



**EXPLORE OUR WORLD**

**HR Manager**

**MATERNITY COVER (12 MONTH FTC)**

**INFORMATION FOR CANDIDATES**

A Catholic Independent Day School for Girls 2-18 and Boys 2-5

**NOTRE  
DAME  
SCHOOL**



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## The School

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Set in 25 acres of beautiful parkland in Cobham, Notre Dame School nestles in a picturesque 18<sup>th</sup> century mansion beside the River Mole. Notre Dame is a Catholic School and is a Foundation of the Company of Mary Our Lady with an ethos shaped by the life and work of St Jeanne de Lestonnac. Despite the tranquil setting Notre Dame School is a hive of activity, with over 600 children and teachers working hard in the important business of education. The school has an enviable reputation for the highest academic standards and a progressive, holistic, academic education that is underpinned by over 400 years of international educational tradition in 30 countries. Established in England in 1937, the school has always had the philosophy that the greatest success comes from knowing how to learn and how to ask the right questions; training pupils to take an active role in reaching and exceeding early expectations. From the vibrant Nursery to the exciting Sixth Form, tomorrow's professionals acquire the skills, knowledge and qualifications that give them the best possible start in life. This summer, our A Level students have gained the highest percentage of A\* - B grades (84%) in over ten years and girls are going on to study at prestigious Russell Group universities in a wide range of disciplines. At GCSE over half the awarded were A and A\*. Twin aims of academic success and ability to strive for social justice in the world create rounded, compassionate, highly qualified and wise young women. Past pupils proliferate the professional sphere, many of whom enthusiastically retain links to Notre Dame.

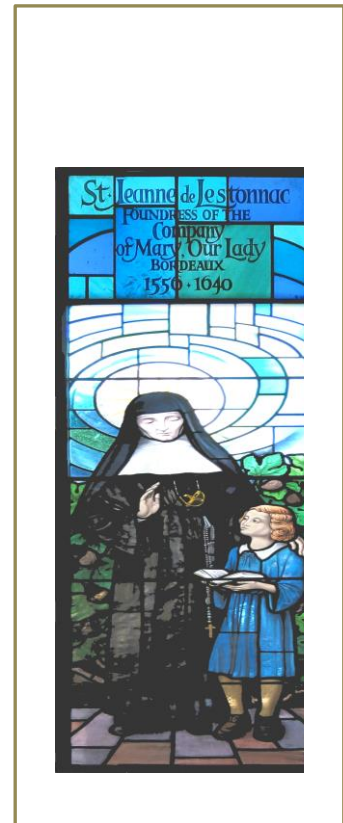
The school is filled with a strong sense of purpose, offering a wide-ranging and active education with facilities encompassing new Science laboratories, music and drama studios, sports fields, indoor swimming pool, dedicated Sixth Form Centre, a forest school for the youngest pupils, and a fully equipped, West End quality theatre seating over 350. The school has completed its all-weather facilities to complement the existing outdoor and indoor netball and sports facilities. The girls participate in choirs, sports teams, orchestras, language groups, outreach work, craft clubs, swimming squads and debating societies. The school councils for the different age groups and the peer mentoring and 'big sister' system provide pastoral care in a place that values the individual and always stretches a hand to help others, leading to charity initiatives as well as a happy and fulfilled community.

Leadership is prized and all are encouraged to fully engage in the life of the school. In recent years educational research has shown that this type of all-round education adds limitless value to the lives and experiences of our young people, as well as enhancing academic success and personal confidence, so it is a delight to find a world-class school on the doorstep that has promoted this so strongly and so successfully for over three quarters of a century.



