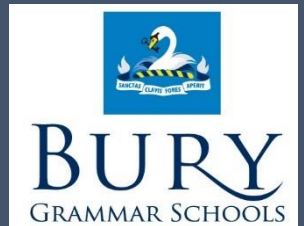


BURY GRAMMAR SCHOOLS

HR MANAGER
(maternity cover)

APPLICATION
PACK

APRIL 2018



Bury Grammar Schools

The Bury Grammar Schools are a family of independent, selective, day schools for girls and boys aged 3 to 18, which combines a strong tradition of academic excellence with the best of modern educational practice. The Schools are situated in the heart of Bury and are widely recognised as one of the top independent schools in the North West of England. In all, there are five Schools in the Bury Grammar Schools Foundation; a Senior Girls' School, a Senior Boys' School, a Junior Girls' School, a Junior Boys' School and a co-educational Infant School and Nursery. Currently there are over 1,300 girls and boys on roll, most living in the town of Bury, its suburbs and the surrounding area of North Manchester, including towns such as Bolton and Rochdale.

Exam results are very strong. In 2017 a truly impressive 65% of Bury Grammar School Girls GCSE grades were at the coveted A*/A level, and an astonishing 90% of grades were at A*-B. They also say a 100% pass at A Level examinations; 28% of grades were at the elite A/A* level, 64% of grades were at A* to B. In the Boys School they are also celebrating another successful year of GCSE results with a phenomenal 44% of grades at the coveted A/A* level. In A-levels they also excelled with a stunning 45% of grades at A*/A (set against a national average of 26%) and 71% of grades at A* - B

Both schools have been rated as Excellent by the Independent Schools Inspectorate and are proud of the outstanding standard of education provided.

As an employer we are focused on creating an outstanding place for all our staff to work so that we can attract, retain and engage talented individuals, who have a desire to transform the lives of others.

More information regarding the Schools and their history can be found on our website at <http://burygrammar.com>.

Our Facilities

The Bury Grammar Schools date back to 1570 but the current campus was established in 1903. The Schools later expanded in the 1950s and 1960s when a new Boys' School was constructed and since then several fantastic new buildings have been added across the campus, the most recent being a brand new joint Sixth Form centre which was opened in November 2014 and Boys Sports Complex which opened in September 2016. We continually strive to improve our facilities and give our staff and pupils the best possible environment to work and learn in.



The Post

We are seeking a highly motivated, enthusiastic, reliable and suitably experienced individual for the key role of HR Manager to cover a period of maternity leave within our outstanding schools. This is a fantastic opportunity to take responsibility for a key function that will support our operational priorities at an exciting time for the school.

In this role you will be responsible for delivering a full professional HR service to senior leaders, employees and governors, supporting them to secure positive outcomes for our pupils. You will take a proactive role in assisting our senior leadership team with their HR needs and issues through operational case and project management, and ensuring that leaders are kept informed of key legislative changes and relevant updates.

It is imperative that you have a sound knowledge and understanding of the new General Data Protection Regulations as you will have responsibility for ensuring compliance with this legislation for the areas of HR and payroll.

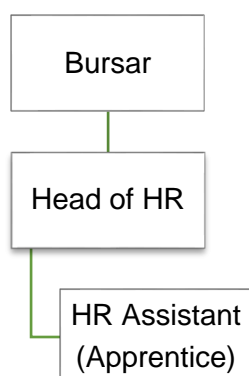
The role will have a strong operational focus including recruitment, absence and performance management, employee relations, including with our recognised trade union, and managing and mentoring our HR apprentice.

As the cover period will include the summer holiday, the work during this period will be project focussed on the implementation of a new management information system, iSAMS, including a HR module, for launch in September 2018 therefore you must be proficient working with IT systems although previous experience of iSAMS is not necessary.

CIPD qualified, you will ideally have experience of working in the education sector, although this is not essential, and be very much focused on providing effective solutions for the challenges that our leaders and managers face. Excellent interpersonal skills are required and you will be able to build relationships with key stakeholders at all levels to offer education focussed solutions, putting pupils at the heart of all decisions.

