

# HR MANAGER

## CANDIDATE INFORMATION PACK





## WELCOME TO CROSFIELDS SCHOOL

Crosfields does not stand still. This one time all boys Prep School, heralded the arrival of its first girls in 2007, and a Year 9 cohort in September as the school's plans to extend to 16 became a reality. Supported by considerable investment in the infrastructure, the ambition is to keep the wonderful tone and atmosphere of our Junior School marrying it with the ambition, challenge and opportunities appropriate for our older pupils.

Crosfields is a positive, happy, 'can do' school offering a very thorough academic education with considerable breadth outside the classroom. You will have read the school's aims, but the overriding message is that we want to prepare our pupils for all that lies beyond school and to take advantage of all that awaits them with confidence.

“

*Crosfields is a positive, happy, 'can do' school.*

”

*Craig Watson*

Craig Watson, Headmaster of Crosfields School



### CROSFIELDS BY NUMBERS

88888888  
**635**  
**PUPILS**  
88888888



**165**  
MEMBERS OF  
permanent  
staff

**2007**



the year Crosfields  
became co-educational



**17%**  
GROWTH

in pupil numbers since  
Sept 2017

FURTHER  
**22%**  
GROWTH



expected over next  
5 years

**40+ ACRES**



of sports fields, meadow  
and woodland

**3**



science labs in 2022

SUPPORTING

**11**



senior children with  
transformational bursaries

**£8.3M**  
**SPEND**



on phase 1 of new senior  
school project

**NEW SENIOR  
SCHOOL BUILDING**



**20**



children or fewer in classes



# HR MANAGER

## FULL TIME | PERMANENT

<b>LINE MANAGER</b>	Bursar
<b>SALARY</b>	Crosfields Pay Scale
<b>CLOSING DATE</b>	9.00am, Tuesday 19 April 2022



Senior School building photography by: Trevor Smith

### ABOUT THE SCHOOL

Situated in over forty acres, Crosfields is a co-educational school with pupils between the ages of 3 and 16. Last Autumn, we welcomed our first pupils into Year 9 and our new Senior School building has opened. The Junior School continues to go from strength to strength and overall pupil numbers are 635. We currently have 165 permanent members of staff with more joining us in September as we continue to expand into the GCSE years.

An exceptionally friendly school, Crosfields emphasises manners, kindness and good behaviour. Run broadly on Christian principles the school welcomes children of all faiths and none. The girls and boys benefit from a vast range of opportunities provided by a committed and talented staff, enhanced by facilities which are second to none. Though they are taught broadly the children are also taught thoroughly, preparing them for life beyond Crosfields and the adults they will become.

Working at Crosfields offers the opportunity to be part of a vibrant and welcoming community, committed to academic excellence and the highest standards of pastoral care for its pupils.

### ABOUT THE POSITION

Reporting to the Bursar, the HR Manager will be responsible for all HR matters within this thriving and growing school. The HR team is customer focussed and provides effective HR support and administration to the school community. Our ideal candidate will bring professional expertise, compassion, objectivity and innovation to the role. They will provide specialist advice, guidance and support on a wide range of people management, recruitment and regulatory issues. Alongside, they will be key to creating a positive working environment where members of staff feel supported and valued. They must have an excellent understanding of the importance of safeguarding and confidentiality within the scope of this role. They will have excellent organisational and interpersonal skills and the ability to work collaboratively with colleagues across the teaching staff and support team.

**DUTIES & RESPONSIBILITIES:****RECRUITMENT**

- Lead on staff recruitment including ensuring that it is carried out in line with extant DfE Keeping Children Safe in Education and wider safer recruitment practice.
- Liaise with recruiting Line Managers to review job descriptions, promote job opportunities, support short-listing, arrange and set up interview schedules.
- Responsible for the maintenance and accuracy of the Single Central Record and presentation to the Bursar and Safeguarding Governor for periodic review.
- Ensure all recruitment checks are completed satisfactorily for all members of staff, governors, third party contractors and volunteers, including but not exclusively Disclosure and Barring Service (DBS), ID and right to work checks, reference checking, Barred List checks and prohibition checks. Where this is not possible, undertake a full risk assessment prior to the individual's start date.
- Prepare formal job offers, employment contracts and joining paperwork.

**EMPLOYEE RELATIONS****COMPLEX HR MATTERS**

- Advise and support Line Managers and Senior Leadership Team when addressing complex staff issues.
- Co-ordinate and manage casework involving performance management, dispute resolutions, disciplinary matters, grievances, absence, retirement and restructures.
- Support change management within the school.