## Heritage and ethos

The School has a long heritage in matters spiritual and philosophical. Notre Dame, Cobham is a Catholic School, but with an ecumenical attitude to those of other faiths. It was established in 1937 by the Sisters of the Order of the Company of Mary Our Lady. The Company of Mary was founded in France in the 17<sup>th</sup> century by St Jeanne de Lestonnac and has over 300 educational establishments throughout the world. The Sisters of the Company of Mary continue to play a very important role in the pastoral life of the school ensuring that the ethos is maintained. Our values are rooted in our heritage, however, as an inclusive, outward-looking School; we are committed to encouraging a questioning spirit of mutual tolerance and informed dialogue based on openness, reciprocal respect and trust. We welcome girls of all faiths and none.



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## The Department

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The Bursary is responsible for the School's support services and in particular for the financial, HR, communications, legal, H&S, administrative, estates and facilities management work of the School.

The Bursary also provides (through the Bursar and Clerk to Governors) a governance resource and is the secretary to the Governing Board.

The Office handles much sensitive and confidential material. It is essential therefore that staff understand the need for absolute confidentiality.

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## The Role

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### Function of the Post

- To be responsible for the operation and development of the HR/Personnel function, providing pro-active efficient, effective functional HR/ personnel advice and support to the Heads, Bursar and Line Managers of the School.
- To be responsible for ensuring compliance in terms of safer recruitment and other relevant legislation and monitoring developments in the field.

### Main Accountabilities

- Provide HR/Personnel administrative advice and support to line managers, promoting best practice in the recruitment and employment of staff. Advise on staffing issues, including obtaining legal advice as required.
- In close consultation with each school,
  - Advise on, maintain and update the Staff Employment Handbook.
  - Develop, maintain and update the Staff Recruitment Policy and Procedures.
- Manage and maintain the Single Central Register of appointments in accordance with safer recruitment legislation.
- Maintain staff records on the School database (SIMS).
- Be conversant with the requirements of the Data Protection Act, manage all personnel accordingly, providing appropriate advice and support to line managers.
- In accordance with the Staff Recruitment Policy and Procedures, and in support of line management, advise the Heads on staff recruitment procedures, including *inter alia*: assistance with preparation of Job Descriptions and Person Specifications.
- Co-ordinate and manage the recruitment process from preparation and placement of advertisements in local / national newspapers; preparation and compilation of Application Packs (including Job Descriptions, Person Specifications, Application Forms, Child Protection literature and supporting information) to co-ordination of interviews, ensuring safer recruitment guidelines are complied with and can be demonstrated.
- Be trained in safer recruitment in education (CWDC safer recruitment training to be completed) and attend interviews in this capacity.
- On receipt of appointment details from the Heads, ensure that all pre-employment checks are complete, prepare offer pack and liaise with both successful and unsuccessful candidates accordingly.
- Create and maintain Personnel Files, and personnel data, both in hard copy and electronic form.

- Obtain Disclosure & Barring (DBS) Disclosures before new staff start work. Where time is short, obtain barred checks and completion of risk assessments and then confirm arrangements with line managers to ensure no unaccompanied access to children.
- Manage the appointment of and contract renewals for peripatetic teachers, visitors and casual staff.
- Administer induction procedures for staff, including training on safeguarding children legislation, liaising with line managers as appropriate and liaise with Staff responsible for induction of staff.
- Liaise with the Finance Office to ensure the accuracy and consistency of the monthly payroll and advise on changes.
- Co-ordinate the review of probationary periods with Senior Management and identify in due time (at least one term in advance) all teaching and non-teaching employees who are contractually due to leave through retirement or through the expiration of fixed-term contracts and follow the appropriate processes.
- Develop and administer the process for the appraisal of support staff, in support of line managers.
- Effectively deal with maternity/paternity and shared parental leave ensuring paperwork and risk assessments are completed
- Conduct return to work interviews and document accordingly.
- Ensure that all employees receive written notification of their pay/salary on appointment and following the annual salary review process, liaising with the Finance Office as appropriate.
- Assist line managers on staffing issues such as absenteeism, sickness cover, disciplinary matters and the grievance procedure. Provide management appropriate management information.
- Keep up to date with employment legislation and best practice, advising the Heads and Bursar when requested, and line managers.
- Administer exit interviews and appropriate records, providing management information as required.
- Create and maintain detailed organisational diagrams, and establishment details (numbers, categories/grades and costs of staff by department).
- Be responsible for all own correspondence, prioritising work, making an initial assessment of incoming correspondence and telephone calls and dealing with it as appropriate on behalf of the Bursary Office.
- To arrange the transfer of Personnel and other files into the archive system and arrange for recovery from store of any file or document where necessary.
- To provide briefing documentation on issues as required, including researching background using the internet and other resources.
- Attend appropriate training courses as agreed with the Bursar.

