



BIRKENHEAD SCHOOL

Information for candidates applying for the role of HR & Compliance Officer

Required for March / April .2018

THE SCHOOL

Birkenhead School, founded in 1860, is an HMC independent day school providing education for boys and girls drawn from the whole of the Wirral as well as Chester, Liverpool and North Wales. There are currently some 49 children in the Nursery & Pre-Prep (ages 3 months to 3), 346 pupils in the Prep (ages 3-11) and 405 pupils in Years 7 to 13. The School has been fully co-educational since September 2008, offering the choice of an independent education to all local children with ability. Across the School 38% of pupils are girls. The School attracts pupils in competition with several well-established state grammar schools on the Wirral.

Situated in the leafy suburb of Oxton, the School enjoys excellent facilities. The main campus has a 'village green' atmosphere, with classrooms and laboratories looking out over the lacrosse and cricket pitches. Recent capital developments have included a new games pavilion, six new classrooms for Prep, a major refurbishment of both the Sixth Form Centre and the School Hall's performance space and a new artificial sports pitch. There are ongoing and substantial investments in IT facilities. In addition to the main campus, the School owns 17 acres of playing fields on two sites nearby – the primary one being McAllester Field on Bidston Road.

SCHOOL ORGANISATION

The School comprises Nursery, Prep and Seniors and integrates their objectives and activities within a whole school concept. The Headmaster chairs the School's Senior Leadership Team (SLT) comprising the Head of Prep, Deputies and the Bursar. This group normally attends the Board meetings.

The School employs 80 teachers and over 90 other staff covering roles in Early Years, Estates, Administration, Catering. It occasionally employs temporary staff – primarily to support the provision of holiday courses ("Star Activities") as well as some staff cover.

Birkenhead School prides itself on being a family school and this has been greatly strengthened by the opening of the Nursery in 2006 and the decision to become fully co-educational in 2008. It is very attractive to parents to have all their children in one school and it is a great advantage for the school to be able to establish strong, long-lasting relationships with families. The move to coeducation reinforced this and at present, 195 families have more than one child in the School and 28 have three or four children here.

SENIORS

405 PUPILS
AGED 11-18
270 BOYS / 135 GIRLS

PREP

369 PUPILS
AGED 3-11
206 BOYS / 163 GIRLS

NURSERY

52 CHILDREN
AGED 3 MONTHS – 3 YEARS
19 BOYS / 33 GIRLS



BIRKENHEAD SCHOOL

THE ROLE OF HR / COMPLIANCE OFFICER

The Human Resources & Compliance Officer is a new position. The School has a comprehensive range of personnel procedures and policies but needs both the capacity and experience a candidate will bring to their administration, maintenance, review and improvement. The candidate will also be in a position to offer advice to those involved with implementing the policies. The successful candidate will have a wide ranging role supporting the Bursar, primarily with HR matters but also a range of direct and indirect involvement with other elements of compliance (eg direct work on data protection and, scheduling of health and safety checks – to be undertaken by others). He/she will be part of the Bursary Team, reporting directly to the Bursar.

Duties and Responsibilities

The duties and responsibilities below are indicative of the role. As it develops and circumstances change, the post holder will be expected to become involved in a wider range of work in line with their role, skills and experience.

Main Responsibilities

Human Resources

- To undertake the administration of the full range of HR activities, to ensure a high level of service and consistency throughout the School.
- To provide advice on basic employment law and guidance in line with current and emerging legislation with regard to people management, liaising with the Bursar where applicable (eg on policy and strategy).
- To ensure adherence to all HR policies and procedures for example, flexible working, maternity/paternity, disciplinary, capability and absence procedures by providing clear guidance to staff at all levels.
- To support disciplinary, grievance and capability procedures to include some investigatory work as requested and providing administration support in formal HR meetings (including taking minutes of meetings).
- Managing attendance through the Sickness Absence and other relevant policies for both short and long-term absences.
- To regularly provide statistical data to the Bursar in relation to Absence (sickness and other absence), Appraisals, Holidays, Recruitment, Staff turnover.

Staff Recruitment

- To be responsible for staff recruitment, planning and managing recruitment campaigns to ensure the smooth recruitment of a variety of posts. This will include drafting adverts, devising/updating role descriptions (with the relevant manager) and person specifications and, assisting in the preparation of job offers, terms and conditions and contracts of employment.
- To ensure that Line Managers are adhering to the Safer Recruitment Policy at all stages of the recruitment campaign, providing support and guidance where necessary to ensure that all appropriate checks have been undertaken and signed off before the appointment is confirmed.
- To co-ordinate “Safer and Effective Recruitment” procedures undertaking appropriate safeguarding checks, supporting Line Managers with shortlisting and to be available as an HR Representative on interviewing panels when applicable.



