high-level workforce strategy and daily operational delivery. Key Responsibilities • Act as the main operational advisor for line managers on sickness management, disciplinary/grievance procedures, and performance capability. • Provide daily task direction, coaching, and support to our team of 2.6 FTE HR Assistants. • Oversee and audit safer recruitment processes and the Single Central Record (SCR) to ensure total KCSIE compliance. • Check monthly payroll variations before final submission to our external provider. About You • Qualified: Associate CIPD (Level 5 minimum) or equivalent demonstrable generalist experience. • Experienced: Proven track record in independently managing employee relations casework and applying UK employment law in practice. • Leader: Experience mentoring, supervising, or coordinating administrative team members. • Pragmatic: Excellent interpersonal skills with a solution-focused approach to supporting middle management. <i>(Experience in FE, Sixth Form Colleges, or the education sector is desirable, but a strong generalist background from the public, charity, or commercial sectors is warmly welcomed.)</i> Hours: The post is full time (37 hours) full year to be delivered accross Monday-Thursday 8.30am – 4.30pm and 8.30am – 4.00pm Fri (including half an hour unpaid lunch break) There will be times during the holiday period that are essential to maintain the service provision, mainly covering the Easter and Summer holidays. Therefore there will be a need to take some holiday entitlement during term time and some during the holiday period to be agreed (to a maximum of two weeks over the Summer).

	Salary: All appointments are made on the nationally agreed Sixth Form Colleges' Association Support Staff pay scale and are based on qualifications and experience.
Staffing structure	The HR Team consists of the Director of Personnel and three HR Assistants. The team is located on the ground floor in the main Reception.
Services provided:	To establish, develop, maintain, communicate and administrate policy and practice throughout the college and to represent, help, advise and consult with employees whilst keeping the overall best interest of the college in mind. To establish, develop, maintain, communicate and administrate official documentation, workplace ethics and code of conduct. To handle employee relations, recruitment and selection, separation, contract, benefits, appraisal and pension plans. To provide a high-quality Human Resources service to staff and managers of the college.
Benefits	Pension Scheme. Free car parking. Canteen facilities. Health and wellbeing support including Employee Assistance Programme. Gym and changing facilities, including showers. Secure cycle parking.