*As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.*

### **General Expectations**

- Set a good example to pupils they work with, in their appearance and their personal conduct.
- Consider carefully issues of confidentiality when dealing with school matters.
- Have high expectations of pupils' behaviour, academic and social abilities.
- Encourage all pupils to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for other and truthfulness.

### **Health and Safety**

- All employees have a legal duty to ensure the safety of him/herself and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

### **Data Protection**

- All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

### **Safeguarding**

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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## The Person

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### Education/Qualities/Skills

- Educated to A Level standard or equivalent
- Associate of CIPD and/or significant current experience at high level. The post holder will be expected to assume full responsibility for both the efficient day to day functioning of the HR function as well as developing the role further.
- Ideally hold a CWDC Certificate in Safer Recruitment in Education
- Sound knowledge of Word for Windows and Knowledge of Excel and SIMS
- A minimum of 3 years generalist HR experience

### Experience of:

- Working independently as a HR professional in busy environment
- Working within the education sector.

### Personal characteristics:

- Able to work to tight deadlines, managing and prioritising time effectively.
- Self-starter, with and ability to work independently & use own initiative to overcome obstacles.
- Knowledge and experience of Safer recruitment legislation
- Basic knowledge of office Health and Safety
- Able to deal with complaints/enquires in a positive manner.
- Able to work effectively within a complex, very busy organisation.
- Numerate
- High level of oral and written communication skills.
- Proven organisational skills, enthusiasm and tenacious
- Able to work as part of a team and contribute towards its success.
- Diplomatic skills and confidentiality

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## Benefits of Service

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<b>Contract:</b>	Fixed-term, Full-time
<b>Salary:</b>	£25K to £35K (dependent on skills and experience)
<b>Hours of work:</b>	37.5 hours a week with 30 minutes unpaid lunchbreak

### Benefits

- The School has high expectations of its staff, and therefore looks to reward them with a competitive salary scale and beneficial conditions of service
- Life Assurance
- 25 days paid annual leave
- Contributory Pension Scheme
- There is ample opportunity to take on additional responsibility

### Personal

- The School enjoys a fantastic situation: central London is 30 minutes away, the M25 and A3 are 5 minutes away. Heathrow is less than half an hour.
- Fee concessions are available for the pupils of any member of staff who meet the school's entry requirements
- Longer holidays than the state maintained sector
- Free on-site parking
- School Nurse on site

### For Recreation

- Free use of the school's leisure and sporting facilities, including a heated indoor pool
- Free lunch and refreshments are available throughout the working day



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## Selection Process

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Please complete an application form and an accompanying letter outlining your suitability for the post; you may wish to include a brief CV.

**Close Date: 9am on Thursday 21<sup>st</sup> September 2017**

All applicants will receive an email to confirm receipt of the application form. If you have not been contacted by 5<sup>th</sup> October 2017, your application has not been successful.

Shortlisted candidates will be interviewed by senior members of the School, undertake a practical test and take a tour of the school.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' ability for positions of trust, Notre Dame School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.

### Applications to:

Human  
Resources  
Department  
Notre Dame  
School  
Burwood House  
Convent Lane  
Cobham  
Surrey KT11 1HA

Email:  
[HR@notredame.  
co.uk](mailto:HR@notredame.co.uk)

Any questions,  
please contact  
HR on 01932  
589092.

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NOTRE DAME SCHOOL  
BURWOOD HOUSE  
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