The Department

The centralised HR department at Bury Grammar Schools was newly formed in September 2016 and initially consisted of the stand-alone role of Head of HR, who reports directly to the Bursar. However, we recently recruited a HR Assistant who now undertakes the administration for department, whilst completing her Level 3 HR Support apprenticeship. The department provides HR administration, support and advice to all areas of the school and ensures that the school maintains compliance with employment legislation and good practise. The focus so far has been on the implementation of consistent policies, procedures and contracts as well as improving HR practices across the family of schools.



Salary and Benefits

The salary for the post will be up to £40,000 pro-rata'd per annum dependant on experience for a fixed term period from the 16th April 2018 – 23rd November 2018 to cover maternity leave (including handover periods). The position is a full time role and the hours of work are 37.5 hours per week Monday to Friday 8:30am – 4:30pm with a half an hour unpaid lunch break.

- All individuals who join Bury Grammar Schools will automatically become members of our Pension Scheme unless they decide to opt out of the Scheme. The employee contribution will be a contribution of 5% which is matched by Bury Grammar Schools
- Childcare voucher scheme
- Free use of after school club for children who are pupils at the Schools between set times.
- Daily lunch allowance at the School canteen.
- Free parking on-site
- Holidays 22 days plus 8 statutory days pro-rata'd for part time staff



Guidance Notes for Applicants

We advise you to read carefully all available information for this job before you start completing the application form. This pack includes a job description and a person specification which details the skills, qualifications and experience which are required for the job.

All shortlisting decisions will be based initially on essential criteria. We interview those candidates who are the closest match to the identified criteria.

Rehabilitation of Offenders/ Disclosure and Barring Service

A criminal conviction will not necessarily be a bar to employment. The Bury Grammar Schools (BGS) comply with the Disclosure and Barring Service's Code of Practice and will consider the suitability of all applicants on merit and ability.

The Rehabilitation of Offenders Act 1974 entitles people who have been convicted of a criminal offence carrying a sentence of up to 30 months' imprisonment and who have completed the appropriate period of rehabilitation to regard their conviction as 'spent'. 'Spent convictions' can then be regarded as never having occurred.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, however, exempts certain types of employment such as working in a school from the provisions of the Act. In addition, the Police Act 1997 requires Police checks for all posts that come into contact with under 18s and vulnerable adults on a regular basis. Appointment to this post will require the post holder to undergo checks by the Disclosure and Barring Service before commencing any duties which could bring them into contact with children.

Any information disclosed will be kept in strict confidence and used only in consideration of your suitability for the job for which you are applying. If you fail to disclose relevant information requested at any stage of the recruitment process, then your employment could be subject to withdrawal of contract, dismissal or disciplinary action in accordance with Bury Grammar Schools policies.

Application Form

Please complete all sections of the application form. If a section does not apply to you, please just write 'not applicable' in the box.

Incomplete forms and CVs sent without an accompanying completed form will not be accepted.

Applications for the role will only be accepted from those who complete application forms. CVs will not be accepted in substitution for completed application forms.

If you need to attach a continuation sheet to any section, please ensure that your full name is included at the top of the page. NB: If you are planning to submit your application electronically, all documents, including any attachments, must be sent in Microsoft Word format.

Evidence of permission to work in UK

Prior to being permitted to commence employment with BGS, you will be required to produce documentary evidence of permission to work in the United Kingdom. You could provide, for example, either a British passport or a passport or National Identity Card from an EEA Country or Switzerland; alternatively, a document showing your permanent UK National Insurance Number and your full UK Birth Certificate.

A full list of acceptable documentary evidence is available on request. Original documents must be seen before you start working for BGS.

For further information, please refer to the Home Office website www.bia.homeoffice.gov.uk.

Useful information on living and working in the UK can be found at www.britishcouncil.org/eumobility

Employment

Please give us details of your complete work history since leaving school/tertiary education. This should include information on your current and past employers, job title, dates employed and salary. Please explain any breaks in employment when detailing your full work history.

