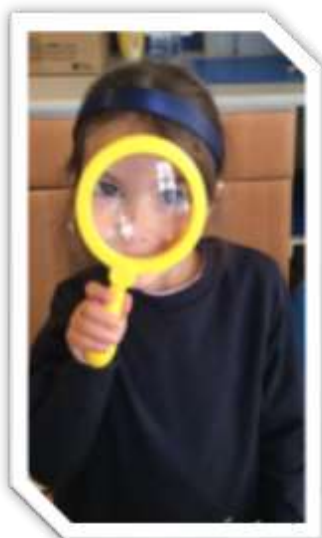


HR Manager Primary Phase Application Pack



Hinchley Wood Learning Partnership
CEO Mr Ben Bartlett

Hinchley Wood Primary School – 3 form entry, Reception to Year 6
Headteacher – Mrs Aisling Hogan

Thames Ditton Junior School – 3 form entry, Year 3 – Year 6
Headteacher – Mr Matt Lewis

Hinchley Wood School – Coeducational secondary, Year 7 – Year 13
Headteachers – Ms Maria Cachia & Miss Lucy Macdonald



December 2023

Dear Applicant

Thank you for your interest in joining Hinchley Wood Learning Partnership, within this pack you will find information about us, the role and the application process.

We have an exciting opportunity for a self-motivated HR Practitioner to join Hinchley Wood Learning Partnership, supporting our primary phase schools. This newly created role covers the full generalist remit, supporting colleagues and the leadership teams in our primary phase schools.

To succeed in this role you will need to be proactive with a 'can do' approach, have great organisational, time management and communication skills, and be an effective contributor. You will be part of a small supportive team, under the guidance of the Trust HR Lead, who work hard to provide excellent HR support. We are looking for someone with extensive generalist HR experience with a level 5 qualification (CIPD or equivalent). Previous experience of delivering HR within education would be advantageous.

Hinchley Wood Learning Partnership is a small, friendly multi academy trust located on the borders of South West London between Surbiton and Esher, Surrey; and includes a three form entry primary school, three form entry junior school and a co-educational secondary academy supporting students from 11 – 18 years.

This is an exciting time to join our schools and growing Trust, helping to shape a new era of development and growth so that all children are able to reach their full potential. We offer:

- family friendly term time working;
- competitive salary and annual performance progression;
- professional development support;
- Staff benefits and free use of onsite gym at HWS;
- two weeks' autumn half term; and
- membership of the Local Government Pension Scheme with generous employer contribution.

We are looking for someone to start as soon as possible for 20 - 25 hours per week, term time plus two weeks. The actual starting salary, based on 25 hours per week for 40 weeks p.a. will be £18,789 p.a. (FTE £30,665). The final working pattern will be discussed and agreed with the successful postholder.

Informal enquiries are welcomed and early applications encouraged. Details can be found on the last page

HWLP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check. Staff, Trustees and Governors have also established a code of conduct, an extract is included within this pack, which applies to all members of the school community.

We look forward to receiving your application by **the date specified in the advert - at the latest** and appreciate the time taken you have to consider and apply for this post. Early enquiries are encouraged and we reserve the right to interview earlier for the right candidate.

Yours faithfully

Ben Bartlett
CEO



Location

Hinchley Wood and Thames Ditton are located on the borders of south-west London with good road and public transport links. The M25 and A3 provide convenient road links to other areas.

Hinchley Wood and Thames Ditton both have a railway station offering a regular service to London Waterloo and the K3 bus service links the local area to the nearby towns of Surbiton, Kingston and Esher.



Our schools are located in a lovely area approximately 4 miles south from Kingston upon Thames; a buzzing market town, with extensive venues such as a multiplex and boutique cinemas, gyms, an excellent regional shopping centre and a large selection of bars restaurants and night clubs.

Surbiton, with regular fast rail links to London and out to the south and west, is 2 miles away and further south are the towns of Esher, Cobham and Walton upon Thames which offer a further selection of recreational facilities.





The Hinchley Wood Learning Partnership

Our vision is to inspire all our pupils to be ...

Confident

Have self belief, communicate clearly in any situation

Considerate

Respect others' views and values

Determined

Work hard to achieve the highest possible standards in all aspects of life

Enthusiastic

Willing to learn from mistakes and maintain a positive outlook

Independent

Take responsibility for themselves and their learning



Extract from the Staff Code of Conduct

Our Code of Conduct sets clear guidance on the standards of conduct and behaviour expected from all staff at Hinchley Wood Learning Partnership (HWLP). The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of behaviour and minimise the risk of inappropriate conduct occurring and to safeguard staff and pupils.

School staff are in a unique position of trust and influence as role models for pupils and other staff. Therefore, all staff must adhere to behaviour that sets a good example to all members of the school community. Staff have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and the work setting.

CORE PRINCIPLES

The welfare of pupils is paramount and all staff should always act, and be seen to act, in each child's best interests.

