

# W I T H I N G T O N   G I R L S '   S C H O O L



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RECRUITMENT PACK:

**H R M A N A G E R**

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# ABOUT WITHINGTON GIRLS' SCHOOL

Withington Girls' School was founded in 1890 by a small group of eminent and far-sighted Manchester families who wanted the same educational opportunities to be available for their daughters as were already available to their sons. In keeping with the Founders' wishes, the School has remained relatively small, with 719 pupils in total with 148 in the Junior School (Years 3 - 6), 427 in the Senior School (Years 7 - 11) and 144 in the Sixth Form. The Head of Withington Girls' School is a member of both the Girls' Schools Association (GSA) and HMC (The Heads' Conference).

Pupils come from a wide geographical area around Greater Manchester and Cheshire, and from many different social, cultural and religious backgrounds, creating a diversity in which the School rejoices. The School is non-denominational and girls of all faiths, or none, are equally welcome. Through the Withington Girls' School Trust, around 100 means-tested bursaries are offered each year according to need. The Governing Body is strategically focused and highly supportive of all areas of the School.

## A FOCUS ON EXCELLENT TEACHING AND PASTORAL CARE

The School's A Level and GCSE results are outstanding, with Withington ranked consistently in national league tables as the top independent school in the North West of England. The Sunday Times' prestigious schools guide, Parent Power, named Withington the North West Independent Secondary School of the Year 2020, 2022 and 2023 and North West Independent Secondary School of the Decade in 2021. Withington has been listed in the annual Tatler Schools Guide to the UK's top independent schools since 2012.

Girls who gain a place as a result of the entrance examination normally take GCSE/IGCSE examinations in 9/10 subjects, followed by 3 or 4 A Levels. An exciting and varied Enrichment programme offers Sixth Formers core elements such as PSHCE, financial literacy and professional skills plus a range of choices from computer coding and languages, to mosaics, mindfulness and cooking and preparing healthy meals. In addition to the Enrichment Programme, which all Sixth

Formers follow, many also complete an Extended Project Qualification (EPQ). Studies are directed towards encouraging a love of learning for its own sake, frequently going beyond the confines of the examined curriculum, as well as towards the ultimate goal of University entrance, including Oxford and Cambridge.

The excellent quality of teaching and pastoral care is a major factor in the exceptional level of achievement secured by pupils, both within and outside the classroom. Staff are eager to share their passion and enthusiasm for their subjects and give willingly of their time to assist individual pupils outside lesson times; the relationship between pupils and staff is a particular strength of the School. The School runs on 'the 3 Rs' of Respect for self, Respect for others, and Responsibility for personal actions and its pupils thrive within the warm, friendly and supportive environment.

Preparation for life after school starts early and involves a programme of careers advice, work experience and UCAS application guidance. Older pupils work with younger pupils in numerous ways, through the House system, extra-curricular activities, peer support and mentoring.

## A BREADTH OF ACTIVITIES

Academic excellence is secured alongside an extensive range of extra-curricular opportunities, including Music, Drama, Sport, the Duke of Edinburgh's Award, Young Enterprise Scheme, Model United Nations, Debating and Robotics Clubs, to name but a few. Sixth Formers volunteer as assistants in local primary schools, residential homes, hospices and hospitals.

All pupils, throughout the School, engage in charity fundraising, collectively raising around £30,000 each year. There are special links with local charities, Wood Street Mission and The Booth Centre, The Christie hospital, two schools and a hospital in Kenya and a school in Uganda. Groups of Upper Sixth Formers engage in voluntary projects in The Gambia and Uganda and pupils take part in World Challenge, or similar, expeditions. Academic departments offer subject-related trips and activities in addition to cultural trips at home and overseas.



# ABOUT WITHINGTON GIRLS' SCHOOL

## AN INVESTMENT IN FACILITIES

The School enjoys excellent facilities and has an ongoing programme of major developments. Recent projects have included a purpose-built Junior School building, a central, enclosed 'Hub' area at the heart of the school and an expanded and refurbished suite of university-standard Chemistry laboratories, all of which were completed in 2015.

