



CROSFIELDS SCHOOL



CANDIDATE PACK HR MANAGER

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HEAD'S WELCOME

Thank you for taking an interest in joining us at Crosfields School. We offer a stimulating, friendly and fulfilling working environment. Our staff are passionate and dedicated to the work they do, constantly supporting each other to create the best educational opportunities for our pupils. When you visit Crosfields, you will immediately feel the warmth of our community and the kindness intrinsic within our pupils. We are modern and forward-thinking, with opportunities to learn, grow and contribute to the future direction of our school.

If our ethos and values resonate with you, we look forward to hearing from you.

Mrs Caroline Townshend



ABOUT CROSFIELDS

Origins & Development

Crosfields began its life as the junior school of nearby Leighton Park School. In 1957, it was founded as a standalone preparatory school for boys with 100 pupils, both boarding and day, and with its own Trust Fund and Board of Governors. The school is named after a former pupil and governor who was killed in an air raid in 1944.

Its founding ethos, still valid today, was to offer a high quality academic education and to develop its pupils 'academically, socially, and spiritually'. The school's approach was broadly based on Christian principles but through its founding headmaster, developed a strong Quaker tradition. Today, the school is nondenominational and welcoming of all faiths and none. It is truly a diverse community where pupils from a wide range of cultural and religious backgrounds relish being together. Over 45 different languages are spoken and at every opportunity this diversity is celebrated in school.

In 2007, Crosfields accepted its first intake of girls and is now fully co-educational. It is now extending its provision through to GCSE level and in 2023–24 Crosfields will be educating boys and girls from the age of 3–16. The school has grown considerably – from 100 pupils in 1957 to around 800 today.

Location & Setting

Crosfields is located on a green and spacious site, of more than 40 acres, in a suburban area of Reading. There is a rich array of play areas and its extensive woodlands are used frequently as part of the Forest School education. The site comprises excellent sports facilities and extensive playing fields, including a multi-purpose artificial turf pitch. The school has recently invested heavily in technology. Pupils are adept at using devices across the curriculum to enhance their learning experience.

The school lies close to main road arteries such as the M4 motorway (Junction 11) which offers easy access to its core 'catchment area' of Reading, Wokingham, Bracknell and Basingstoke. Fast main line train services to London and destinations in southern and south-west England are available from nearby Reading station. The school also places great emphasis on reducing reliance on the car for journeys to/from school to reduce local congestion, improve air quality, and encourage a healthier lifestyle. Electric vehicle charging is available on-site.

In this regard, the school operates a number of school transport routes for families who need assistance in getting to/from school, and also provides information about the various public bus services that run past the school. In addition to providing school transport, the school supports pupils walking and cycling to/from school, including the provision of cycling facilities and the school publishes a School Travel Plan.



VISION, MISSION AND VALUES

Vision

For Crosfields pupils to flourish together in a community of real spirit so they may thrive with grace and intelligence in an ever-changing world.

Mission



To provide a broad, balanced and engaging curriculum which promotes a love of learning, independent thinking and enquiring minds.



To promote personal and collective growth and wellbeing for every member of our community, alongside excellent pastoral care in a nurturing environment.



To integrate technology meaningfully into all areas of school life to maximise learning, creativity, and skill development.



To build enduring and mutually beneficial relationships within the school and local community.



To champion the school values of kindness, commitment, ambition, growth and integrity in all areas of school life



VALUES WE CHAMPION



KINDNESS

Being kind to each other and to ourselves is the cornerstone of our community.

We are driven and determined about the goals we set ourselves.



GROWTH



COMMITMENT

We are innovative, questioning and challenge ourselves to be the best version of ourselves.

Our strides are big and small, driving us to grow in mind, spirit and character.



AMBITION



INTEGRITY

We champion truth and honesty as the compass that guides our thoughts, words and actions.

ACADEMIC LEARNING

The school prides itself on its academic rigour and excellence and seeks to instil a love of learning in pupils. The teachers are committed and talented, bringing energy and innovation to the lessons. They are dedicated to building strong relationships with the pupils and it is therefore not surprising that the pupils speak very highly of their education. Crosfields is a lively, purposeful place.

CROSFIELDS LEARNER PROFILE



At Crosfields, we want our pupils to ASPIRE to be the best version of themselves, both inside and outside of the classroom. Pupils will be encouraged to:

-  **ADAPT** Pupils are encouraged to develop their critical thinking, decision making, and research skills. They will be able to show leadership where appropriate.
-  **SUPPORT** Across all areas of the school pupils will be balanced, non-judgemental, and celebrate diversity. They will communicate, collaborate, and show teamwork.
-  **PERSIST** Regardless of whether things are going well or not, pupils will show perseverance, resilience, and determination.
-  **INQUIRE** Pupils should question and be curious, probing, and imaginative. They should be adventurous in their approach and be able to work well independently.
-  **REFLECT** Pupils should consider their strengths and weaknesses and work to develop their problem solving and metacognitive skills.
-  **ENGAGE** Pupils are encouraged to explore, be enthusiastic, diligent, and involved in learning and all other areas.



PASTORAL

Pupil wellbeing is a top priority at the school, led by the Deputy Head Pastorals and Head of Pre-Prep, and supported by the school nurses, mental health practitioner, ELSA's and more. All the academic staff, especially form teachers, contribute to creating a supportive, considerate, and nurturing environment within each form to build pupils' self-confidence and self-esteem. Older pupils take on mentoring roles as wellbeing ambassadors, and their roles encourage pupils of all ages to communicate with each other.

