
Commitment to Safeguarding

As Badminton School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of application will be met by the School.

All posts in the School are offered subject to the receipt by the School of satisfactory references, verification of qualifications cited by candidate and proof of a right to work. As these checks can take some time to complete, candidates are advised to disclose any possible impediment to appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded. All appointments in the School are offered subject to the completion of a satisfactory probation period.

The School

Badminton is a leading independent school for girls. Founded in 1858, the school occupies an attractive 15-acre campus in the north west of Bristol and admits girls from age 3 - 18. There are approximately 330 girls in the Senior School which can accommodate up to 200 boarders. In the Junior School there are 130 girls who are nearly all day pupils.

Aim of the role:

To assist the Director of Finance and Operations (DFO) and Senior Management Team in the administration of the School's recruitment processes and HR function.

The School has over 200 employees. The HR Manager is responsible for the recruitment process for all new staff appointments, including advertising, shortlisting, interviews, selection and all pre-employment checks in tandem with relevant departmental managers. The HR Manager is also responsible for recruitment and safeguarding aspects of the employment of third parties, such as coaches, contractors and volunteers.

This is very much a hands on role; given the size of the School, the HR Manager will have the opportunity to – and be expected to – fulfil all aspects of the HR function. Support will be available from a number of sources as detailed in the job description.

In this highly regulated environment, timely completion of pre-employment checks and attention to detail are essential, as is the utmost discretion. Much of the role will be focused on recruitment activity.

Accountability:

The HR Manager is line managed by the Director of Finance and Operations, the HR should report to the Director of Studies on academic matters, to the Deputy Head on matters of welfare and discipline, Director of Welfare on boarding and safeguarding matters and ultimately to the Headmistress.

General:

To provide HR management and administrative support, to ensure due compliance with legislative and other reporting responsibilities, including but not limited to the requirements of the Disclosure and Barring Service, Ofsted, the ISI and the Department for Education.

Recruitment:

To provide full HR and administrative support in the recruitment and selection of all employees, supply staff, agency workers and subcontractors to posts within the School. The HR Manager will manage the recruitment process including the following:

- prepare adverts;
- proof read advertisements, job descriptions and person specifications for accuracy before they are published or distributed;
- place recruitment advertisements in relevant media, whether printed, online or other, and to negotiate the best possible rates for such advertising;
- draw up recruitment timetables for each role advertised, working closely with the Head's EA and the DFO's EA and School Managers as appropriate;
- ensure all posts have an appropriate job description and person specification;
- prepare and send out recruitment packs to enquirers and to record and track returned application forms;
- request and monitor the receipt of recruitment information including such matters as references, DBS, medical checks, proof of qualifications and immigration and visa checks in line with the School's policies;
- draw up and collate interview questions/records of interview;
- provide administrative support in connection with the arranging of interviews, visits and other assessment procedures, including booking suitable locations and making hospitality arrangements and ensuring that interview panels are provided with appropriate documentation prior to interview;
- Sit on interview panels when required;
- liaise with successful and unsuccessful candidates for posts and to prepare correspondence advising candidates of the outcome of their applications;
- ensure that new appointments and start dates are notified as appropriate to existing staff/departments;
- prepare induction briefing material and to ensure that all members of staff receive induction briefings appropriate to their role;
- Prepare offer letters for successful candidates and agree salary with SMT;
- draft contracts of employment for internal review;

- ensure that the School's recruitment procedures are followed and documented fully in respect of each recruitment;
- ensure that any new appointment who is allowed to start work prior to receipt of DBS clearance is subject to a comprehensive Risk Assessment in line with regulatory requirements and the School's policies.

Record Keeping:

The HR Manager will:

- maintain and update the School's Central Register of Appointments on a regular and timely basis and attend SCR checks with Governors & Headmistress when required;
- maintain the School's list of staff trained in safe recruitment procedures;
- maintain and update the School's record of DBS checks applied for and received on a timely basis;
- maintain and update appropriate checklists to record the School's compliance with its recruitment policy and with legislative and other reporting requirements;
- ensure that the School maintains a personnel file for each employee which contains a full set of relevant documentation;
- maintain and report on centralised records of staff training;
- maintain and report on centralised records of staff absences and time off;
- maintain and report on centralised records of staff appraisal and performance management processes;
- maintain a database and keep records on risk assessments for supply or agency staff in line with the School's policy.

Policies and procedures:

The HR Manager will:

- maintain a database of pro forma employment contracts matching the various roles in the School;
- ensure that the School holds an up-to-date job description for each member of staff and work with staff to review and update where necessary;
- ensure that the School's HR procedures comply with data protection legislation.

