



Application Pack

HUMAN RESOURCES MANAGER

WALKDEN HIGH SCHOOL

YEAR 11 V STAFF 2018



CHARITY WALK 2018



SPORTS DAY



TRIPS



ITALY

NEW YORK

PARIS

VILLA REAL

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Welcome from the Head Teacher

Thank you for downloading/requesting the application pack for the post of Human Resources Manager.

Walkden High School is a wonderful community; brilliant, hard-working students, committed staff, and amazingly supportive parents.

We are proud of delivering an academic curriculum in a comprehensive setting. You will find our school calm and purposeful and like all who visit the school, you will comment on how wonderful our pupils are, the positive team ethos amongst staff and how welcoming and friendly our school is.

Our school is an exciting and stimulating place to work and learn. I truly believe that our successes are down to a strong team of people working together to create a school that is passionate about its staff and students' achievements.

We are dedicated to creating Walkden STARS – young people who are Sensible, Thoughtful, Ambitious, Respectful and Supportive. These are qualities everyone displays to inspire our students.

We are continually making improvements to our school – always looking for ways to improve the experience of our pupils. We are committed to improving outcomes for all, but especially our most able and our disadvantaged pupils.

I take great pride in recruiting the best possible individuals to work in our school. We want hardworking, committed, dynamic and vibrant staff who feel that they can make a real difference to our school and our students. We want people with ideas and the bravery to be creative in their work, who enjoy being part of a child's educational experience.

If you want to visit the school please come and see what we see every day – a wonderful school and vibrant community

I hope you can see yourself here at Walkden – this is an amazing school with a fantastic future. I do hope you find this pack useful and choose to apply for the post

Should this be the case, please pay particular attention to the Person Specification, demonstrating how you meet the requirements as this will be used to draw up short listed candidates for the post.

Your letter of application should be up to a maximum of three sides of A4.



SIMON LENNOX

We are an Academic Comprehensive ...
... dedicated to creating Walkden STARS

Sensible, Thoughtful, Ambitious, Respectful, Supportive

What makes our school amazing?

- We love recognising our pupils' successes – we use our Stars & Stripes system to reward those pupils who repeatedly do the right thing.
- Our pupils' behaviour is fantastic. We have lovely, engaged pupils who are very capable and want to learn.
- Our pupils have amazingly supportive parents who will back you up with learning and behaviour.
- We broaden our pupils' horizons with a wide range of trips. Last year our pupils visited the following (to name a few):-
 - Los Angeles (Media Studies trip)
 - Sorento, Italy (Ancient History trip)
 - Villa Real (Football Tour)
 - New York (Business & ICT trip)
 - Montgenvre, France (Ski trip)
 - Chateau du Broutel (Y7 French trip)
- **Our pupils give so much back to their community**
 - Our pupils put on a vast array of expressive and creative arts shows and exhibitions, for example: Annie this year, Wizard of Oz last year, Express Yourself Showcase, Oscars Night and Creative Showcase & Careers Exhibition.
 - Our pupils complete the Duke of Edinburgh Award and volunteer in our local community.
 - Our pupils raise huge amounts every year for a whole school charity (£3,860 last year for Teenage Cancer Trust) and support a wide variety of other charities.
 - Our pupils participate in and win most of the wide range of sporting activities offered; girls & boys football & rugby, netball, basketball, athletics and cricket.
 - Our pupils are dedicated to our inclusive community, including a clear commitment to eradicating HBT language.
- **Our staff benefit from**
 - A strong Well-Being group who have been instrumental in the school achieving Investors In People Gold Status.
 - Refreshments each morning – tea, coffee, drinking chocolate and lots of toast.
 - Childcare, Computer and cycle to Work Voucher Schemes.
 - Secure on site parking
 - Excellent access to career development programmes.

Walkden High School Job Advertisement

Walkden High School

**Headteacher : Mr S.D. Lennox BSc (Hons), PGCE, NPQH
11-16 Mixed Comprehensive - NOR 1350**



IN Salford

Human Resources Manager

Required for as soon as possible

Grade: 4a points 36-39 £32,233 - £35,299 pro rata 36 hours Term Time Only plus 5 days. £27,893 - £30,547 actual salary.

This is a fantastic opportunity for a highly skilled enthusiastic individual to join Walkden High School in this new post. It is a unique exciting opportunity for a Human Resources Manager to really make a difference.

Key Accountabilities:

1. Lead and manage a responsive HR Service applying knowledge of national terms and conditions. Co-ordinate and prioritise demands on the service, ensuring that actions are completed and expectations are managed.
2. Responsible for ensuring an efficient and timely recruitment process, including compliance with relevant safeguarding processes.
3. Responsible for providing accurate employment law advice and the delivery of HR best practice including the formation of new policies and procedures and the review of existing ones.
4. Work closely with trade unions to maintain healthy working relations and chair consultative meetings.
5. Deliver HR solutions that ensure the School is managing its human resource in the most effective way and support future growth.
8. Deliver appropriate training on HR related topics to improve skills of managers and knowledge of colleagues e.g. how to manage attendance, how to investigate concerns, employment law and equality and diversity.
9. Lead and manage organisational change through the review and restructure of teams as necessary.
10. Manage attendance levels across the school.

