

INFORMATION FOR APPLICANTS

WORKING AT WYKE SIXTH FORM COLLEGE



INTRODUCTION

Application for the Post of: H.R. Advisor

Thank you for your enquiry concerning the above post. I hope you find the following information of interest, and that you are encouraged to apply. Please note the closing date for received applications is **Tuesday 23 June 2026 at 9am**. **Interviews will be held on Thursday 2nd July 2026**. Included in this pack is some information about the H.R. department, an outline job description and a person specification.

For further details and to access the application portal please see below or visit www.wyke.ac.uk/about-wyke/staff-vacancies. If you have any queries about applying for the role, please contact personnel@wyke.ac.uk, or call 01482 346347.

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, qualification, barring, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. Following short listing, we will endeavour to contact all applicants via email to advise them whether they will be invited in for an interview process.

Yours sincerely

Jenny Anderson

WORKING AT WYKE

Wyke is a successful and highly ambitious Sixth Form College whose aim is to be the best college in the country. We are an established, popular College with an outstanding reputation in the locality. The college draws students from Kingston-Upon-Hull, East Riding of Yorkshire, and further afield. The largest and one of the most successful A-level provider in the area, we offer applicants the opportunity to work alongside committed colleagues who have enabled our students to achieve high levels of success. At Wyke we put the student first and all decisions centre around staff working together to meet their best interests.

We currently have around 2500 students and around 200 members of staff. We offer a wide range of A Level courses as well as some highly successful BTEC courses, both those equivalent to one, two and three A-levels, and a small number of GCSEs.

Each A-level, GCSE or BTEC is allocated 4 x 70 minute lessons and a full time teacher will teach 5 of these 'blocks'. The teaching day begins at 9a.m. and finishes at 4p.m. On some mornings full staff or faculty briefings are held at 8.45a.m. to keep staff up to date with what is happening around the college and allow a time for them to catch up with each other.

We have an excellent team of staff and their continuing professional development is a priority at Wyke. The approach for this was recently revised so that so that members of staff fall into one of a number of development strands e.g. 'Aspiring Leaders', 'Wider Pastoral', 'Administrative', 'AI Champions'. Some development activities take place on one of the three Development Days spread across the year while other sessions are during afternoon workshops or independent activity which happens whenever is convenient for the staff members involved. Our plan is that every member of staff will have an entitlement to a significant amount of development every year and we also offer a system for people to log that development, including any activities undertaken independently.

We offer a welcoming college with supportive management and a strong team atmosphere as well as a modern environment. We are lucky to work with great students who are here to learn and have chosen their subjects so standards of behaviour are high.

WORKING AT WYKE

Our employees at Wyke 6th Form College have access to a number of different benefits including:

- Generous pension schemes
- Generous holiday entitlements
- Significantly enhanced sick pay
- In service life cover
- Structured pay grades
- Funded development opportunities
- Free tea and coffee
- Occupational Health support
- Flu-jabs
- Cycle to Work Scheme
- Multi-faith room
- Subsidised food costs
- Subsidised social events
- Use of library facilities
- Staff sports classes
- Opportunities to travel with college trips
- Employee Assistance Programme which provides free staff counselling, financial, and legal advice

H.R. AT WYKE SIXTH FORM COLLEGE

The College is the largest and one of the top performing A-level providers in the local area. We have over 2500 students and there are just over 230 employees, plus a number of casual workers and volunteers. As well as being ambitious and high-achieving, the staff are welcoming and supportive. In the most recent termly staff pulse survey, 97% of staff agreed or strongly agreed that they would recommend the College as a good place to work. 97% said they had been supported to develop in the last year.

The H.R. team have a crucial role in ensuring the right members of staff are in the right roles and that the people management policies and practices support the optimal performance and continued development of the College. A comprehensive H.R. service is provided from recruitment and induction to contract changes, employee relations and the people side of change management. Supporting staff wellbeing and promoting inclusion are also important for the team, recent activities have included developing line manager training resources, promoting neurodiversity awareness and inclusion, holding regular menopause café events and introducing formal job evaluation.

In addition to the H.R. Adviser role currently advertised, the team comprises a Director of H.R. and the Central Services Manager who carries out a significant amount of the administration alongside her office management and P.A. roles. She leads on the completion and recording of the pre-employment checks as well as the recruitment administration and liaising with recruitment agencies in relation to temporary cover.