In your accompanying letter, you need to demonstrate clearly how your experience, knowledge, skills and abilities match those required in the job, as detailed in the Person Specification. Where possible you should give examples of when you have used specific skills and abilities or needed to develop competencies in the relevant areas. You can draw on elements from any aspect of your life, such as education, work, home or community life, as long as you focus on its relevance in comparison to the needs of this job.

References

Please give details of 2 referees who can comment on your suitability to do this job. At least one reference must be from your current or latest employer and your references must cover your last three years of employment. It is BGS policy to request references prior to interview. If you do not wish for your current or latest employer to be contacted before the interview, then please make this clear on the application form. BGS reserves the right to contact your current or latest employer following the interview and prior to offering a contract of employment.

In providing the names of referees, you are agreeing that the Bury Grammar Schools may ask their opinions on your character in relation to this application. These opinions, given in trust, will remain confidential.

General

If you do not receive an invitation to interview within four weeks of the closing date, then you may assume that your application has been unsuccessful.

By signing and returning our application form you consent to Bury Grammar Schools using and keeping information about you provided by you, or by third parties such as referees, relating to your application or future employment. In the case of unsuccessful candidates this information will be retained for six months from the closing date. Information provided by successful candidates will be transferred to their personnel file.

How will we keep your information secure?

Personal and Monitoring information is treated as strictly confidential and will be dealt with in accordance with the Data Protection Act (1998) and our Data Protection Policy.

Whom can I contact if I need help in completing the form?

Please contact us via email at vacancies@burygrammar.com

Please send your completed application to us via email at: vacancies@burygrammar.com

If you would like an informal conversation regarding this role please contact Freya Dicks, Head of HR at FDicks@burygrammar.com or on 0161 696 8600.

Closing date for applications: 5pm 28 February 2018

Interview Dates

The interview process will consist of first and second stage interviews to be held on the following dates:

First stage interview – Friday 16th March 2018

Second stage interview – Thursday 22nd March 2018

Safer Recruitment

The Bury Grammar Schools operate an equal opportunities policy, and are committed to safer recruitment and safeguarding pupils. Any appointment will be subject to successful DBS clearance, satisfactory references and confirmation of medical fitness for the post.

Thank you for your interest in a role at Bury Grammar Schools.



Job Description: HR Manager

Reporting to: Bursar

Responsible for: HR Assistant (apprentice)

Hours: 37.5 hours per week, Monday to Friday 8:30am-4:30pm with a ½ hour unpaid lunch break

Salary Band: Up to £40,000 per annum

Key responsibilities:

Recruitment and Selection

- Provide support to managers in the recruitment of all staff ensuring effective recruitment methods
- Participate in the selection of staff, ensuring compliance to safer recruitment guidelines
- Focus on improving the Schools' external employer brand

Employment Legislation

- To keep up to date with changes in HR legislation, guidance and good practice and to advise the School accordingly on policies and procedures as the need arises.
- Ensure compliance with HR legislation, guidance and good practice, Independent Schools Inspectorate requirements and the School's HR policies.
- Liaise with the School's HR lawyers as appropriate, seeking advice where required.
- Produce the gender pay report, where required by legislation
- Ensure compliance within payroll and HR in regards to the General Data Protection Regulations

Employee Relations

- Work closely with senior and line managers, providing them with expert guidance, coaching and support on the full range of HR activities (including policies and procedures, terms and conditions of employment, absence management, restructuring of services, performance management, redundancy planning etc.), in order to ensure a consistent and fair approach to people management
- Keep up to date with legal developments and advise management on compliance and risk factors
- Advise and manage investigations, disciplinary and grievance matters
- Provide advice and guidance on individual employee relations cases, ensuring these are well managed and meet the requirements of the policies, best practice and employment legislation
- Develop, implement and maintain HR policies and procedures to ensure effective, fair and consistent management of staff throughout the organisation, and ensure the employee handbook is comprehensive and up-to-date
- Ensure that managers and staff are aware of policies and procedures and able to operate them effectively
- Provide support to staff on HR issues, as and when required
- Monitor and review the system of performance appraisal and continually develop as necessary, ensuring that annual appraisals are carried out in a timely manner and followed up

Trade Union Relations

- Along with the Directorate, ensure that the School has a good working relationship with the School's recognised Trade Union and liaise with the Trade Union Area Representative and attend JCC meetings as required.
- Ensure HR has a good working knowledge of the legal rights the School's recognised Trade Union has in circumstances such as collective bargaining, involvement in changes to teachers' terms and conditions, restructuring and any other situations that may arise. Advise the Directorate on the Trade Union's legal rights.

