

# SEVENOAKS SCHOOL

## Human Resources Assistant

(Full-time, all year round)

### The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

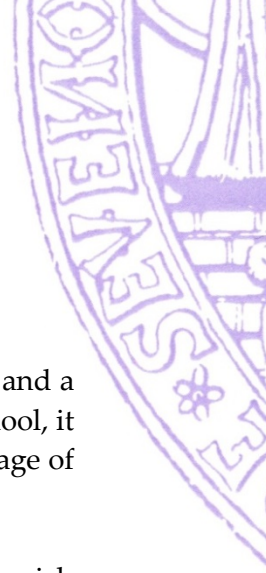
The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 350 pupils board in the seven boarding houses, and students originate from some 40 countries worldwide.

In 2013 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the rare accolade of 'Exceptional' for its students' achievement. In the new style inspection in 2017 pupils' achievement and personal development were judged excellent, the highest grades. Sevenoaks was also the highest performing fully co-educational school, and the one with the largest cohort, in The Sunday Times Parent Power's top 50 fee-paying schools for the IB in 2015. In 2017 we were, for the second time in 10 years, awarded The Sunday Times Independent School of the Year for 2018.

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has over 150 teaching staff, well supported by a large team of professional administrative and technical staff. A strong pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere.

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the medieval deer park of Knole, yet London is only a 30-minute train ride away. Gatwick airport is only 30 minutes by car, and there are good transport links to other London airports and the Channel Tunnel.

The school has first class resources and facilities, including a superb sports centre (The Sennocke Centre) opened in 2005. A state-of-the-art performing arts centre (The Space) which provides four outstanding venues for music and drama, was opened in 2010. A £32m investment in a new world-class building that will accommodate science & technology teaching, a large multi-purpose space, study and recreation space for the sixth form, and higher education and careers along with a café, meeting rooms, and space for support staff working in IT services and exam



administration, will be completed in summer 2018, ready for occupation and teaching at the start of the new academic year. An additional boarding house for boys in the gardens of a local landmark country house that is a boarding house for girls, will be completed in summer 2019.

The school's strategic plan *Horizon 2020* (<http://inspire.sevenoaksschool.org/our-priorities/>) is reaching fulfilment, and the school is now working on its successor *Horizon 2032* (which will mark the 600<sup>th</sup> anniversary of the school). This next stage in the ambitious development of the school will seek to strengthen the school's position at the forefront of education in a rapidly changing world, focussing on how to make a broad, deep and sustainable impact on the local, global and digital community.

The school has significant and growing connections with schools in the state sector, both at primary and secondary level. These, and other community service activities, are part of the educational ethos and curriculum of the school, both for pupils, teachers and non-teaching staff. The school hosts a large number of activities for visiting local school children, and provides training and networking events for teachers. There are numerous sporting, musical, drama and other activities, aimed at pupils, parents and members of the public. Out of term time, in addition to continuing with some of the outreach and community activities, the school also offers additional day and residential programmes to its own and other pupils and may also hire out its facilities from time to time to other organisations. In particular the Sports Centre and the Performing Arts Centre are used to generate commercial revenue in addition to being major educational facilities for the school. All of these activities in addition to the lively day to day academic life of the school ensure that excellent use is made of the assets and facilities.

Further information about the school can be found at: [www.sevenoaksschool.org](http://www.sevenoaksschool.org)

### **The Role**

The key focus of this role is the recruitment process for new staff and contractors with particular emphasis on meeting the compliance requirements for all individuals joining the school. This is primarily an administrative role but would suit someone who wishes to make a career in HR and who has perhaps begun, or intends to start, some professional HR studies as over time there is scope for growth in the role.

### **Reporting To**

The Human Resources Assistant will report to the Human Resources Manager.

### **Contact**

The person filling this role will have contact with staff members across the school and must therefore have excellent communication skills along with the ability to maintain strict confidentiality at all times.

### **Responsibilities**

- Administration of the recruitment processes from start to end, including setting up complex interview schedules, liaison with candidates, and managing recruitment checks to ensure that no-one starts work before they have been fully checked.

