

**Application Pack**

**HR and Payroll Assistant**

**January 2018**



**Closing date: Noon on Tuesday 12 December 2017**

**Interviews: TBA**

**How to apply**

Before applying for this position, please read in full this application pack which contains key information about the school the Job Description and Person Specification and details about the recruitment process. Please also read our Safeguarding Policy, available on our website (www.cranfordhouse.net).

Applicants should send a Letter of Application, the signed completed application form, ethnicity form and self-disclosure form to [recruitment@cranfordhouse.net](mailto:recruitment@cranfordhouse.net) by the closing date.

***Important note: Cranford House operates a safe recruitment policy and the successful candidate will be required to apply for an Enhanced Level Certificate with the Disclosure and Barring Service.***

**Introduction and Information about Cranford House School**

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Cranford House is a leading independent day school for girls aged three to sixteen and boys aged three to eleven. Rated excellent in all categories by the ISI and **3rd nationally** in the **2016 Times Parent Power League Tables**, the school has launched its 2020 Vision and is entering an exciting phase of development based on many recent educational successes. This includes the development of a state of the art **STEM centre** and the addition of a **6th Form**.

**Vision and Values**

Cranford House offers an innovative, opportunity-rich education within a welcoming and nurturing community, which draws out the natural potential of each child. At the heart of this is our commitment to ensuring that our pupils are happy, confident and motivated and that their self-belief, characterised by curiosity, resilience and a spirit of collaboration, inspires them to achieve at each stage of their individual learning journey. Cranford House pupils make excellent progress within a broad and challenging curriculum framework. This framework encompasses the traditional and the innovative, prioritises opportunities for enrichment and independent enquiry and establishes an enduring ethos for learning.   
   
**New Sixth Form Centre opening in 2020**

The school’s vision for a new Sixth Form is an ambitious and exciting one, incorporating a bespoke new Sixth Form centre with a modern, mature and relaxed setting for students. Within the newly built centre, sixth formers will benefit from their own common room, study rooms, classrooms, a lecture theatre and learning resource centre. Following record demand for places at Cranford House, an outstanding inspection in November 2014 and sustained success at GCSE, the Sixth Form is a natural and very exciting step in the development of the Senior School provision.

Cranford’s Sixth Form will build on the strong foundations of academic excellence laid at GCSE. It will offer a broad core curriculum alongside exciting opportunities for academic and extra-curricular enrichment.

**Co-Educational Junior School**

Cranford House started life as a co-educational setting and has recently extended the outstanding co-educational provision into Key Stage Two (ages 7-11) evolving year on year until boys can enter all year groups within the Junior School by 2019.

The co-educational Junior School will offer a happy, friendly and supportive environment, within redeveloped Junior School facilities. These Junior School facilities will be enhanced by modern and spacious classrooms, a bespoke Junior School Hall, a Junior Laboratory and computing facilities.  
  
A Cranford education is known for providing individual attention and excellent academic attainment for all. Junior pupils will benefit from specialist sports coaching across all the major sports, as well as specialist foreign language and music teaching. The modern, innovative curriculum will continue to be delivered in a stimulating environment, designed to inspire a love of learning, spirit of enquiry and sense of curiosity.

**Senior School**

In the Senior School we welcome girls into Year 7 up to Year 11. Over 90% of girls transfer from the Junior School to the Senior School and they typically make up about one third to one half of our Year 7 cohort. The Senior School environment is quite unique, drawing on the family feel and traditional values of the whole school, yet providing the individual support and challenge to develop vibrant young women of the future.

Cranford girls are happy, confident and motivated, giving them the perfect foundation to aspire to achieve across all areas of our broad curriculum. The small class sizes within each year group, close community and committed teaching staff ensure each girl is encouraged to find her hidden talents, to understand her strengths and weaknesses and to celebrate her successes.