Staff should work, and be seen to work, in an open and transparent way. All staff working within HWLP are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

As part of the School's positive safeguarding culture, staff must have a regard for the need to safeguard children's well-being in accordance with statutory provisions. All staff should know the name of the overall Designated Safeguarding Lead (DSL), and must be familiar with child protection arrangements and understand that they have a responsibility to speak up immediately about safeguarding and welfare matters within the school, and to external agencies where necessary, to safeguard and protect pupils.

PROFESSIONAL BEHAVIOUR AND CONDUCT

- Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Hinchley Wood Learning Partnership expects staff to treat each other, pupils, parents/carers and the members of the wider community with dignity and respect at all times. All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are given the highest priority.
- Staff must have regard for the ethos and values of the Hinchley Wood Learning Partnership and must not do or say anything which may bring the School or Trust Board into disrepute.
- Staff should act in accordance with the school's policies and procedures at all times.



JOB DESCRIPTION	: HR Manager (Primary Phase)
Responsible to	: Trust HR Lead
Important Functional Relationships	: Headteachers, HR Manager (Secondary Phase), HR Assistant, Finance Manager (TDJS)
Scale point	: 22 – 27
Hours	: As per contract

Job Purpose

- To deliver a proactive and flexible HR service, including guidance and support on operational HR issues to the leadership teams within Primary phase and colleagues.
- To ensure that the schools comply fully with employment law, appropriate education and safer recruitment legislation, Trust policies and best practice.
- To implement all aspects of the school's recruitment strategies including those related to teachers and associate staff.
- To oversee all generalist HR tasks, actions, reports and processes ensuring accuracy, confidentiality and completion in a timely manner.

Job Specification

Recruitment, Starters and Leavers

- To coordinate the recruitment process for all staff including involvement in identification of vacancies, advertising and uploading of adverts on recruitment media, shortlisting, interview arrangements, letters of appointment, identity, vetting and barring checks, and contracts of employments.
- To keep under constant review a full range of recruitment strategies and options to ensure best value and reaching appropriate audience.
- To facilitate interviews, participating on interview panels as required and liaising with candidates on attendance, tasks and preparation.
- To provide proactive guidance and support to line managers with staff induction and probation requirements including remedial action.
- To oversee procedures for staff leavers.
- To provide support to the Trust HR Lead with job evaluations and restructuring when requested, providing documentation and advice to support the process.

Absence Management and Wellbeing

- To oversee and maintain accurate record keeping processes for all staff absences and annual leave (for designated full year associate staff) and systems to monitor absence levels and flag issues at an early stage.
- To develop an effective approach to absence management, putting support in place to reduce the risk of long term absence.
- To support line managers with attendance management of their team members, including return to work interviews, performance concerns, wellbeing, expectations and formal processes.
- In liaison with line manager, to instigate occupational health referrals as necessary.

Professional Development and Pay Reviews

- To provide information and support to the leadership team in relation to teacher and associate pay progression including performance related pay.
- To assist with the coordination and reporting on Performance Management outcomes and mid-year reviews to support school appraisal systems and facilitate appropriate performance related pay decisions.
- To ensure that annual salary statements are completed and issued to all staff within agreed timescales.



Payroll

- To coordinate all payroll and pension administration processes, ensuring accurate input of starters, leavers and changes on a timely basis.
- To provide reports as required and information to internal/external auditors.
- To liaise with staff on ad hoc salary or pension queries.
- To ensure compliance with contractual and statutory pay and entitlements.
- To liaise with Headteacher and advise on all aspects of remuneration and allowances.

Safeguarding & Record keeping

- To monitor and review the schools' single central records (SCR), ensuring compliance with safeguarding and local requirements.
- To ensure all confidential personnel data is managed, stored, shared and disposed of in a secure manner, in line with requirements of Data Protection Act and Privacy Notices.
- To be pro-active in matters relating to health and safety.

Generic Professional Requirements

- To maintain up to date knowledge and understanding of employment law and related school policies and provide advice to the leadership team accordingly.
- In liaison with colleagues, to manage and maintain the HR information system (Every HR), including inputting data, providing training, generating reports and considering future developments.
- To be the main point of HR contact within the primary phase, providing ad hoc HR support to SLT, line managers, colleagues, and seek guidance from the Trust HR Lead and/or Trust HR Consultants as required.
- To provide support with formulation of new staff policies and procedures, and on-going support to ensure awareness and compliance.
- To lead on and participate in, HR projects and ad hoc reviews as required.
- To lead, as required, on employee relations guidance and casework, including arranging formal meetings, supporting line managers and preparing paperwork for hearings and appeals. To take notes at meetings and hearings as required.
- To oversee processes and risk assessments for pregnant employees and employees returning from ill health, and to ensure regular contact maintained during absence.
- To lead on and/or attend interviews or discussions and support line managers, both formal and informal staff meetings, keeping records and notes as requested.
- To assist with reviews of staff salary sacrifice and benefit schemes, eg Cycle to work, My Staff Shop.
- To ensure that all administrative duties, checks, correspondence, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines, and computerised records and filing systems are maintained as required.
- In liaison with appropriate SLT leads, to maintain the staff handbook/s and update as required.
- To maintain confidentiality in and outside the workplace with particular regard to personal information relating to school employees, and data on the School's data systems.

