Job Description: People and Culture Advisor: Recruitment and Compliance Support

Overview

Location: Chiswick
Reports to: People and Culture Manager
Contract Type: Full-Time / Permanent
Salary: £35k-40k per annum

The People and Culture Advisor provides administrative and operational support across the People and Culture function, with a focus on recruitment, compliance, and safer recruitment requirements. As an educational organisation it is vital that this role ensures that People processes are accurately administered, statutory requirements are met, and the organisation maintains a high standard of operational compliance.

The post-holder will work alongside the support the People and Culture Team more broadly in delivering a seamless People service across the employee lifecycle, helping the organisation operate efficiently and maintain regulatory compliance.

Key Responsibilities

1. Recruitment Management

- Provide end-to-end administrative management support for recruitment and associate compliance checks, including job postings, scheduling interviews, processing applications, right to work checks, DBS checks. and communicating with candidates.
- Maintain recruitment records in line with statutory and organisational requirements.
- Support managers to ensure a smooth and compliant recruitment process.
- Own the onboarding process for all new starters to ensure the best experience for them.

2. Safer Recruitment Compliance

- Ensure all pre-employment checks, references, and right-to-work verification are accurately completed and recorded.
- Manage and maintain an accurate and audit-ready Single Central Register (SCR).
- Ensure accurate safer recruitment training records and compliance monitoring.

33. Employee Relations Support

- Assist in managing employee relations matters across the employee lifecycle, escalating complex or high-risk cases to the People and Culture Manager.
- Maintain confidentiality and support the consistent application of policies and procedures.

4. People & Culture Team

- Support the People and Culture team when others are absent.

5. Culture, Wellbeing, and Staff Engagement

- Support initiatives to promote a positive, inclusive, and values-driven culture.
- Contribute to staff engagement activities and wellbeing programs.
- Act as a first point of contact for general employee questions and signpost where necessary.
- Develop an annual institutional development plan in collaboration with the People and Culture Manager

Candidate Profile

Essential Experience & Skills

- CIPD Level 5 or advanced HR/People qualification
- Operational HR experience in a regulated or education environment
- Working and collaborating in a small HR/People and Culture team
- Extensive knowledge of safeguarding including safer recruitment, GDPR, and DEI principles
- Strong interpersonal, advisory, and organisational skills including the ability to maintain confidentiality and promote organisational values.
- Proactive, solutions-focused, professional, and resilient

Desirable Experience & Skills

- CIPD Level 7 HR/People qualification or the willingness to work towards one
- Experience of supporting the transformation of a traditional HR provision into a People and Culture service
- Experience of working improving compliance and regulatory understanding in relation to safer recruitment
- Experience delivering workforce analytics

About the Organisation/Safeguarding

ArtsEd originated from two schools, one founded in 1919 by Grace Cone and one founded in 1922 by Olive Ripman. These two educational pioneers believed passionately in the value of combining a general academic education with specialised training in dance, drama, music and art. They were committed to preparing young people for professional careers in or related to the theatre. In 1939, Grace and Olive joined forces to create the Cone Ripman School, subsequently named the Arts Educational Schools. Dame Alicia Markova and Sir Anton Dolin drew almost exclusively on ArtsEd students to help them create their revolutionary company London Festival Ballet, which eventually

became the English National Ballet. Ballerina Dame Beryl Grey became Director of the Schools in the 1960s.

ArtsEd continued to innovate, introducing both professional acting and musical theatre courses and in I986 moved to its present home in Chiswick. In 2007, Lord Andrew Lloyd Webber became President, heralding an auspicious new era for ArtsEd. The Day School and Sixth Form remains the leading school of its kind in the UK with all students possessing outstanding creativity and dedication. Academic results and vocational success are significant, and our Value-Added return is in the top 1% nationally. The School of Musical Theatre and School of Acting offer full-time BA and MA courses. Our Musical Theatre course is recognised as the best in the UK, while the Acting course is praised for its innovative 50:50 split between stage and screen acting. Our outstanding record of graduate success sees nearly every one of our Musical Theatre graduates and over three-quarters of our Acting graduates make their professional debuts within six months of graduating.

In additional to vocational training and significant success in the creative arts, each year a number of ArtsEd students move on to Russell Group universities where they study a range of more traditional academic subjects, including English.