



Job Vacancy

HR Advisor (part-time, term-time only)

Salary: £18,932.48 to £20,805.83 per annum (£32,259.00 to £35,451.00 per annum FTE) – points 18 to 21 of the sixth form colleges support staff pay scale (further increase expected from 1 September 2024 – pay award pending)

Working hours: 25 hours per week, term-time only (39 weeks per year)

The working pattern can be flexible to suit the needs of the successful applicant. The 25 hours can be worked any time between 8.00 am and 5.00 pm, Monday to Friday, but must include Wednesday

FTE: 0.587

Pension: West Yorkshire Pension Fund – employer contribution rate of 21.5%, plus Death in Service Grant of 3 x your annual salary

Contract type: Permanent

Other benefits:

- Access to Kirklees Employee Healthcare (e.g. private counselling, physio, etc)
- Eye test vouchers
- Flu vaccination vouchers
- Free onsite car parking
- Cycle to work scheme
- Health and wellbeing events throughout the year, including a dedicated staff wellbeing day
- Enhanced maternity and paternity pay
- Personal and professional development opportunities

Reports to: Director of HR and Support Staff Lead

Closing date: Sunday 14 July 2024

Interview date: Friday 19 July 2024

Start date: Tuesday 27 August 2024, but flexible for the right candidate

On behalf of Greenhead College, thank you for your interest in applying for the position of HR Advisor.

Greenhead College is located on an attractive campus close to Huddersfield town centre, adjacent to the picturesque Greenhead Park. The College is a short drive from the M62 and within walking distance of the train and bus station, an easy commute from much of the Northwest and Yorkshire.

The College has been providing the highest quality academic Sixth Form College education in the area for 50 years. According to Government performance tables, Greenhead is currently one of the best performing Sixth Form Colleges nationally and is heavily oversubscribed.

Approximately 2600 students attend the College studying predominantly A Level courses across 35 subjects, and the College has ambition to grow to at least 2800 students by 2025-26.

In March 2022, the College was once again graded 'Outstanding' by Ofsted, with no areas of weakness identified.

The College maintains and forecasts 'Outstanding' financial health, which is a demonstration of the strong ethos of ambition and aspiration which runs through all aspects of our work.

The College employs 285 staff and is a great place to work, with a warm, inclusive atmosphere. Our staff are recognised for their hard work and are encouraged to inspire each other, and to develop and grow. We are proud to have a strong and able College Leadership Team, and a highly experienced Board, who work collaboratively to deliver the College's purpose and principles, and strategic objectives.

The Human Resources team at the College currently consists of three staff – Director of HR and Support Staff Lead, HR and Recruitment Manager and HR Administrator. The team is knowledgeable, friendly, and supportive, and collaboration is central to the team's success.

Due to an increasing workload, the College is seeking to expand the team to include a HR Advisor.

The HR Advisor role will be a generalist position, with a varied, interesting, and busy workload. However, all HR team members have particular specialisms, and it is envisaged that the successful postholder will be upskilled to become an expert / 'the go to person' for absence management, family leave, and flexible working advice and support. Personal development is strongly supported, and on the job and formal training will be provided to support the individual to achieve this.

The College is seeking applications from individuals with experience of working at a similar level within Human Resources. A CIPD qualification is preferred, but not essential. Experience of working within education and/or the public sector is not essential - it is recognised that HR experience is strongly transferable and therefore candidates from any sector are encouraged to apply.

The full job description and person specification can be found on the College website.

Applicants should complete and submit the following documents:

- Greenhead College or TES support staff application form;
- A supporting letter of application indicating how you meet the criteria within the job description and person specification;
- Equality and Diversity form.

All applications should be submitted to Jen Rothery, HR and Recruitment Manager, via email address jobs@greenhead.ac.uk

If you apply and are unsuccessful in being called to interview, can we thank you in advance for your time and trouble in making this application. Due to time constraints it would be impossible to respond to everyone individually - we hope that you will understand.

Greenhead College is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to safer recruitment checks, including an enhanced DBS check and satisfactory references. This position is working in regulated activity and therefore exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to self-disclose particular criminal convictions should they be shortlisted for interview. Further details can be found within the DBS filtering guide at <https://www.gov.uk/government/publications/dbs-filtering-guidance>

In line with KCSIE 2023 guidance, all shortlisted candidates will be subject to an online search.

Greenhead College is committed to Diversity and Inclusion and welcomes applications from all sections of the community.