



# Saint Nicholas School

Old Harlow Essex

# HUMAN RESOURCES MANAGER

## JOB DESCRIPTION

Line Manager	Headmaster
Salary	£22,485 3 days a week term time only (plus one week before the start and at the end of term)
Closing date	Thursday 23 <sup>rd</sup> June 2022 at midday

### WELCOME TO SAINT NICHOLAS SCHOOL

At Saint Nicholas School, our pupils are at the heart of everything we do. We recognise the uniqueness of each child and it is our privilege to guide them on the road to discovering their talents and achieving their true potential. We offer an authentic, family-friendly environment which nurtures and encourages a genuine passion for learning and prepares them for their future beyond school.

Saint Nicholas School never stops driving forward, developing and changing so all our pupils receive a rich, engaging and challenging education that inspires them to raise their sights and expectations, and 'Strive to Better'.

While the academic core skills are at the heart of the school, Saint Nicholas School is dedicated to teaching pupils how to learn, instilling key learning skills, such as initiative, resilience, collaboration, teamwork and independent thinking. To achieve this goal, 'Saint Nics', as it is affectionately known, has a committed and dedicated staff that know the pupils well and who tailor the journey of each pupil so they can achieve to their own best; preparing them fully for the next phase of their lives.

### ABOUT THE SCHOOL

Saint Nicholas School is situated in delightful rural environment and is set in beautiful gardens and grounds which extend to more than 14 acres. Pupils in the lower, middle and upper school are each housed in their own area, within close proximity of each other, enabling good access to shared facilities. The School is very well equipped with specialist classrooms, science laboratories, technology areas, ICT rooms, and libraries. Sports facilities include extensive playing fields, tennis courts, a heated swimming pool, a sports hall and theatre.

Saint Nicholas School was founded in 1939 with a total roll of 7 pupils. By 1977, the pupil roll had increased to 140 and at this time the School moved from its modest premises in Mill Street, Churchgate Street, to the current location at Hillingdon House. Today, Saint Nicholas is a thriving independent coeducational day school educating approximately 490 pupils aged from 2½ to 16 and with a nursery for babies from 3 months due to open in the autumn.

The School was graded 'Excellent' across all areas in the ISI inspection which took place in the spring term this year.

### ABOUT THE POSITION

Reporting to the Headmaster, the HR Manager will be responsible for all HR matters within this thriving and growing school. The HR role provides effective HR support and administration to the school community.

Our ideal candidate will bring professional expertise, compassion, objectivity and innovation to the role. They will provide specialist advice, guidance and support on a wide range of people management, recruitment and regulatory issues. Alongside, they will be key to creating a positive working environment where members of staff feel supported and valued.

They must have an excellent understanding of the importance of safeguarding and confidentiality within the scope of this role. They will have excellent organisational and interpersonal skills and the ability to work collaboratively with colleagues across the teaching staff and support team.

## **DUTIES & RESPONSIBILITIES**

*This is not an exhaustive list of duties and you may be asked to undertake other duties by the Head, Bursar or other members of the Senior Leadership Team.*

### **RECRUITMENT**

- Lead on staff recruitment including ensuring that it is carried out in line with extant DfE Keeping Children Safe in Education and wider safer recruitment practice.
- Liaise with recruiting Line Managers to review job descriptions, promote job opportunities, support short-listing, arrange and set up interview schedules.
- Be responsible for the maintenance and accuracy of the Single Central Register and presentation to the Bursar and Safeguarding Governor for periodic review.
- Ensure all recruitment checks are completed satisfactorily for all members of staff, governors, third party contractors and volunteers, including but not exclusively Disclosure and Barring Service (DBS), ID and right to work checks, reference checking, Barred List checks and prohibition checks. Where this is not possible, undertake a full risk assessment prior to the individual's start date.
- Prepare formal job offers, employment contracts and joining paperwork.

### **EMPLOYEE RELATIONS**

#### **COMPLEX HR MATTERS**

- Advise and support Line Managers and Senior Leadership Team when addressing complex staff issues.
- Co-ordinate and manage casework involving performance management, dispute resolutions, disciplinary matters, grievances, absence, retirement and restructures.
- Support change management within the school.