Walkden High School is a wonderful community; brilliant, able, hard-working students, committed staff, and amazingly supportive parents.

We are proud to provide an academic education within a comprehensive setting. We are passionate about caring for our students and in doing so we aim for the STARS: Sensible, Thoughtful, Ambitious, Respectful & Supportive – qualities you will display to inspire our students.

You will have excellent communication skills and be approachable whether dealing with learners, parents or colleagues. Just as importantly, you will need to share our passion and vision of helping every learner achieve their full potential.

This school is committed to safe-guarding and promoting the well-being of children.
The post is subject to enhanced disclosure & barring check.

To apply:

If you feel you have the relevant experience and appropriate skills to strengthen an excellent team, please apply. Application forms are available from TES on-line, the School website www.walkden.uk.com, or by e-mail to Wilford.m@walkdenhigh.co.uk

Electronic applications are preferred to Pat Wilford at Wilford.m@walkdenhigh.co.uk

Postal applications returned to

Pat Wilford, Walkden High School, Old Clough Lane, Worsley M28 7JB

CV's will not be accepted.

Due to the high volume of applications we receive at Walkden High School we regret that we are unable to reply individually to each application. Applicants who have therefore not heard from us must therefore assume they have not been shortlisted for interview.

Deadline for return of applications:- 9.00am Monday 10th September 2018



Main duties and responsibilities:-

- To advise on the development and monitoring of management structures, processes and procedures to ensure that the school achieves its curriculum and pastoral aims through the fulfilment of the School Improvement Plan
- To Lead in the various human resource functions of the school
- To provide advice and assistance to supervisors and staff ensuring that they have accurate and timely information in order to make effective decisions
- To support the Council (Academy) HR function
- To contribute to the corporate work of the senior management team and governing body including participation in scheduled meetings.
- To present the best possible example of professional standards to colleagues and pupils.
- To work collaboratively and harmoniously with all levels of management in the school, maintaining and observing the principles of effective responsibility.
- Attend the school governors' Standards committee meetings preparing termly agendas and Headteachers report.
- Ensure that all staff have complete appraisal records.
- To manage the performance of and build and support a high performing school's support staff team, through the provision of appropriate procedures for recruitment, appointment, induction, appraisal and development
- Responsible for the daily monitoring of staff attendance.
- Responsible for ensuring that SIMS and sickness management records are updated on a daily basis.
- Responsible for investigating and understanding the causes for staff absence.
- Monitor scheduled absences such as annual leave and compassionate leave.
- Provide advice and recommendations to supervisors and members of the Senior Leadership Team regarding Sickness procedures.
- Ensure all Back to Work Interviews, cause for concern meetings are held and policy followed.
- Lead the process of any formal action or procedure.
- Ensure that the relevant HR Database is up to date, accurate and complies with legislation
- To have an up to date knowledge and understanding of relevant employment legislation
- To motivate and inspire the support staff teams, to set standards and to be a positive role model to staff and pupils alike
- To handle and resolve conflicts in a professional and sensitive manner, by ensuring the key school objectives are achieved whilst staff morale is maintained
- To support, advise and provide administration support to members of the senior management team in line with the school's sickness management procedure
- Report termly to full governors' meetings regarding the schools progress on sickness management procedures, policy and practice.

Staff Recruitment and Selection

- Provide advice and assistance on staff recruitment. Advise headteacher and other members of the senior management team on appropriate HR procedures when managing over 170 teaching and non teaching staff
- Lead and manage the Recruitment process, including Job Descriptions, Person Specification, advertisements, interviews, references, medical and DBS checks
- To carry out the initial induction for new staff.
- To maintain, update and ensure the Induction Pack is sent each September and to in year appointments.



Person Specification

Job Title: Human Resources Manager

Grade: 4A Point 35-39

Human Resources Manager

CRITERIA	CATEGORY	METHOD OF ASSESSMENT
Educational Standards		
Fully CIPD qualified (level 7)	E	Application/Evidence
Chartered Member of the CIPD	D	Application/Evidence
Post Graduate Degree in HR	D	Application/Evidence
Personal Qualities / Skills		
Ability to make well reasoned decisions based on sound judgement	E	Application/Interview/Assessment
Ability to work across all levels and coordinate demands	E	Application/Interview
Ability to relate to people at all levels and communicate clearly	E	Application/Interview
Adaptable in approach with an ability to juggle conflicting priorities	E	Application/Interview
Ability to work to tight deadlines and deliver results	E	Application/Interview
Supportive of change and continuous improvement processes	E	Application/Interview



ENHANCED DISCLOSURE

Thank you for your interest in this position at Walkden High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as 'spent' under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Disclosure & Barring Service and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.



Walkden High School

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Worsley
M28 7JB

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e: info.walkden@salford.gov.uk
w: www.walkden.uk.com



At Walkden High School we encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