Academically these successes place Cranford House consistently in the leading schools in Oxfordshire for GCSE results and our Year 11 leavers go on to respected sixth forms and leading universities across the UK. Our academic performance is matched by a strong reputation for music, both locally and nationally, a flourishing visual and performing arts programme and a sporting reputation for skill, fair play and inclusion at every level.

The vibrant curriculum of the Senior School is specifically designed to ensure all pupils receive the broadest education possible with a rich mix of subjects and the essential preparation for Sixth Form and the world beyond.

All teachers in the Senior School are specialists in their subject areas. From Year 7 there are flexible groupings for English, Maths, Science, Geography, ICT and DT. The other subjects are taught in form groups and include Music, PE, History, Religious Studies, Drama, and Modern Foreign Languages.

In Year 9 girls select their choices for GCSE which they study in Years 10 and 11. Typically pupils study 10 or 11 subjects to GCSE level with English, Maths, Science, Religious Studies, a Modern Foreign Language and a Humanities subject being compulsory. All girls have PE in their weekly timetable, even if they are studying it for GCSE, along with weekly lessons which cover careers, life skills and preparation for Sixth Form or life beyond Cranford.

All pupils at Cranford House are encouraged to take part in our extensive programme of enrichment activities. These are specifically designed to challenge and develop, promoting self-confidence and a sense of achievement in meeting each new challenge.

Throughout the school there are over 50 enrichment activities on offer covering a wide range of disciplines.

**Pastoral Care**

Cranford House is widely recognised for its excellent pastoral care. Support, care and a strongly nurturing approach, focussed on each child’s well-being, runs through the school.

Our 5 Values underpin all aspects of school life and pupils, staff and parents are encouraged to reflect these in their work together. Mutual respect, support for each other, tolerance, challenge and true generosity of spirit are fundamental to a Cranford House education. Within the school there is a strong community feel; the older and younger children have many opportunities to work together for the good of the school through the House system, School Council, charity events and help in the classroom.

Form Tutors and Key Stage Coordinators all play their part in providing individual pastoral support, whilst in the classroom, pupils from Year 1 have PSHE (Personal, Social, and Health Education) lessons within the curriculum, ensuring they develop an understanding of the world around them and have help to make informed decisions on a range of topics.

**HR & Payroll Assistant**

**Role Overview**

Support the Director of HR to provide an efficient Human Resources (HR) function for Cranford House School, focusing on transactional processes. The School requires flexibility and high energy commitment from its 120 staff to support the delivery of excellence to its 400 pupils.

**Person Specification**

You will have experience in HR Administration and Payroll. Experience of the Independent School Sector and PASS database is highly advantageous. You are a team player with excellent communication skills, able to work independently and with no supervision. You are a self- starter with strong organisational skills and able to work to deadlines. You may have membership (at any level) of the Chartered Institute of Personnel & Development (CIPD), but this is not a pre-requisite. You will be well presented, polite, professional and have good attention to detail and accuracy.You will have excellent IT skills. You understand the importance of confidentiality and have a sensitive approach to your work and others. You will need to understand and be supportive of the spiritual and moral ethos of the School. This means complying with and upholding the School’s ethos as found on our website.

**Overview of Main Terms & Conditions**

Hours: Tuesday, Wednesday and Thursday. 8.30am-5.30pm x 1 day and 8.30am-5.00pm x 2 days. For the right candidate, a variation in hours/days may be considered.