**SUPPORT**

- Support Line Managers to ensure that the probationary process is effective and meaningful for all new members of staff.
- Support members of staff and Line Managers with requests for exceptional leave, flexible working and other variations to normal working patterns.
- Support members of staff, and their Line Managers, returning to work after a period of absence.
- Inform and support Line Managers in respect of topical HR issues ,for example menopause, wellbeing, performance management.
- Operate an open door for members of staff and Line Managers to discuss any HR concerns.
- Represent staff interests at the Health & Safety Committee.
- Provide guidance and support in respect of staff wellbeing.
- Promote equality and diversity in the workplace.

**POLICIES AND PRACTICE**

- Monitor and review employment policies, procedures and guidelines and implement changes as required by a change in legalisation, best practice or school policy.
- Review and update the Employment Manual annually.
- Develop and implement HR initiatives aligned with the school's development goals.
- Maintain good working relationships with the school's legal advisers and other HR practitioners in schools.

**PAY AND PENSIONS**

- Provide first line advice on current and existing benefits for members of staff and Line Managers.
- Collate and prepare variations to pay on a monthly basis.
- Advise and support auto-enrolment for pensions.
- Maintain a good working knowledge of pay, pensions and other benefits in support of the Pay and Pensions Working Group.

**PROFESSIONAL DEVELOPMENT**

- Review, develop, support and evaluate the Performance Development Review (PDR) process for support staff to drive personal and organisational improvement.
- Co-ordinate training needs for the Support Team.
- Promote and encourage training and development opportunities amongst the Support Team including apprenticeships and other professional training.
- Maintain own Continuous Professional Development.

**HR ADMINISTRATION**

- Maintain timely, accurate and complete staff records that are compliant with current employment law, ISI requirements and GDPR.
- Develop the use of iSAMS HR Manager and other IT tools as key resources for streamlining HR processes.
- Review, develop, support and evaluate onboarding and induction for all new members of staff.
- Produce timely, accurate and relevant HR documentation including pay review letters, auto-enrolment and contractual changes for all staff.
- Manage maternity, paternity, adoption and parental leave administration.
- Maintain staff absence records, follow up on GP reports, liaise with Occupational Health where appropriate.
- Review, develop, support and evaluate processes for leavers including exit interviews.
- Provide data and trend analysis in respect of key HR indicators for example absences, salaries, gender pay gap, diversity, to support wider decision-making.
- Provide HR based references where appropriate.

*This is not an exhaustive list of duties and you may be asked to undertake other duties by the Head, Bursar or other members of the Senior Leadership Teams that are appropriate to your role, experience or position as a Support Team Leader.*





**QUALIFICATIONS, EXPERIENCE & PERSONAL CHARACTERISTICS:**

- Educated to degree level.
- A qualification from the Chartered Institute of Personnel and Development (CIPD), ideally CIPD level 7, or BTEC HNC/HND in human resource management.
- Evidence of continuous professional development.
- Experience of working in a dedicated HR team providing support and advice across the full range of people management matters.
- Current knowledge of employment legislation and practice alongside real life experience of its application within the workplace.
- Outstanding interpersonal skills, ability to empathise and buy-in to a coaching culture.
- Experience of managing a small team and working in support of others.
- Ability to be proactive, work independently and meet deadlines.
- Strong organisational skills and confidence in managing multiple work streams concurrently.
- Flexibility in approach and commitment to work collaboratively in support of the school's needs.
- Ability to think creatively and strategically in order to find workable resolutions in the best interests of the individual and the school.
- Experience in acting as an advocate for others.
- Ability to maintain confidentiality and act with discretion and diplomacy.
- Excellent verbal and written skills.
- Ability to use IT and MIS as effective tools – good working knowledge of Word and Excel is essential.



## WHAT MAKES CROSFIELDS A GREAT PLACE TO WORK

“

*I like Crosfields because the teachers are fun and help our brains grow.*

**PUPIL**  
YEAR 2



”

“

*Joining Crosfields was a great decision for me. I have been blown away by how friendly and welcoming the people are. The children are a joy to teach and the staff are as diverse and friendly. It's a truly happy place full of ambition, opportunity, and fun. If you are unsure whether to apply or not, do it!*

**MR R.M. EBBAGE**  
DEPUTY HEAD (ACADEMIC)



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“

*Thank you and your staff for making our child's nine years at Crosfields such an incredible experience and for helping him mature into the person he is today. He has grown immensely, has had a fantastic start to his education and most importantly has really enjoyed it. We hope we are as lucky in his next school.*

PARENT

”

We offer a wide range of benefits to school staff, including:

-  **Training & development**
-  **Financial**
-  **Health & wellbeing**
-  **Free meals & discounts**



**COMPREHENSIVE  
TRAINING**



**CONTRIBUTORY  
PENSION**



**PERSONAL ACCIDENT  
INSURANCE**



**ACCESS TO TELEPHONE  
COUNSELLING SERVICE**



**ACCESS TO HEALTH AND  
MEDICAL INFORMATION  
SERVICE**



**MEALS DURING  
TERM TIME**



**FEE REMISSION**



## HOW TO APPLY

To apply for this position please visit our website at [crosfields.com/explore/community/working-at-crosfields](https://crosfields.com/explore/community/working-at-crosfields) for an Application Form.