- To support all parts of the school, but particularly Estates, Operations and PE teams in bringing contractors onto site only once they have been fully checked in accordance with safer recruitment requirements and are cleared to start work.
- To carry out safer recruitment checks for all joiners.
- To carry out safer recruitment risk assessments, where it is appropriate to do so.
- With other team members, to ensure that the Single Central Register (SCR) is up to date and inspection ready at all times.
- To carry out general HR administration, including setting up personnel files, contractor files, general departmental record keeping and filing etc.
- To support other team members, including the Personnel and Recruitment Co-ordinator as and when required.
- To assist in the use and development of the school's HRIS (iTrent) to its best advantage, including data cleansing and data development.
- For the right candidate there is the potential to be involved in recruitment interviews, particularly with regard to Safer Recruitment processes and to gradually grow the role into providing more expert assistance to the HR Manager commensurate with the ability, experience and qualifications of the post holder.
- To work with colleagues across the school in a collaborative and collegiate manner.
- To perform any other tasks as reasonably required by the Human Resources Manager and/or Director of HR.

### **Note**

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The school is also constantly evolving and the post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.

### **Person Specification**

The HR Assistant should possess the following attributes:

- Strong people skills, ideally with some previous experience of HR work
- Good communication skills, both written and spoken, along with strong interpersonal skills and a customer service focus
- Ability to understand and work to complex regulations that are regularly updated
- High levels of administrative efficiency
- Very high standards of accuracy and attention to detail
- Ability to deal with high levels of paperwork
- Ability to manage multiple projects / tasks at any one time
- A focus on continuous improvement with a desire to improve HR ways of working
- Ability to deal with colleagues on lower level HR issues
- Ability to influence / persuade others i.e. directing contractors to complete the necessary checks within the required timescale/s
- Good understanding of Microsoft Office packages, including the use of Excel
- Ability to work under pressure and to tight deadlines

- Full understanding of employee confidentiality and data protection with the appropriate handling of sensitive information
- A positive and can-do attitude with the personal drive to continue with a task until its completion, regardless of any difficulties
- Ability to work supportively in a team
- Ability to work at all levels across the organisation with an ability to provide a friendly and professional face of HR

### **Experience**

No previous experience working in a school is required, but this should not dissuade those with such experience applying. The post would suit an individual with some or all of the following experience:

- Strong administrative experience in a busy and complex working environment.
- HR qualifications or prior experience would be an advantage, but are not essential.
- Dealing with compliance issues along with an understanding of their importance
- Managing multiple projects / tasks at any one time
- Dealing with external clients who do not work to the same priorities as those of the employing organisation.
- Influencing and persuading others
- Ideally experience of the recruitment process

### **Working hours**

This is a full-time role, Monday to Friday, 40 hours per week, 52 weeks of the year.

### **Salary and Benefits**

- The salary will be dependent upon the skills, experience and relevant qualifications of the successful applicant but is likely to be up to £27,000 p.a. This has the ability to grow over time if the successful candidate is able to grow the role and add more value into the team.
- Membership of the school's fitness centre
- School fees remission for children of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.
- The holiday entitlement is 28 days per annum, including statutory public holidays. Holidays must be agreed in advance and it is expected that holidays will normally be taken during the school holidays.
- Membership of the school's defined contribution pension scheme is available (includes life assurance). Those staff who choose not to join the GPP but meet the eligibility criteria for Auto-enrolment, will be automatically enrolled into the School's Auto-enrolment pension scheme, after a three month deferment period.
- Child Care voucher scheme
- Cycle to work scheme
- Voluntary benefits scheme
- Employee Assistance Programme

### **Offer**

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and

verification of references, the verification of career history and fitness to undertake the role. We also reserve the right to contact any previous employers for a reference request on your behalf.

### **Child Protection**

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

The successful applicant will be required to complete the Disclosure Certificate System operated by the Disclosure and Barring Service (DBS) before taking up the appointment.

### **Application**

If you wish to be considered for this role, please complete the on-line application form. The form must be completed in full and submitted electronically. CV's and covering letters should also be submitted but the CV cannot replace any information on the application form which must be submitted in full.

Please contact the HR Office at [personnel@sevenoaksschool.org](mailto:personnel@sevenoaksschool.org) or telephone 01732 467 740 if you have any questions about a completed application.

July 2018