**Benefits**

Annual Leave: 10 weeks, to be taken during school holiday periods

Pension Scheme with employee contribution of 4%, matched by Cranford House

**Job Description**

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| Role | HR & Payroll Assistant  This is a part time role – 3 Days Per week |
| Job Purpose | To Provide an efficient HR & Payroll Service in support of wider School activities |
| Accountable to | The Headmaster via a reporting line to the Director of HR |
| Responsible for: | **HR Records:-**  Assist the DHR in the development and daily management of the Human Resource Database (PASS) and scanning/uploading of all employee paper files and data as appropriate.  **Absence Management:-**  Maintain the HR Database for all staff absences relating to illness, holiday and professional development.  Preparation of adhoc reports  Organise return to work interviews where necessary.  **Recruitment :-**  Monitoring the recruitment Outlook Inbox and taking telephone calls, responding quickly and professionally to all enquiries.  Posting recruitment advertising with TES (Times Education Supplement) and other providers such as Universal Jobmatch.  Acknowledging and checking applications.  Checking applications and preparing applications, ensuring confidential monitoring data is removed from applications and a sift matrix is prepared.  Scheduling interviews and send letters/emails to candidates. Create and disseminate interview packs for interviewers.  Assist the DHR and other members of SLT with interview day management, ensuring an excellent candidate experience.  Assist in the preparation of offer/contractual documentation;  Be responsible for administering a Disclosure & Barring Service check for all staff, contractors and outside providers;  Assist the HRD in preparing induction for new starters.  **Pay and Benefits:-**  Training will be provided, in due course, to ensure you can:  Create & maintain all payroll records  Ensure accuracy & integrity of data  Process the School’s monthly payroll using PASS;  Administer the School’s Teachers’ Pension Scheme requirement;  Administer the Support Staff Pension Scheme requirement;  Ensure pension auto-enrolment is processed accurately;  Preparing and issue annual salary letters to all staff;  Provide benchmark salary information, as required, to the DHR.  **Compliance/Employment Legislation/Best Practice:-**  Keep up to date with current legislation/best practice and ensure HR processes and compliant;  Ensure the Single Central Register is correct and up to date at all times.  Ensure the staff annual compliance documentation is received and uploaded to PASS and personnel files.  **HR Policies and Procedures:-**  Under the guidance of the DHR, monitor and update existing HR policies and procedures in line with employment legislation.  **Appraisal/probation process:-**  Ensure appraisal/probation records are maintained on PASS and filed as appropriate.  **Grievance/Disciplinary Procedures:-**  Attend grievance/disciplinary hearings as required and take minutes;  Assist in the preparation of documentation for all stages of the procedure for checking/signature.  **Training & Development:-**  Ensure Training & Development records are maintained for all staff on PASS and that funding allocations are adhered to;  Organise and booking training events e.g. First Aid Courses.  **Other:-**  Ensure a commitment to the safeguarding and welfare of children;  Provide advice & support to staff as necessary  Any other duties to assist in the smooth running of the HR function as requested by the DHR, Director of Finance & Operations and Headmaster. |
| **Accountabilities** | |
| Policy/Strategic direction and development | Contributing to whole school policy-making as required by the Head.  Ensuring that the school policies and strategies are embedded in the operational activities and effectively support the daily operation of the school. |
| Leadership & management of others | None |
| Teaching and Learning | N/A |
| Pastoral | Ensuring a commitment to safeguarding and promoting the welfare of children |
| Extra-curricular activities | Organising and participating in extra-curricular activities (optional) |
| Marketing and external links, including public occasions | Communicating and co-operating with persons or bodies outside the school (as necessary) |
| Management of resources | Supporting the monitoring and management of resources (as necessary)  Assisting in ensuring that all resources are fit for purpose and used in accordance with health and safety guidelines  Contributing to the development and use of new resources in the department, as required |
| Monitoring, evaluation & assessment | As required by the DHR, Director of Finance & Operations and the Headmaster |
| Training & development of self and others | In liaison with line manager, setting personal targets and take responsibility for own continuous professional development.  Liaising and sharing best practice with colleagues both in the department and the wider school  Attending INSET |
| General requirements - All school staff are expected to:- | a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.  b. Contribute to the school’s programme of extra-curricular activities, if possible.  c. Support and contribute to the school’s responsibility for safeguarding students.  d. Work within the school’s H&S and First Aid policies to ensure a safe working environment for staff, students and visitors  e. Work within the school’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.  f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.  g. Engage actively in the annual performance review process.  h. Adhere to policies as set out in staff handbook.  i. Undertake other reasonable duties related to the role as required from time to time. |
| Review and Amendment | This job description should be seen as enabling rather than restrictive and will be subject to regular review. |