Applications should be sent to our HR Manager at: [recruitment@crosfields.com](mailto:recruitment@crosfields.com) by 9am on Tuesday 19 April 2022.



## GETTING TO CROSFIELDS

### OUR LOCATION

Crosfields School  
Shinfield Road, Reading, Berks, RG2 9BL  
T: 0118 987 1810 | [office@crosfields.com](mailto:office@crosfields.com)

### BY BUS

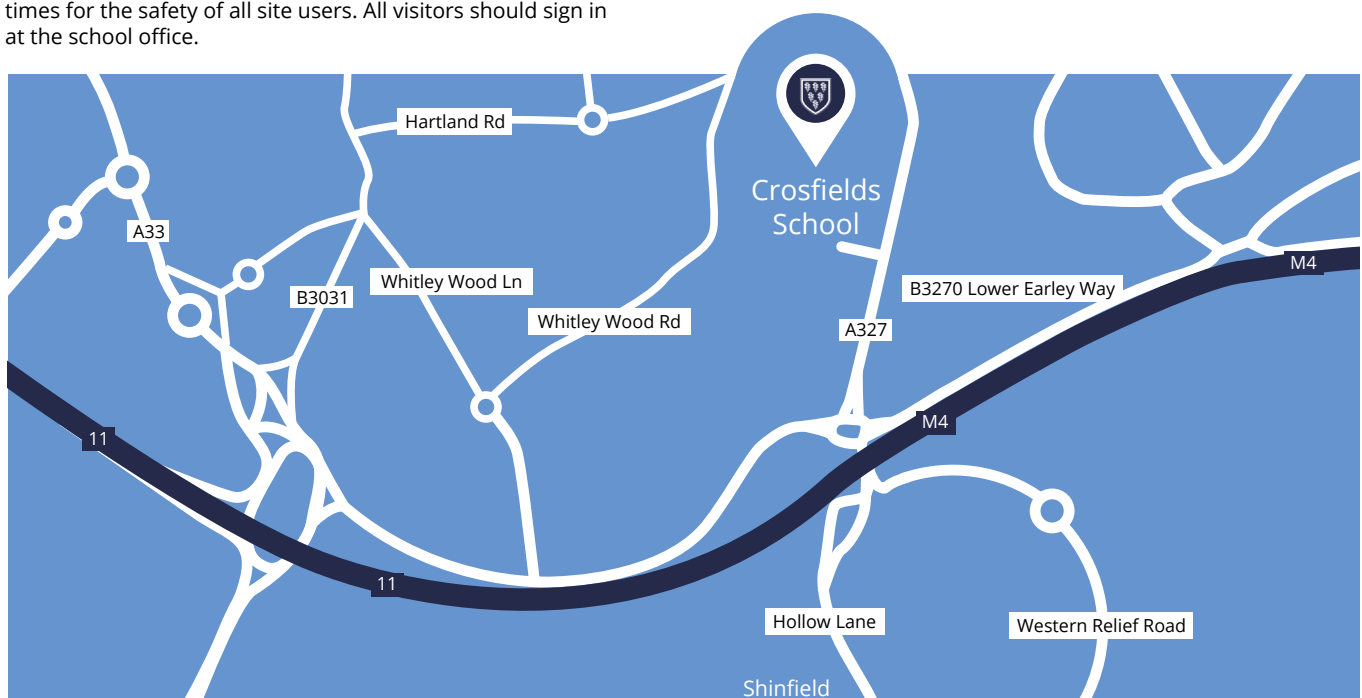
Crosfields on the Shinfield Road has public bus stops served by routes travelling to/from Reading, Wokingham, Bracknell and Shinfield.

### BY CAR

Crosfields is located on Shinfield Road towards Spencers Wood, less than 10 mins from junction 11. Ample visitor parking is available at the front of the school and electric vehicle charging available on site. Please note that the school site has a strict speed limit of 5mph. Please observe this at all times for the safety of all site users. All visitors should sign in at the school office.

### BY TRAIN

Our nearest rail lines are at Reading, Earley and Winnersh Triangle, all of which are about 15 minutes from the school by taxi.



### SAFEGUARDING AND CHILD PROTECTION

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form.

Crosfields School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

### EQUALITY AND DIVERSITY

Crosfields aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.