General

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of safeguarding and child protection matters.
- The postholder may be required to perform any other reasonable tasks after consultation and occasionally be required to work outside of normal school working hours for school activities, events, meetings and emergencies.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder to meet changing regulations or circumstances.
- All staff members participate in the school's performance management scheme.



Person Specification – HR Manager (Primary Phase)

Qualifications and Experience	Essential <ul style="list-style-type: none">• Recognised HR qualification/s (Associate, level 5 CIPD or equivalent)• Good standard of English and Maths (minimum level 2 or equivalent)• Significant generalist HR experience at managerial level• Evidence of relevant and ongoing CPD• Experience within a busy office environment Desirable <ul style="list-style-type: none">• CIPD Advanced Diploma, level 7 or equivalent• Further education and/or qualifications relevant to the role• HR experience within a school or education environment
Knowledge and Skills	Essential <ul style="list-style-type: none">• Ability to work constructively as part of a team, understanding school roles and responsibilities including own.• Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues and other professionals.• A current knowledge and understanding of employment law, appropriate education legislation, HR procedures and policies and requirements of employment contracts.• Ability and knowledge of interpreting, writing and reviewing policy documents.• Excellent IT skills and able to proficiently use Microsoft Office software including Word, Excel, Outlook and PowerPoint.• Ability to maintain and interrogate management information systems and databases.• Ability to implement and manage effective recruitment strategies and procedures.• Ability to demonstrate an analytical, diplomatic and practical approach to issues. Desirable <ul style="list-style-type: none">• Knowledge and understanding of education and safer recruitment requirements in schools.• Knowledge and understanding of pension schemes and retirement opportunities.• Experience of using SIMS.
Personal Qualities	Essential <ul style="list-style-type: none">• Excellent interpersonal skills with ability to maintain strict confidentiality.• Able to demonstrate integrity, resilience and tenacity• Initiative and ability to prioritise one's own work and that of others to meet deadlines.• Pro-active, self-motivated and self-confident.• To be reliable, punctual and have good attendance.• Able to follow direction and work in collaboration with others.• Efficient and meticulous in organisation and attention to detail.• Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations in a calm manner.• Ability to evaluate own development needs and those of others and to address them.• A willingness to seek specialist advice and awareness of where to seek it.• Able to attend occasional meetings outside of core hours, if required.• Commitment to the highest standards of child protection and safeguarding.• Recognition of the importance of personal responsibility for health and safety.



Why join the Hinchley Wood Learning Partnership?

The Hinchley Wood Learning Partnership offers a positive and innovative learning environment supported by pupils, staff, parents/carers and governors. We value our staff and the professionalism and experience they bring to the school, and wherever possible we have tried to anticipate and build in holistic support.

Job Satisfaction and Progression

HWLP has a very good record of staff retention & job enhancement opportunities, we offer a pleasant and supportive working environment and excellent staff:pupil working relationships. To improve working environments for staff we are committed to an on-going programme of investment. Over the last year this has included a rolling programme of classroom/corridor and office decoration and updating of ICT infrastructure.

Early Career Framework

We have an established programme of support for newly qualified teachers, and those in their second year of teaching. This includes regular support meetings, a dedicated mentor, CPD sessions and ECT support network.

CPD

We have an excellent CPD programme and many opportunities in school for staff to extend their professional knowledge and develop their skills. As a result, we have a very good record of staff gaining internal and external promotions and sharing good practice across departments.

There is a warm convivial atmosphere among the staff in our schools and mutual support between teaching and associate staff, to ensure effective teaching and learning and the best outcomes for our pupils.

Staff have opportunities to work on cross curricular projects with pupils and colleagues, and this is actively encouraged.

Secure School Finances

In this time of uncertainty within education, the school is well placed to weather the storm including:

- Robust school finances during a period of much financial uncertainty
- STP&CD pay rises approved each year to date for all Teaching and Associate staff
- Performance Related Pay outcomes fully funded

Other Benefits include:

- Supportive staff body
- Employee Assistance Programme – available to staff and their immediate family
- Membership of either of the following pensions schemes, including a generous employer contribution;
 - Teachers Pension Scheme
 - Local Government Pension Scheme
- Two week autumn half term
- Cycle to Work salary sacrifice scheme.
- Staff Benefits Scheme
- Use of Gym at HWS
- Occupational Health support.
- Recognition of previous maintained school or Academy continuous service.



The Application Process

Please download, complete and return the application form by the closing date specified. This can be emailed to the address below or sent by post to:

HR Department
Hinchley Wood School
Claygate Lane
Esher
KT10 0AQ

Please email any questions and completed applications to hr@hinchleywoodschool.co.uk
During term time we can also be reached by calling 0208 398 7161.

We are committed to meeting our data protection obligations and for information on how we collect, use, share and store your data within the recruitment process please click [here](#)

Hinchley Wood Learning Partnership is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced check by the Disclosure and Barring Service (DBS).