Communication

- Work with the Heads and the Bursar on further developing HR communications with staff.
- Responsible for producing the half-termly staff newsletter

HR Processes & Information Systems

- Be accountable for the development and management of HR processes and HR information systems at the school.
- Responsible for the implementation and smooth day to day running thereafter of the HR Module in iSAMS
- Responsibility for the management of the new starter and leaver processes, including conducting exit interviews for all staff. Review the process regularly to ensure it is efficient and meets all managers' requirements.

Training

- Assist the Head of Staff with any training requirements relating to teaching or School support staff
- Work closely with the Bursar and her staff to identify training requirements within the Bursar's team and provide support to the Bursar and her managers to devise training programmes/courses that ensure staff are adequately trained and continue to develop their skill base in ways that benefit the School
- Advise the Directorate on the Government's Apprenticeship Scheme. This will include advice on what apprenticeships may be relevant to BGS and its staff, the School's obligations under the Apprenticeship Scheme, liaising with third party organisations and general administration of the scheme.

HR Team

- Manage all members of the HR team appropriately and in line with the School's ethos and management procedures
- Ensure all members of the team are appropriately trained in all aspects of their role and ensure that the School complies with all training obligations under the Apprenticeship Scheme if applicable to any HR team members

Other

- Monitor sickness and absence levels and provide management reports where requested
- Represent HR and participate in various internal groups across the organisation.

- Manage maternity, paternity, adoption and shared parental leave administration and flexible working requests
- Monitor HR trends throughout the organisation and provide management information on Key Performance Indicators to the Directorate
- Manage health issues and occupational health referrals
- Manage the information held on the HR database and personnel files to ensure it is updated in a timely and accurate manner and complies with any legal or GDPR/ data protection requirements
- To undertake other tasks as agreed with the Bursar

General Duties

- Comply with all School policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
- Be committed to safeguarding and promoting the welfare of children at all times
- Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
- Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
- Value diversity and promote equal opportunities
- Comply with GDPR and data protection legislation and relevant policies and procedures where applicable.
- Participate in appraisal activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
- All Bury Grammar Schools' employees are expected to act as ambassadors for the Schools and promote the organisation and its services positively as well as behave in a manner consistent with the Schools' Values at all times.
- Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably change; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Schools will expect to revise this job description from time to time and will consult with the job holder in so doing.



Person Specification: HR Manager

	Essential	Desirable	Method of Assessment
Experience			
Previous experience in a HR management role with a focus on operational HR	X		Application, Interview
Previous experience /understanding of an educational environment		X	Application, Interview
Previous experience of trade unions		X	Application, Interview
Previous experience of managing a small HR team	X		Application, Interview
Skills and Knowledge			
IT literate with a sound knowledge of MS Word, Excel and Outlook and experience of working with databases	X		Application, Interview
Excellent organisational and administrative skills & ability to prioritise and multitask	X		Application, Interview
The ability to recognise and appreciate the confidential nature of HR work discretion and high professional standards, including data protection and the upcoming GDPR legislation	X		Interview
Willingness to carry out training of other staff and manage a HR apprentice	X		Interview
Excellent attention to detail	X		Interview
Good written and oral communication skills.	X		Application, Interview
Evidence of commitment to Continuous Professional Development	X		Application, Interview
Knowledge and understanding of safeguarding, including the requirements of safer recruitment.		X	Application, Interview
Qualifications			
CIPD Qualified.	X		Application, Interview



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Educated to degree level or equivalent, or substantial relevant experience.		X	Application, Interview
Attitude and Impact			
Positive and Enthusiastic	X		Interview
Able to motivate others	X		Application, Interview
A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changing circumstances	X		Interview
Committed to Equality and Diversity	X		Interview
Personal			
Enhanced DBS Clearance *	X		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	X		Interview