During 2018 a significant new sports facilities development was completed, reflecting the school's ongoing commitment to the promotion of physical activity for girls, one of the school's founding principles. In 2019 the outdoor netball courts and all-weather pitch were resurfaced to a high specification, bringing Withington's sports facilities to an excellent standard across all areas. Outdoor fitness equipment - also installed in 2019 - has provided an innovative facility that benefits fitness, wellbeing and social interaction for senior pupils.

In 2022 the school opened refurbished and extended dining facilities, a new conference suite, Learning Support area and accompanying offices. This reflects our commitment to providing the best facilities we can for our pupils, staff and all in the Withington community.

## A WELCOMING COMMUNITY

The Development Office has strong links with alumnae as well as former and current parents and staff and has been successful in raising substantial amounts for the Bursary Appeal, for the new Chemistry laboratories, Sports facilities and for an Annual Fund which enables enrichment activities for current pupils. Withington Onwards (the past pupils' association) and the Parent Teacher Association are active in, and committed to, supporting the School socially and financially. There are also close links with the local community including, for example, a range of Saturday morning lessons run by the School for gifted and talented boys and girls from local primary schools under the SHiNE Together programme and an annual event involving a number of primary schools across Greater Manchester known as *Manchester Sings*. Visitors often comment on the special atmosphere they find at Withington. We are extremely proud of our consistently outstanding record in public examinations and places gained at the most selective universities but also of the happily informal atmosphere, thriving co-curricular programme, community spirit, alumnae network - and engagement with education in its broadest sense which characterise this unique environment.

True to the vision of our Founders, our pupils aim high, have boundless opportunities to discover their talents and develop a strong sense of responsibility. We value individuality, celebrate diversity, encourage our pupils to think for themselves and to understand the importance of tolerance and teamwork. It is our aim that our pupils leave school at ease with themselves, socially aware and ready to face with confidence the challenges of life beyond.



# SCHOOL ETHOS

At Withington, we aim to create an environment in which all pupils are supported and encouraged to reach their full potential, academically, socially and personally. True to our founding principles, we are a school where the pleasure of learning is its own reward. The Withington ethos recognises that understanding the value of learning and knowing how to learn sustains and enriches us throughout our lives.

The golden rule of respect for self, respect for others and personal responsibility underpins our school community where diversity is celebrated, teamwork valued, and every pupil is encouraged to play her part, older pupils and alumnae providing inspiring role models.

Combining a wealth of extra-curricular activities with an exceptional academic experience, each girl has the opportunity to develop her talents, skills, interests and character, as well as a strong sense of responsibility which extends beyond the classroom and into the wider world.



# AIMS OF THE SCHOOL

## 1 TO SUSTAIN...

...an innovative and inspiring place of learning where our pupils grow into resilient, independent lifelong learners, curious and passionate about their world

## 2 TO NURTURE...

...our pupils' personal development and character, promoting respect and responsibility, enabling our pupils to thrive and to meet challenge confidently, compassionately and collaboratively

## 3 TO SUPPORT...

...a diverse, inclusive and open-minded school community and to work in partnership with local, national and international organisations for the benefit of our pupils



# JOB DESCRIPTION

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.

**JOB TITLE:** HR Manager

**REPORTING TO:** Bursar

**DEPARTMENT OVERVIEW:** The HR Manager plays an integral role in the people aspect of Withington Girls' School, working across all teams in the school, providing a full HR service.

**ROLE OVERVIEW:** To be responsible for the delivery of a proactive and effective HR service within the School, providing guidance at all levels and ensuring safer recruitment practices are in place and adhered to, in line with the Independent Schools Inspectorate Standards at all times.

### Key areas of responsibility:

- To support the effective recruitment and induction of teaching and support staff and to ensure compliance with appropriate safer recruitment and safeguarding procedures
- To ensure that HR policies and procedures are appropriate, compliant with Keeping Children Safe in Education, up-to-date and adhered to
- To provide HR guidance and advice to managers and their teams, on employment law and legislation, best practices, advising and supporting a wide range of HR issues, including discipline, capability, absence and grievance, as well as attendance at meetings
- To support the school's performance development agenda, including performance management, staff development and continuous improvement processes.

This job description is written at a specific time and is subject to change as the demands of the School and the role develops. The role requires flexibility and adaptability and the employees of the School need to be aware that they may be asked to perform tasks and be given and be given responsibilities not detailed in this job description.