BIRKENHEAD SCHOOL

Compliance

- To take responsibility for maintaining the Single Central Register and ensuring it is up-to-date in accordance with national guidance and Inspection standards.
- To monitor developments in HR law and practice to ensure policies remain compliant and effective.
- Assisting the Bursar to review, develop and maintain effective data protection policies and procedures in line with the General Data Protection Regulations.
- Support the Bursar in scheduling other compliance checks.

Induction and Training

- To develop the induction process for support staff, and support the process for teaching staff.
- To assist in the development and running of an effective support staff appraisal system.
- Co-ordinate all appraisal paperwork between support staff employee and Line Manager also ensuring copies are on their personal file.
- To analyse identified training needs and work with the Bursar to prioritise the School's staff training.
- To help line managers ensure that all statutory training for support staff is carried out in a timely manner.

Qualifications and Experience

The successful person will have worked in a similar role previously and, although it is not essential to have worked in a school environment, a good understanding of the education sector is required. This will be a varied and busy position where each day will be different and require the demonstration of initiative, therefore you should anticipate enjoying the challenges that this may bring.

Qualifications

- At least CIPD Level 3 Certificate or equivalent qualification/experience.

Experience

Essential:

- Experience of supporting across many aspects of HR.
- Understanding and practical knowledge of employment law and best practice in providing good quality advice to managers and employees on a wide range of HR issues.
- Excellent all round ICT knowledge with experience of using management information database systems.
- Experience of prioritising workload.
- Experience of supporting disciplinary investigations, hearings, appeals and grievances.
- The ability to maintain confidentiality (as well as sensitivity when required).
- An appreciation of basic data protection principles.

Desirable:

- Excellent understanding of safer recruitment procedures in an education environment and experience of co-ordinating all aspects of the recruitment process.
- Experience of managing conflict to reach resolutions.
- Excellent analytical and problem solving skills for gathering, analysing and reporting on key HR data/statistics.
- Some experience/knowledge of the role of HR in ISI inspection procedures would be a distinct advantage.
- A knowledge and experience of implementing data protection policy and procedures.



BIRKENHEAD SCHOOL

Personal attributes

- Well organised, task orientated and able to co-ordinate a range of activities.
- Self-motivation and a personal drive to complete tasks required to timescales and deadlines, using own initiative.
- Professional approach, coupled with strong interpersonal skills.
- The ability to persuade and achieve the co-operation of others to improve standards where necessary.
- Have a flexible attitude to responsibilities and co-operative at all times.
- A passion for working in an educational environment and how human resources plays a key role.
- Must be committed to child protection and safeguarding.
- The successful applicant must be willing to be flexible to assist with the rapidly changing work requirements and acknowledge that work occasionally runs past the normal hours of the working day.
- It is desirable for the post holder to hold a valid driving licence for occasional home visits and/or travel to training venues.

REMUNERATION & BENEFITS

Salary

The salary will be competitive, depending on experience.

Hours

This is advertised as a permanent full-time position. Term-time working or slightly reduced hours may be considered for a strong candidate. The normal working week will be 40 hours, with a lunch break included if taken on site. The post holder will be expected to demonstrate some flexibility as required to carry out the duties of the role.

Holiday

You will be entitled to 35 days' annual leave per year including public holidays (and the School's Christmas shutdown period), to be taken by agreement with the Bursar.

Pension

The School operates an auto-enrolment pension scheme.

Other Benefits

- Lunch is provided in the Dining Hall during term-time.
- Children of staff enjoy a discount on School fees.



BIRKENHEAD SCHOOL

APPLICATION

A letter of application indicating skills and experience, together with a completed application form, including the names and addresses of at least two referees, should be sent for the attention of the Bursar via: headmaster@birkenheadschool.co.uk

Applications may also be sent by post to: **The Bursar (c/o Mrs D. Roberts)**
Birkenhead School
58 Beresford Road
Oxton
Wirral CH43 2JD

Application forms can be downloaded from the School's website: www.birkenheadschool.co.uk

Candidates are welcome to contact the Bursar, Mr Mark Turner, (bursar@birkenheadschool.co.uk) with any questions relating to the role (available before February 15th).

As part of our responsibility to safeguard children, the role is subject to an enhanced Disclosure and Barring Service check which will be requested prior to appointment.

The closing date for applications is Wednesday 28th February 2018 with interviews for shortlisted candidates likely in the two-week period commencing 5th March.