**Person Specification**

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| **Skills Required** | |
| Organisational skills: the ability to work in an effective way to meet targets and deadlines | Essential |
| Decision making skills: the ability to solve problems and make decisions | Essential |
| Teamwork: the ability to work collaboratively with others | Essential |
| Communication skills: the ability to make points clearly and understand the views of others | Essential |
| Self-management skills: the ability to plan time effectively and organise oneself well | Essential |
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| **Knowledge Base** | |
| Excellent subject knowledge | Essential |
| Excellent professional knowledge and understanding | Essential |
| Up to date with professional developments in the area of HR | Essential |
| Excellent IT Knowledge | Essential |
| Experience of working in Independent Education Sector | Highly Desirable |
| Knowledge and Experience of Payroll Systems | Essential |
| **Qualifications/Attainment** | |
| HR CIPD | Desirable |
| Good honours degree | Desirable |
| Post graduate qualifications, Masters degree/ post graduate diplomas | N/A |
| Experience as a Teacher, Coach or Tutor | N/A |
| Experience in a school or college environment | Desirable |
| Experience of organising or participating in extra-curricular activities | Desirable |
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| **Attitude/approach** | |
| Possess a positive attitude and approach to change and development | Essential |
| Possess a ‘can-do’ attitude and a willingness to get involved | Essential |
| Flexible and firm with the ability to know when to be either | Essential |
| Enjoy rising to the challenges inherent in a school environment | Essential |
| Ability to enthuse children and adults | Desirable |
| Lifelong Learner | Desirable |

**Person Specification**

General

Cranford House is an independent school and, as such, requires a high commitment from all staff, both in terms of energy levels and time commitment.

A member of staff should:

1. be supportive of the spiritual and moral ethos of the school. This means complying with and upholding the school’s ethos as found in our prospectus, as well as attending the school’s religious services (held in local churches) and assemblies. Any member of staff may be asked to help with a Form Assembly or lead an assembly from time to time.

2. be supportive of the school’s educational aims and objectives, found in the Whole School Development Plan, and of colleagues.

3. have the pupils’ welfare at the heart of everything they do. Staff must follow the School’s Child Protection Policy and refer to the Safe Recruitment, Supervision of Pupils and Health & Safety Policies. Staff must observe confidentiality as outlined in their contract of employment.

4. be flexible. As a small school, every member of staff must be prepared to undertake other duties within reason and help out in sometimes unexpected ways.

5. be prepared to offer over and above the norm, especially in terms of meeting parental requirements and in terms of extra-curricular activities.

6. understand that they are part of the whole school and, therefore, have in mind the needs of the whole school, not just their section (eg Junior School/Maintenance etc).

7. understand that the School must run itself as a business concern which means that every member of staff is part of the marketing process.

Professional qualities

* Relevant and appropriate qualifications as specified in the Job Description and a willingness to undertake further training
* Good record of continuing professional development
* Excellent knowledge and understanding of current educational issues
* Show confidence in the use of new technologies

Interpersonal Skills

* Have an understanding of how to motivate and inspire colleagues and pupils
* Have an ability to build and sustain a positive and appropriate working relationship with pupils, staff, Governors and the local community
* Be a a team player
* Show responsibility for self and others
* Be a good communicator, both orally and written.

Desirable Personal qualities

* Generosity of spirit and positive approach to life
* Tolerance and open-mindedness
* Flexibility and adaptability and a willingness to move with change
* Risk-taking
* Commitment
* Passion for subject
* Team spirit
* Loyalty
* Reliability
* Be robust
* Have enthusiasm – show a willingness to be involved
* Have a sense of humour!

