

People Services Advisor

School:	Avanti Schools Trust	Posted:	17th April 2025
Location:	Stanmore, Greater London	Expires:	5th May 2025 11:59 PM
Contract Type :	Permanent	Start Date:	As Soon As Possible
Salary:	Grade 7, £34,710 - £36,931 per annum	Job ID:	1478724
Hours:	Full Time	Job Reference:	238



Avanti Schools Trust

About us and the role

Are you looking to make a real impact in a forward-thinking People Services team dedicated to delivering exceptional service to employees and management?

We are excited to welcome applications for a passionate and conscientious People Services Advisor to join our team.

In this role, you'll play a key role in providing essential HR support, supporting the monthly outsourced payroll, developing processes, and improving systems to enhance the employee experience.

Enjoy the flexibility of a hybrid role, with the option to work from home, spend at least one day in the office, and travel to other sites as needed.

This is an exciting opportunity to join a fast-growing Multi Academy Trust with schools based in London, the midlands and the South West of England. All Avanti schools provide pupils with an outstanding education rooted in the inclusive and distinctive Avanti Schools ethos of educational excellence, character development, and spiritual insight.

What will you do?

Payroll:

- Coordinate accurate and timely outsourced payroll processes.
- Liaise with HR colleagues, external providers, and the Finance team to ensure seamless operations.

People Services Information System:

- Ensure data accuracy within the SAMpeople system, allowing insightful management reports.
- Support system development and enhancements to streamline processes and improve user experience.

People Shared Services Administration & Advisory:

- Support core People Services processes, such as contract variations and leaver actions, ensuring completion in line with payroll deadlines.
- Provide first-line HR support and guidance to staff, escalating more complex queries as appropriate.

Policy Development & Service Improvement:

- Support developing and reviewing HR policies and procedures, promoting best practice and employee-centred approaches.

Team Collaboration & Continuous Improvement:

- Collaborate across the wider People Services team, sharing knowledge and supporting continuous improvement initiatives.
- Champion up-to-date practices and contribute to a positive, solution-focused working environment.

Why should you apply?

Avanti exists to help each person become a well-rounded human being through intellectual, moral and spiritual growth, and so make the world a better place.

- You will be working in a fantastic environment, with:
- Great opportunities for professional development
- NEST pension scheme (subject to eligibility)
- O2 discounts, Specsavers corporate eye test vouchers
- Flexible working opportunities
- Eligible for NUS Card and CSSC membership
- Well-being programs (retreats, yoga, wellness apps)
- Cycle-to-work and Electric Vehicle Lease Schemes
- Free staff lunch and on-site parking

What are we looking for?

- Demonstratable experience working with a high-volume outsourced payroll, ideally within the education sector or similar
- Experience in interpreting and applying HR policies, and pay and conditions of service, including signposting, guidance and dealing with queries

- Experience working with People Services/HR Information systems and MS Office, with excellent knowledge of Excel
- Excellent interpersonal and stakeholder management skills
- Ability to produce work to a high standard, with excellent accuracy and attention to detail.

Please view the full Job Description for more information on the responsibilities and essential criteria required for this role.

Further information

Pre-employment checks

Avanti Schools Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All successful candidates are required to have an Enhanced DBS check unless internally appointed and still within the cycle of DBS re-checks.

Any appointment subsequently made will be subject to the receipt of satisfactory references and other pre-employment checks.

Diversity and Inclusion

We want to make sure we are attracting the widest possible range of people and ensure that they are accepted, understood and treated equally when they work here. This means we will work hard to understand that each employee is unique and ensuring that individuals or groups are not treated differently or less favourably on the basis of specific characteristics.

Such characteristics include (but are not limited to) age, disability, gender including transgender, race, religion, sexual orientation, marital status, and how the school supports pregnant women and new parents.

Safeguarding Statement:

Avanti Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.