



Olive Academies

HR Advisor

Olive Academies Trust

- £48,119 - £52,090 (£50,737 - £54,924)
- LGPS pension scheme
- OA benefits package

To arrange an informal discussion or to visit us,
please phone 01708 592717

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Olive Academies is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. To this end, both an Enhanced Disclosure and Barring Service check and a Barred List check are required for this role. We particularly welcome applications from under-represented groups.

About Olive Academies

Established in 2013, Olive Academies is a growing multi-academy trust, specialising in alternative provision. Comprising seven provisions in London, Kent and East of England, we provide education to children and young people between 7 and 16 who have been excluded, or are at risk of exclusion, from a mainstream school, and those who are unable to attend mainstream school due to medical needs.

We believe that every child and young person has right to learn and the ability to achieve. Our mission is to provide our pupils with creative, nurturing and inspiring learning opportunities which re-engage them in learning and transform their lives. This is reflected in our core values, which underpin everything we do:

- **Conviction:** everyone has the capacity to reach their potential
- **Determination:** not giving up on those who have not experienced success in their lives
- **Ambition:** all challenges can be overcome, and education is an important lifelong journey
- **Reflection:** learning from experiences and developing a capacity to improve further

In addition to our school-based provision, we support mainstream schools with outreach and specialist expertise – working towards our objective of preventing exclusions.

We employ over 120 members of staff, who all contribute to the success of our academies and the OA network. From teachers, trustees and senior leaders to administrators and support staff, everyone has a crucial role to play.

We truly value our staff and care about the support and development opportunities that are in place to help individuals fulfil their role. We actively encourage continuous professional development (CPD) and support our staff to participate in CPD activities, as well as providing a bespoke career pathway programme. We offer flexible working arrangements, provide numerous wellbeing initiatives and a well-rounded benefits package.

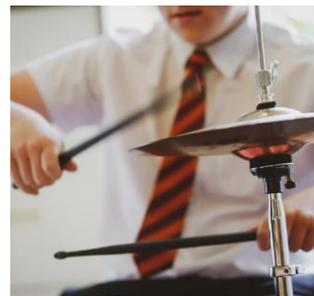
Working in alternative provision can be challenging but is also incredibly rewarding; this is your chance to play a part in improving the education and lives of some of the most vulnerable children and young people in the country.

If you have the experience and enthusiasm to join us on our journey, we would love to hear from you.

Thank you for your interest.

Mark Vickers MBE

Chief Executive



"I have never worked anywhere like Olive. **Staff work as a collective** and there is **so much support and enthusiasm** to make THE difference. I see colleagues caring so much and they have a relentless drive to support students."

"The education we provide is **so much more than a subject**. For some of our young people we are the only constant trustworthy adult in their life."

"Knowing that **we can make a difference** to the pupils when they have been failed in other settings is **hugely motivating**. The look of pride of a 14 year old's face when he realises he can read is amazing and then hearing from others how this really has opened up a curriculum for him is **something I had never experienced before**."

"Everyone's **ideas and experience is genuinely valued**, no matter your role."

"I like having to **think outside of the box** and **adapt my ways of working**, whether that's teaching phonics whilst playing with small world or practising times tables when playing football! I enjoy every day at Olive."

Job description

We are looking for an experienced HR Advisor who will provide high-quality, proactive HR advice and operational support to academy leaders and HR coordinators across the trust, ensuring consistent application of HR policies and procedures, effective management of employee relations matters, and a positive employee experience.

Key duties and responsibilities:

- manage a caseload of employee relations matters including absence management, flexible working requests, grievances, disciplinary and capability cases (up to and including straightforward formal hearings)
- advise line managers on the application of HR policies and procedures, ensuring fair and consistent practice
- prepare documentation for formal processes, including letters, scripts and outcome correspondence
- attend formal meetings and hearings as the HR representative where required
- advise leaders and managers on recruitment processes and safer recruitment requirements
- support the drafting and review of job descriptions and person specifications
- support HR coordinators with the completion of safer recruitment and pre-employment checks in line with KCSIE and trust policy
- work with HR coordinators to ensure Single Central Record compliance
- support onboarding processes, ensuring contracts, offer letters and checks are completed accurately and in a timely manner
- sit on interview panels for academy-based roles as the HR representative, ensuring safer recruitment practices are followed excluding head of academy and more senior roles
- escalate complex, high-risk or precedent-setting cases to the HR manager, including cases involving senior leaders, potential dismissals for gross misconduct, restructures, or matters with significant legal risk
- liaise with DSLs and senior leaders where HR and safeguarding processes intersect, escalating safeguarding-related employment concerns appropriately
- monitor sickness absence across allocated academies and support managers in managing cases in line with policy
- advise on referrals to Occupational Health and support the implementation of recommendations and reasonable adjustments
- track probation reviews, ensuring timely follow-up and appropriate documentation
- monitor fixed-term contracts and contractual changes, prompting managers where action is required
- provide absence and workforce data to support trust-level reporting
- provide first-line HR advice to heads of academy, HR coordinators and line managers on trust policies and procedures, escalating complex matters as appropriate
- deliver the trust's people strategy through casework management, safer recruitment compliance and workforce processes

- support the consistent implementation of HR policies across academies
- deliver or support manager briefings and guidance sessions on HR processes
- promote fair, consistent and legally compliant people management practice
- support the maintenance of accurate employee records and HR systems
- contribute to HR compliance audits, including safer recruitment and record-keeping checks
- ensure statutory and policy compliance in relation to employment documentation and processes
- support organisational change processes including restructures and consultations
- prepare documentation for consultation meetings and support managers during formal processes
- assist with contractual change processes under the direction of the HR manager
- contribute to HR projects and improvement initiatives
- maintain up-to-date knowledge of employment legislation and education HR practice
- build strong working relationships with leaders, line managers and central team colleagues, and always uphold confidentiality and professional standards
- the post holder does not currently have line management responsibilities; this may change as the trust grows.
- the role is based in Stratford and will require travel to trust academies and other venues
- duties may vary from time to time without changing the general character or level of responsibility of the post

Note: The duties above are neither exclusive nor exhaustive and the post holder may be required by the hr manager to carry out appropriate duties within the context of the job, skills and grade

Person specification

Measurements: A = Application, I = Interview, R = Reference, T = Task

Qualifications and training

MCIPD or equivalent	A	Desirable
First degree or equivalent	A	Desirable

Experience

Significant HR generalist experience	A	Essential
Experience of implementing the full range of HR policies and procedures	A,I,R	Essential
Proven ability to manage HR service delivery in a busy working environment	A,I,T	Essential
Experience of advising managers on a wide range of employment and people management issues	A,I,T	Essential
Experience of managing projects and tasks with conflicting priorities and timescales	A,I,T	Essential
Experience of liaising with other HR and legal advisers and sourcing advice and information	A,I	Essential
Experience of supporting organisational change e.g. TUPE, restructures and redundancies	A,I	Essential
Experience of the schools/education sector	A,I	Desirable
Experience of working with Trade Unions	A,I	Desirable

Knowledge

Excellent communication and interpersonal skills, and the ability to engage with a range of stakeholders	A,I,T	Essential
Excellent IT skills (Word, Excel, PowerPoint, SharePoint, Office)	A,I	Essential
Exceptional organisational skills together with proven problem-solving capabilities	A,I,T	Essential
Knowledge of employment legislation and its application	A,I	Essential

Skills and abilities

Ability to develop and work in a collaborative team environment	A,I	Essential
Ability to develop excellent internal and external relationships	A,I	Essential
An understanding of current developments in education & multi-academy trusts	A,I	Desirable
An understanding of safeguarding legislation and safer recruitment policies	A,I	Desirable

Personal aptitude

An absolute commitment to the maintenance of confidentiality, discretion, diplomacy and professionalism is crucial	A,I,R	Essential
An absolute commitment to equal opportunities	A,I,R	Essential
Self-motivated, with a solutions driven approach to work	I	Essential
Commitment to your personal and professional development and that of all staff	A,I	Essential
Commitment to the safeguarding of vulnerable young people	A,I,R	Essential
Commitment to the vision, values, aims and objectives of the Olive Academies multi-academy trust	A,I	Essential

Transform young lives with Olive Academies Trust

Thank you for your interest in working with Olive Academies.
We look forward to receiving your application.

[Find out more and apply.](#)

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