Cranford House School Application and Recruitment Process - Explanatory Note

**Please read our Safeguarding Policy which can be found on the job vacancies page of our website, prior to submitting an application for any position. All members of staff working at Cranford have responsibility for Safeguarding Children.**

Application process

* Only applications will be accepted from candidates who use the Cranford House application form. Please note, CVs will not be accepted in substitution.
* Application forms must be signed by the applicant. Typed or hand-written application forms are both accepted but the declarations on the final page of the application form must include the signature of the candidate.
* All applicants must ensure they submit the completed application form, self-disclosure form and ethnicity form.
* The successful applicant will be required to complete an Enhanced DBS Disclosure. For further information, contact the Disclosure and Barring Service – www.disclosuresdbs.co.uk
* All posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, even those regarded as ‘spent’, must be declared using the self-disclosure form, which should be submitted at the same time as the application form.
* Only applications received in advance of the closing date will be considered.
* If a candidate is currently working with children, on either a paid or voluntary basis, the current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If the candidate is not currently working with children but has done so in the past, that previous employer will be asked about those issues. Where neither the current nor previous employment has involved working with children, the current employer will still be asked about the candidate’s suitability to work with children. The employer may answer ’‘not applicable’ if the duties have not brought the candidate into contact with children or young persons. The school may contact any of the candidate’s previous places of work, whether or not they have been named in connection with a referee.

Shortlisting

* After the closing date, applications will be reviewed and the shortlisted candidates will be invited for interview.
* Candidates who are not selected for interview will be informed by email as soon as possible after the closing date.
* Cranford may seek references on shortlisted candidates prior to interview.

Interviews

* Candidates invited to interview must bring with them three forms of original ID including at least one of the following: passport or photocard driving licence or full birth certificate. Other acceptable forms of ID include a bank statement or utility bill issued within the last three months and/or a council tax statement issued with the last twelve months. At least one form of ID must show your current address. If these documents are unavailable, please contact HR who will be able to provide details of other acceptable official documents.
* Original qualification certificates must also be brought to interview.
* It is usual for an interview to involve a skills test where appropriate and a lesson observation in the case of teachers.

Conditional offer of employment

* All offers of employment for any position at Cranford are subject to the following pre-employment checks:
  + Receipt of two satisfactory references. All references will be validated by phone.
  + Verification of identify (name, address, DOB)
  + Verification of qualifications
  + Verification of professional status such as GTC registration, QTS Status (where required), NPQH
  + Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
  + A List 99 check
  + A satisfactory enhanced check with the Disclosure and Barring Service. The candidate is responsible for bringing in the original DBS certificate for HR to see as soon as it is received prior to commencing work. Failure to do so will result in a delay to the start of the contract.
  + A check that no Prohibition Orders exist (for Teachers only)
  + A completed medical declaration that states that the candidate knows of no reason on the grounds of health why they are not fit to carry out the duties associated with their position
  + Overseas police check – if the individual has lived/worked abroad in the last five years, a police check from the country in which they were living will be required.
  + Satisfactory completion of probationary period
  + Completion of Safeguarding Training
* Under no circumstances should any individual start work at Cranford House until all these checks have been carried out and HR have confirmed by letter/email.
* In exceptional circumstances and at the discretion of the Headmaster, a candidate may start work before the DBS certificate has been received providing all other checks including a List 99 are complete. A full risk assessment will be conducted and appropriate supervision will be put in place.

**Warning**

**Where a candidate is found to be on the Children’s Barred List, Adults’ Barred List or the Protection of Children Act List; or**

* **the Enhanced DBS disclosure shows s/he has been disqualified from working with children by a Court; or**
* **found to have provided false information in, or in support of, his/her application; or**
* **has association with another individual who has had such orders or restrictions or committed certain offences; or**
* **is the subject of serious expressions of concern as to his/her suitability to work with children**

**- the facts will be reported to the Police and/or the Department for Education and the ISA.**