### CHILD PROTECTION & SAFEGUARDING:

Withington Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility to promote and safeguard the welfare of children. You will comply with the Withington Girls' School Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.



# JOB DESCRIPTION

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## MAIN DUTIES & RESPONSIBILITIES:

1. To organise and coordinate the recruitment process from start through to onboarding :
  - i. Agreeing job content and placing vacancies with the appropriate recruitment provider
  - ii. Overseeing the shortlisting of applicants and notifying both successful and unsuccessful candidates of the outcome of their application
  - iii. Preparing the interview schedule, and structure for interview
  - iv. Working with the recruiting manager to prepare them for selection interviews as and when required.
  - v. Overseeing the selection day with the recruiting manager
  - vi. Preparing job offer and associated documents for the successful candidate
2. Following offer of employment, to ensure that all staff (including freelance and volunteers) are recruited in accordance with the School's Safer Recruitment Policy and associated processes, following best practice and complying with all safeguarding requirements
3. Maintaining the Single Central Register of Appointments accurately and in accordance with safer recruitment procedures, with meticulous attention to detail.
4. To oversee the onboarding process for new staff including: the delivery of the new starter induction day prior to the start of the academic year; development of onboarding programme for the job role, with the line manager; and monitoring the probationary period for all new starters with the line manager
5. To maintain staff digital and paper HR systems, ensuring record keeping is appropriate, up to date and compliant with GDPR.
6. To ensure HR policies and procedures are in place and compliant with legislation and best practice and once approved by SLT, prior to the start of the academic year, they are appropriately communicated and training is given to support where necessary
7. To fully understand the Independent Schools Inspectorate standards and regulations, ensuring they are effectively implemented, in relation to staffing and employment
8. To provide effective HR guidance and support on all complex HR issues, taking legal advice where appropriate
9. To attend weekly meetings with the Bursar, providing an overview of the department and raising any issues of concern
10. Attendance at meetings; establishing productive and proactive dialogue with employees and SLT to facilitate change and promote a positive working environment
11. To offer expert interpretation and advice on employment legislation, best practice and policy and procedures.
12. To oversee attendance management in School, supporting staff and promoting staff wellbeing
13. To assist in the development and implementation of ongoing performance and appraisal processes to ensure that all staff members receive an annual appraisal or professional review which includes agreed objectives for the year and maintain the records centrally



# JOB DESCRIPTION

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.

## MAIN DUTIES & RESPONSIBILITIES:

14. To provide training on relevant HR topics to support line managers in their roles
15. To establish and maintain an accurate record of CPD activity on HR Pass database system, ensuring records of all development activity are up to date and reported to the Deputy Head on a quarterly basis
16. To work alongside the Assistant Bursar on the implementation of the annual salary review process for both teaching and support staff. Ensure all salary information is accurate and confirmation of reviews to all staff are approved by the Headmistress and Bursar
17. To notify the Assistant Bursar of any employee changes on a monthly basis for all staff, ensuring an audit trail of contractual changes
18. To work alongside the Assistant Head to ensure all people related information held by the School, and in the public domain, is up to date at the start of the academic year
19. To line manage the HR Assistant
20. To undertake specific HR-related research and whole school projects as required
21. To keep up to date with developments in employment legislation and HR best practice

### As a member of staff at Withington, you are expected:

1. To safeguard all pupils, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere;
2. To follow and uphold all school policies and be an excellent ambassador for Withington Girls' School;
3. To ensure awareness of what is happening in and around the School; checking and responding, where necessary, to school emails regularly and at least once every school day;
4. To develop self through CPD and improve IT skills, attending IT training courses in order to maximise effective use of all school systems;
5. To undertake any other duties, commensurate with the seniority of the role, that might be reasonably requested by the Bursar, Headmistress, or any other member of SLT.

## BENEFITS OF WORKING AT WITHINGTON GIRLS' SCHOOL:

In addition to providing a warm and inclusive working environment, Withington Girls' School also offers a comprehensive package to its staff. This package includes:

1. A competitive salary based on the Withington Girls' School Pay Scale
2. Enrolment into the Support Staff Pension Scheme
3. Simply Health funded cash plan
4. Lunch is provided daily
5. Following induction, free use of the fitness suite
6. The School promotes a happy, professional, and stimulating work environment.