Advice and opinion:

The HR Manager will develop and maintain a network of contacts and advisors, covering both professional advisors and specialist networking contacts, who can provide advice on best practice and on specific situations and scenarios.

Other:

- Manage complex employee relations casework including disciplinaries, grievances, absence, capability and redundancy and be responsible for all administration related to these processes;
- Be a point of contact for the recognised Union within the School and attend meetings when required;
- Provide first line advice to managers on terms and conditions of employment and share best practice with them;
- Collate payroll changes and keep accounts appraised of these changes each month;
- Manage any HR team members;
- Assist with the update of HR policies when required;
- Take minutes at Governors meetings in place of the EA to the DFO when required;
- Be the first point of contact for HR related queries for all Staff;
- Participate in the development and implementation of specific HR projects and procedures;
- Coordinate exit interviews and along with the DFO produce a termly report for Chair of Governors on key themes.
- To carry out other duties as may be required from time to time by the Director of Finance & Operations

The HR Manager's primary duties, listed above, focus on the effective and reliable management and administration of Human Resources, and in particular recruitment and safeguarding processes at Badminton School. The incumbent joins a team of support staff dedicated to the overall effective running of the School. There may therefore be occasions on which the HR Manager will be required to cross boundaries and work in other areas outside his or her normal area of expertise in order to assist with general management duties.

This is not an exhaustive list of tasks. This job description is subject to regular discussion and review.

Education and qualifications

- Qualified CIPD member
- Proven HR generalist experience
- Thorough, up-to-date knowledge of employment law
- Ability to work autonomously
- Experience of recruitment and interviews at a senior level
- Excellent communication and interpersonal skills
- Competent user of Microsoft Office software including Word and Excel and have good keyboard and ICT skills.
- Experience in another similarly regulated environment would be beneficial if the applicant has not previously worked in an educational environment.

Educated to A Level standard or equivalent (English and Maths GCSE essential). Some experience of HR administration is essential. A qualification in HR/personnel such as CIPD is highly desirable, but not essential. You should have some appreciation and awareness of HR legislation an awareness of issues pertaining to schools would be a distinct advantage. Experience in another similarly regulated environment would be beneficial if the applicant has not previously worked in an educational environment.

Personal qualities

The successful applicant must have good interpersonal and communication skills and be able to liaise with applicants and staff at all levels in a friendly and professional manner. He or she will need excellent organisational skills and demonstrate a methodical and organised approach to the work with an eye for detail. The role carries the need to maintain the utmost confidentiality at all times.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.

Terms & Conditions

This is a full time role 8.00am – 5.00pm with an hour for lunch. The salary is expected to be in the range of £29,000 - £34,000 pa. depending on qualifications and experience.

As well as a competitive salary, benefits include a contributory pension scheme. Lunch is currently available to staff free of charge in the School dining room.

Holiday entitlement is five weeks per year together with statutory holidays. May Day bank holiday and any other public holidays in termtime are normal working days, however a day off in lieu is given. The postholder will be expected to take most of his or her annual holiday during published School holidays, although occasional days off in termtime may be possible.

August 2017

ABOUT YOUR APPLICATION



Candidates should complete and return the Application Form and letters of application addressed to the HR Manager, to reach the School by **9am on Friday 18 August 2017**.

All sections must be completed, including the names and addresses of two referees, one of whom should be your current employer (if applicable) and a full education and employment history.

All applicants will be asked the reason for leaving previous roles if this is not explained on the application form. Applicants will be asked to confirm that they have not been disqualified from working with children. Any gaps in employment will be explored at interview.

Please submit your application by email or on single-sided sheets of A4 paper held together with a single paper clip (no staples) since multiple copies will be made. **We do not accept/review curriculum vitae so please do not enclose this.**

It is School policy that we write for employment references during the selection procedure and we may approach any previous employers for information to verify particular experience or qualifications, before interview.

We would be grateful if you could complete the monitoring form and return this along with your application. Please address your envelope **for the attention of the Human Resources Department** or email it to: hr@badmintonschool.co.uk

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Please note that if you are unsuccessful at the interview stage we will not provide feedback on your performance.

The School underwent a full ISI inspection in May 2015, the full report is available via a link from our website www.badmintonschool.co.uk or from the ISI website www.isi.net. We hope that the report will enable you to understand more about Badminton School and encourage you to submit an application.

Thank you for your interest and we look forward to receiving your application.