### **SUPPORT**

- Support Line Manager to ensure that the probationary process and induction is effective and meaningful for all new members of staff.
- Support members of staff and Line Managers with requests for exceptional leave, flexible working and other variations to normal working patterns.
- Support members of staff, and their Line Managers, returning to work after a period of absence.
- Inform and support Line Managers in respect of topical issues, for example menopause, wellbeing, performance management.
- Operate an open door for members of staff and Line Managers to discuss any HR concerns.
- Represent staff interests at the Health & Safety Committee.
- Provide guidance and support in respect of staff wellbeing.
- Promote equality and diversity in the workplace.

### **POLICIES AND PRACTICE**

- Monitor and review employment policies, procedures and guidelines and implement changes as required by a change in legislation, best practice or school policy.
- Review and update the Employment Manual annually.
- Develop and implement HR initiatives aligned with the School's development goals.
- Maintain good working relationships with the School's legal advisers and other HR practitioners in schools.

## **PAY AND PENSIONS**

- Provide first line advice on current and existing benefits for members of staff and Line Managers.
- Work with the Bursar and Finance Office to collate and prepare variations to pay on a monthly basis.
- Advise and support auto-enrolment for pensions.
- Maintain a good working knowledge of pay, pensions and other benefits in support of the Pay and Pensions Working Group.

## **PROFESSIONAL DEVELOPMENT**

- Review, develop, support and evaluate the Performance Development Review (PDR) process for support staff to drive personal and organisational improvement.
- Co-ordinate training needs for the Support Team.
- Promote and encourage training and development opportunities amongst the Support Team including apprenticeships and other professional training.
- Maintain own Continuous Professional Development.

## **HR ADMINISTRATION**

- Maintain timely, accurate and complete staff records that are compliant with current employment law, ISI requirements and GDPR.
- Review, develop, support and evaluate onboarding and induction for all new member sof staff.
- Produce timely, accurate and relevant HR documentation including pay review letters, auto-enrolment and contractual changes for all staff.
- Liaise with the Finance Officer to manage maternity, paternity, adoption and parental leave administration.
- Liaise with the Finance Officer to maintain staff absence records, follow up on GP reports, liaise with Occupational Health where appropriate.
- Review, develop, support and evaluate processes for leavers including exit interviews.
- Provide data and trend analysis in respect of key HR indicators for example absences, salaries, gender pay gap, diversity, to support wider decision making.
- Provide HR based references where appropriate.

## **QUALIFICATIONS, EXPERIENCE & PERSONAL CHARACTERISTICS**

- Educated to degree level.
- A qualification in human resources management.
- Evidence of continuous professional development.
- Experience of working in a dedicated HR team providing support and advice across the full range of people management matters.
- Current knowledge of employment legislation and practice alongside real life experience of its application within the workplace.
- Outstanding interpersonal skills, ability to empathise and buy-in to a coaching culture.
- Experience of managing a small team and working in support of others.
- Experience of working in a school desirable.
- Ability to be proactive, work independently and meet deadlines.
- Strong organisational skills and confidence in managing multiple work streams concurrently.
- Flexibility in approach and commitment to work collaboratively in support of the School's needs.
- Ability to think creatively and strategically in order to find workable resolutions in the best interest of the individual and the School.
- Experience in acting as an advocate for others.
- Ability to maintain confidentiality and act with discretion and diplomacy.
- Excellent verbal and written skills are essential.
- Ability to use IT and MIS as effective tools – good working knowledge of Word and Excel is essential.

We offer a wide range of benefits to school staff, including:

- Training & development
- up to 50% fee reduction for children of staff (after completing one year)
- Contributory pension
- Free lunches

We would love to hear from you if you are looking to join a supportive and enthusiastic team in beautiful rural surroundings. We respect the hard work and commitment demonstrated by everyone at Saint Nicholas School and we are proud of the caring and mutually supportive atmosphere.

Saint Nicholas School is fully committed to safeguarding and promoting the welfare of children, young people and other vulnerable groups and expects all staff, parents and volunteers to share this commitment. All staff and volunteers, where appropriate, will be required to complete our safer recruitment checks including qualifications; references; enhanced DBS and barred list; proof of identity; right to work in the UK; overseas, EEA and prohibition checks. New employees will be required to submit a Staff Self Declaration form (referring to disqualification under the Childcare Act 2006 as amended in 2018).

## **EQUALITY AND DIVERSITY**

Saint Nicholas School aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented as detailed on the application form.