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> <li>Degree level or equivalent with a relevant professional qualification, full (CIPD) qualification or equivalent experience</li> <li>Educated to GCSE Grade C or above in English and Maths</li> </ul>		<ul style="list-style-type: none"> <li>Production of the Applicant's original education certificates</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>Strong, proven HR advisory experience</li> <li>Knowledge of HR policies and procedures</li> <li>Good knowledge of employment law and best practice</li> <li>Education HR experience</li> <li>Knowledge of the education sector and the Independent Schools Inspectorate Standards</li> <li>Knowledge of safer recruitment/safeguarding/child protection</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a stand-alone HR role</li> <li>Experience of using HR database system</li> </ul>	<ul style="list-style-type: none"> <li>Contents of application form</li> <li>Evidence of results achieved</li> <li>Interview</li> <li>Professional references</li> </ul>
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> <li>Proficiency in use of Microsoft Office including Word, Excel and Outlook</li> <li>Ability to be proactive and prioritise work, dealing with multiple diverse projects and tasks</li> <li>Able to engage with stakeholders at all levels</li> <li>Ability to develop and produce accurate correspondence and identify errors</li> <li>Good literacy and numeracy</li> <li>Ability to undertake administration tasks accurately</li> <li>Organisational skills to prioritise work and complete tasks to deadlines</li> <li>Ability to follow instructions, procedures and policies.</li> <li>Ability to work effectively with others and to meet deadlines</li> <li>Ability to deal with difficult situations professionally, calmly and with authority</li> <li>To be willing and able to work flexibly</li> <li>Excellent command of English both spoken and written</li> </ul>	<ul style="list-style-type: none"> <li>Business coaching skills</li> </ul>	<ul style="list-style-type: none"> <li>Contents of application form</li> <li>Interview</li> <li>Professional references</li> </ul>



# PERSON SPECIFICATION

## PERSONAL COMPETENCIES & QUALITIES

### ESSENTIAL

- Interpersonal skills. Demonstrable ability to listen, be curious and inquisitive in wanting to understand more, build rapport and communicate persuasively with people of different backgrounds
- Calm and considered in approach
- Excellent communication skills. Ability to write and speak messages that are clear, accurate and convincing.
- Creativity. The ability to adapt to new situations and address problems from new perspectives.
- Reliability. Attention to detail, to meet deadlines and get the job done
- Willingness to go the extra mile, with a “can do attitude”, and ability to want to explore new ways of doing things

### DESIRABLE

### METHOD OF ASSESSMENT

- Contents of application form
- Interview
- Professional references



## THE SUNDAY TIMES SCHOOLS GUIDE

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Alastair McCall, Editor of The Sunday Times Schools Guide, Parent Power, on Withington being named Northwest Independent School of the Decade in November 2020.

*"This... accolade acknowledges the consistent academic excellence achieved by the school over the past 10 years, when it has finished as the top-ranked independent school in the Northwest in our annual Parent Power rankings every year.*

*"This has been achieved without creating an academic hothouse. Girls thrive in a supportive, caring environment, where they are encouraged to contribute to school life in myriad ways, not just in examination halls. The school's commitment to accessibility through a generous bursary scheme sees many study here for reduced fees - or even no fees at all. The diverse community of more than 700 girls leave the school ready to take their place in the world and become leaders in their chosen fields, as so many of their predecessors have done."*

## TATLER SCHOOLS GUIDE 2021

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*"This is a decidedly academic yet happily informal girls' day school that celebrates diversity and individuality. Thanks to its generous bursaries, Withington is a melting pot of different cultures, religions and backgrounds - a microcosm of Greater Manchester."*

*"There may not be a 'typical Withy girl', but there is a Withy state of mind: an intellectual curiosity and an unwavering commitment to the principles of respect for self and respect for others."*

## GOOD SCHOOLS GUIDE REVIEWS

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Junior School:

*"This is a warm and happy junior school where girls who love academic learning thrive and reach their potential while immersing themselves in enriching interests and challenges across arts, music and sports."*

Senior School:

*"A school with dazzling academic results which seeks to empower girls to think independently, cultivate wide-ranging interests and embrace challenge. Girls who have a deep thirst for knowledge and learning will absolutely fly at this impressive high-performing school."*