



## About the job

We have an exciting opportunity for a part-time HR Generalist to join our UK team in providing HR advice and support to Claremont School in East Sussex.

This is a unique opportunity to join a thriving school and the role would suit an experienced HR Advisor or Manager wishing to work part-time. Responsibilities will include:

- Providing the school's leadership and management teams with timely advice, guidance and support on employee relations, legislation, HR policies, processes and procedures covering the full employee lifecycle
- Guide and coach managers to handle any performance or development issues
- Working with the HR and Leadership Team Assistant to coordinate and draft offers, contracts and contract amendments
- Liaising with line managers to draft and update role profiles
- Together with the HR and Leadership Team Assistant, ensuring that the school's HR data is robust and accurate and can be relied upon for payroll and reporting / analytics purposes.
- Working with the school leadership team to drive employee engagement and supporting with the administering of pulse and engagement surveys and the running of focus groups to increase insight and formulate action plans
- Responsible for the coordination of onboarding schedules for new joiners and meeting with all new joiners as part of their onboarding to learn from their feedback
- Carry out exit interviews and ensuring a positive offboarding experience, collating, evaluating and reporting on feedback and using this to suggest improvements to the employee offer and experience
- Working with the Head of Business Administration and HR and Leadership Team Assistant to run the monthly payroll, cross-checking as required
- Overseeing the Payroll Provider's management of monthly pay and pension administration, picking up and addressing any issues as appropriate
- Supporting with the creation and updating of local policies, tailoring information to the audience and aligning content to the ISP Principles, policies and brand voice
- Support the HR and Leadership Team Assistant with any necessary follow up in cases of Safeguarding Central Register non-compliance

**Person specification:**

- Strong generalist HR experience, ideally qualified at CIPD level 5, including general HR advice and support, change management, HR administration and processes and recruitment and selection; experience gained in an educational setting would be a distinct advantage
- Good experience of HR systems and previous experience of running payroll
- Sound knowledge and understanding of UK employment law and data protection legislation, including GDPR
- Ability to recognise and act on the implications of actions and decisions
- Strong influencing and facilitation skills
- A people-person with a collaborative approach who enjoys working as part of HR and the wider team
- Strong customer service ethos and the ability to deal with difficult situations in a professional and diplomatic manner
- Comfortable working at all levels of the organisation
- A self-starter, with drive and initiative, who is flexible and adaptable in their approach

Interested candidates should complete the attached application form fronted by a cover letter explaining what attracts them to the role and why they feel they are a great candidate.

This will be a part-time role, exact days / hours can be discussed but we envisage it being a maximum of 0.6 FTE. We would consider term-time only options and some home-working although we would expect significant time spent in school (1-2 days) on a weekly basis. The successful candidate will need to be a driver as the school is split over different sites.

**ISP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years employment history.**