

SEVENOAKS SCHOOL

Human Resources Manager

(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.

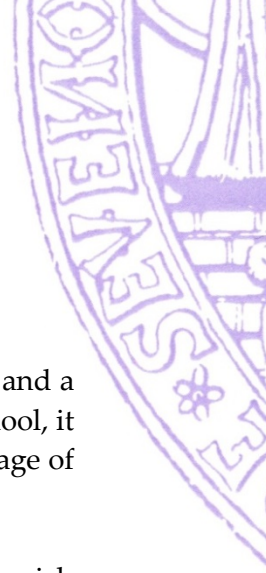
The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 350 pupils board in the seven boarding houses, and students originate from some 40 countries worldwide.

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 600th 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

Reporting To

The Human Resources Manager will report to the Director of Human Resources, who in turn reports into the Bursar.

Primary purpose of role

The key purpose of this role is to manage the Human Resources team, consisting of a HR and Recruitment Co-ordinator and a HR Administrator, as well as running the day to day HR operations of the school.

Contact

The person filling this role will have contact with staff members across the whole school and therefore must have excellent communication skills along with the ability to maintain confidentiality at all times. This person will be the primary contact for all day to day HR matters.

Responsibilities

- Leading a high quality and efficient Human Resources team service covering the full range of disciplines
- Developing the team and the HR processes to increase efficiency over time
- Providing advice to line managers and staff on all HR matters
- Ensuring that the school, in its practices, complies with all current employment legislation, including Safer Recruitment requirements.

- Ensuring that the Single Central Register (SCR) is up to date and inspection ready at all times.
- Take responsibility for the induction of new staff into the organisation
- Manage the appraisal process across the site.
- Monitor sickness levels across the school, taking action as appropriate
- Ensuring that payroll has all of the information it needs to be able to pay staff correctly.
- Manage the maternity and shared parental leave processes.
- In conjunction with the Director of Human Resources, regularly review staff policies and procedures to ensure they are legally compliant, appropriate and up to date.
- Ensuring that correct action is taken and records maintained in the processing of Disclosures through the Disclosure and Barring Service, along with all other checks required to be recorded on the SCR
- Leading on the recruitment processes, including interviewing and safer recruitment interviewing.
- Managing any visa issues for staff, both new and current, to ensure legal compliance at all times.
- Ensuring that good HR records, electronic and manual, are maintained and processed in accordance with relevant data protection legislation
- To strengthen and embed a collaborative / collegiate working approach across the school.

General

- To perform any other tasks as reasonably required by the 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 Manager should possess the following attributes:

- Very strong people management skills, ideally with previous experience of running a HR team
- Excellent communication skills, both written and spoken, along with strong interpersonal skills and a customer service focus.
- High levels of administrative efficiency
- Very high standards of accuracy and attention to detail
- A focus on continuous improvement with a desire to improve HR ways of working
- Ability to deal with staff at all levels on all types of HR issues
- Ability to professionally and efficiently run disciplinary and grievance, absence and performance management processes
- A deep understanding of HR databases with strong reporting skills (our current system is iTrent).

- Good understanding of Microsoft Office packages, including the use of Excel.
- Ability to work under pressure and to tight deadlines
- Working knowledge of employment law
- Full understanding of employee confidentiality and data protection with the appropriate handling of sensitive information.
- A positive and can-do attitude
- Degree or equivalent
- Fully CIPD qualified
- Ability to manage the workload, once established in the role, with little day to day supervision or direction

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:

- Experience of running a HR team
- A good understanding of, and experience in, generalist HR matters, i.e. management practices, drafting policies and guidance, and HR information systems
- A good knowledge and experience in the practical application of employment law

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 and experiences of the successful applicant but is likely to be in the region of £47,000 - £52,000 p.a.
- 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 or telephone 01732 467 740 if you have any questions about a completed application.

July 2018