The H.R. Adviser has a range of generalist operational responsibilities and supports managers and members of staff with employment issues. There will also be opportunities to become involved in more developmental and strategic activities, leading on certain projects as appropriate. The post-holder will provide advice to members of staff and managers on employee relations issues, contracts, terms and conditions, and health and wellbeing issues. They will be involved in recruitment of new staff as well as policy development and implementing new processes and practices. They will also become an expert user of the H.R. information system (Iris Cascade HR).

You will find the job description and person specification below. I hope you recognise for yourself an opportunity in this role. Wyke is engaged in an exciting period and we hope that you feel the time is right for you to join a group of highly committed people who share common goals, a deep respect for young people and a determination to enjoy their work.



JOB DESCRIPTION

Job Title :	H.R. Advisor
Postholder's name:	
Reporting to :	Director of H.R.
Overall Purpose:	To work with the Director of H.R. to provide a responsive, pragmatic and highly effective human resources service to the College in order to develop and sustain a high performing workforce. To successfully manage a wide range of generalist human resources responsibilities, providing sound advice to managers and members of staff as well as developing and improving policies, processes and systems.
Policy and Procedure:	Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including conduct, health and safety, safeguarding, appraisal and equality and diversity.



Key Duties:	<p>You will:</p> <ul style="list-style-type: none"> • Support the Director of H.R. in the development and implementation of human resources strategy, policies and procedures, continuously seeking improvement. • Maintain an awareness of employment legislation in order to offer appropriate advice and help to ensure that the College complies with changing legislation and best practice. • Provide professional and confidential support to managers on human resources issues, advising on risks to the College and working with them to identify the best course of action. • Process contract and pay changes in an accurate and timely manner, liaising with managers and members of staff to ensure clear communication. • Prepare and present human resources management information to managers as necessary. • Work with managers to ensure promotion of positive employee relations, developing and delivering training as needed. • Ensure the recruitment of staff to meet identified needs, contributing as required. • Ensure that appropriate systems are in place with regard to storage input and retrieval of staff information, becoming an expert user of the H.R. system. • Ensure that human resources records and files are up to date and comply with data protection requirements.
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JOB DESCRIPTION

	<ul style="list-style-type: none">• Facilitate and develop the induction procedure for new staff.• Support managers in managing absence levels in their teams including making Occupational Health referrals and assisting with the completion of Stress Risk Assessments and similar.• Provide information to staff on an individual basis as and when required.• Assist with the development and implementation of performance management processes.• Devise and coordinate staff recognition and social activities.• Contribute to ensuring there is an accurate and complete single central record in line with legislation.• Undertake H.R. projects as required.
Other activities:	<p>You will:</p> <ul style="list-style-type: none">• Keep accurate records of meetings and discussions as required• Maintain high levels of confidentiality at all times.• Attend and advise at meetings where necessary.• Undertake benchmarking, research and analysis as required.• Promote equality, diversity, and inclusion amongst members of staff• Promote positive physical and mental health amongst staff
Other duties :	<p>This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.</p>

PERSONAL SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATION		
	CIPD level 3 or equivalent (or working towards)	CIPD level 5 or equivalent
	Strong Level 3 qualifications (A-levels or equivalent) with solid English and Maths skills	
		CIPD Member
EXPERIENCE & KNOWLEDGE		
	Previous experience of working in an operational H.R. role including providing advice on employee relations issues	Knowledge of the education sector
	Experience of successfully using H.R. systems including reporting functions	
	Experience of advising on the implementation of policies and terms and conditions	
	Up-to-date knowledge of employment law	
	Up-to-date knowledge of best practice in H.R.	Evidence of participating in CPD
SKILLS & APTITUDE		
	Ability to effectively prioritise and respond flexibly to changing demands	
	Strong interpersonal skills and ability to build relationships	
	Confident in holding difficult/sensitive conversations and facilitating those between others	
	Ability to work autonomously and show initiative	
	Sound I.T. skills	
	Ability to analyse information and exercise sound judgement	
	A seeker of effective routes and solutions	

FURTHER INFORMATION CONTACT

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#WeAreWyke #MakeltHappen



@wykesfc



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Wyke TV