



## Job Description

**Job Title:** HR Advisor

**Hours of Work:** 5 days (37.5 hours) per week  
Working weeks to be discussed at interview  
(requirement ranges between term time plus to all year working)



**Reports to:** HR Director

**Based:** Eltham College with 1-2 days per week spent at the Blackheath Prep site, dependent on the requirements of the role

**Start date:** End August 2026

## Principal Role

The HR Director of Eltham College Family of Schools is seeking a HR Advisor to join a busy and collaborative HR team. This is a varied, hands-on role offering the opportunity to work across the full employee lifecycle, providing high-quality HR advice, administration, and support to leaders and teams.

The role would suit an experienced HR administrator or existing HR Advisor who is organised, detail-driven, and confident supporting managers in a fast-paced, people-focused environment. The role offers opportunity for personal development across all areas of HR.

Reporting to the Director of HR, you will play a key role in delivering accurate, timely, and compliant HR support across multiple sites. You will act as a first point of contact for HR queries, support employee relations processes, and help ensure robust HR systems, data, and safer recruitment practices are in place.

This is a role which requires professionalism, discretion, and strong communication skills, alongside the ability to manage competing priorities and deadlines.

## Main Duties

The two current HR Advisors' work is split between pre- and post-employment HR matters to:

- Act as a first point of contact for HR-related queries, providing timely and accurate advice within scope
- Support employee relations processes including absence management, disciplinaries, grievances, performance management, and flexible working
- Work closely with a payroll provider to ensure accurate payroll administration, pensions, and benefits, including payroll checking
- Maintain accurate HR records and systems, ensuring GDPR compliance at all times
- Support end-to-end recruitment processes, including advertising, interview coordination, safer recruitment checks, and onboarding



- Ensure all pre-employment and vetting checks are completed in line with safeguarding requirements
- Support induction, probation, and internal processes for new starters
- Assist with HR data, reporting, and statutory returns, including workforce-related reporting
- Support policy and procedure maintenance, templates, and HR documentation
- Provide effective support to the wider HR team, including policy development and process improvement activity

The allocation of duties between the existing HR advisor and new role holder will be discussed and agreed prior to appointment, with candidates encouraged to offer a preference during the early stages of the recruitment process.

### **The Successful Applicant**

You will have experience working in a busy HR environment and be confident managing HR administration alongside people-focused advisory work. You will be methodical, approachable, and able to work with a high degree of confidentiality. You will be proficient in working with a variety of data and IT systems, including MS Excel.

#### **Essential:**

- Experience in an HR administration or HR advisor role
- Strong organisational skills and attention to detail
- Confidence supporting employee relations processes
- Experience using HR systems and managing HR data
- Intermediate level MS Excel
- Strong communication and stakeholder-management skills
- Ability to work flexibly, independently, and to tight deadlines

#### **Desirable:**

- Experience working in education, public sector, or regulated environments
- CIPD Level 3 (or working towards Level 5) or equivalent experience
- Experience supporting safer recruitment and compliance processes

Applicants earlier in their HR career, who have less experience, but who show a strong aptitude to learn and develop, an inspiring work ethic and a clear commitment to the School's ethos, may be considered for the role, alongside a commitment to engage with a development plan.

***The post holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the Designated Safeguarding Lead.***