The school seeks to create a 'Pastoral Triangle' through regular communication between school, pupils and parents regarding physical and mental health and a 'Food for Thought' programme that allows parents to explore a number of topics through talks and discussions held at Crosfields covering issues and challenges of navigating 'growing up' and 'teenage years'.

Regular assemblies, tutor programmes and form activities raise the profile of wellbeing and promote positivity, allowing pupils to express themselves more confidently and feel comfortable in asking for help when needed.



CO-CURRICULAR

Junior pupils enjoy an excellent range of extra-curricular activities with over 40 clubs and activities on offer through the week, including dance, LAMDA, Judo, chess and cookery. The Seniors also have an extensive co-curricular programme including podcasting, rowing, Duke of Edinburgh's Award, Model United Nations, Arkwright Scholarship, 'Metacognition – Learning to Learn' and our own 'Mighty Oak' for Years 7 & 8. Activities are included within the timetable as well as after school. Late stay arrangements are available up to 18:00.

There is a wide choice of musical and drama opportunities with choirs throughout the school, peripatetic music lessons and orchestra. From nativity plays, class recitals, cantatas, small intimate concerts to the Senior production, pupils at Crosfields are no strangers to the stage.

The school has first class sporting facilities including multi-sport artificial turf pitches, playing fields and pitches, cricket nets, a sports hall and, most exciting, a first-class swimming pool with variable depth to cater for all abilities and ages. Swimming, football, hockey and cricket are sporting strengths and fixtures across many sports against local schools are played on a weekly basis for Year 3 upwards.

COMMUNITY & ALUMNI

The school fosters a strong sense of community through its active Crosfields Parents' Association (CPA) which organises social and fundraising events such as an annual fireworks display, a biennial circus, and summer picnic. The CPA comprises parents and staff who meet half termly to discuss events and opportunities to support the school.

The school also encourages charity-giving and volunteering. Senior pupils work in small committee groups and are dedicated to fundraising and organising charitable initiatives for the whole school community. Pupils also have the opportunity to further their education, outside the classroom, by visiting local charities and, where possible, helping in the community.

There are also House charity events and many pupils undertake their own charity fundraising for local and national charities such as entertaining residents of local care homes, supporting the Wokingham food bank, and even helping a junior school in Uganda.

Crosfields has an alumni network called the Crosfields Former Pupils Association (CFPA). This was formed in 2007 as part of the school's Golden Jubilee celebrations. It has more than 400 members, with new members joining every year as they leave the school.

HR Manager

The HR Manager will be responsible for all HR matters and will provide effective HR support and administration to the school community. Our ideal candidate will bring professional expertise, compassion, objectivity and innovation to the role.

Closing date: 3 March 2025 at 9am

JOB PURPOSE

Reporting to the Director of Finance and Operations the HR Manager will provide specialist advice, guidance and support on a wide range of people management, recruitment and regulatory issues. An excellent understanding of the importance of safeguarding and confidentiality within the scope of this role is essential alongside outstanding organisational and interpersonal skills.

OBJECTIVES

- Provide best practice HR advice in accordance with employment legislation and safeguarding requirements.
- Lead on the full employee lifecycle.
- Promote a positive, inclusive, and supportive work environment with a focus on safeguarding.
- Manage all employee relations.
- To oversee and evaluate HR administration and HR processes including the line management of the HR Coordinator.

ACCOUNTABILITIES

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.
- 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, prohibition checks and risk assessments if necessary.
- 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.

Policies and Practice

- Monitor and review employment policies, procedures, guidelines and employment handbook and implement changes as required by a change in legalisation, best practice or school policy.
- 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 for Payroll.
- Advise and support auto-enrolment for pensions.

HR Administration

- Maintain timely, accurate and complete staff records that are compliant with current employment law, ISI requirements and GDPR.
- Maintain and develop the use of Every HR and ISAMS and other IT tools as key resources for streamlining HR processes.
- Maintain training and well-being (EAP) platforms and administration of AXA.
- Manage maternity, paternity, adoption, parental leave and sick leave administration.
- Maintain and manage staff absence records including termly reports for the Board.
- Follow up on GP reports, liaise with Occupational Health for referrals, manage income protection and private healthcare applications.
- Provide data and trend analysis in respect of key HR indicators for example absences, salaries, gender pay gap, and diversity to support wider decision-making.
- Manage statutory returns e.g. workforce census.

Professional Development

- Review, develop, support and evaluate the Performance Development Review (PDR) process for support staff to drive personal and organisational improvement.
- Working with Assistant Head (Professional Development), co-ordinate and promote training needs.
- Maintain own Continuous Professional Development, particularly around employment law changes and report on their impact on the school.
- Support wider school HR initiatives such as the SALT and Business programmes.

QUALIFICATIONS & TRAINING

- HR Qualification (ideally CIPD Level 7), or equivalent experience.
- Evidence of ongoing CPD.

EXPERIENCE

- Experience working in a regulated environment; working in a similar role in a school would be highly advantageous.
- Evidence of continuous professional development and deep understanding of imminent employment law changes.
- 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 other.
- 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.

PERSON SPECIFICATION

- Excellent communication and interpersonal skills to engage with staff at all levels.
- Highly organised, proactive, and able to work under pressure.
- A strong sense of confidentiality, professionalism, and ethical responsibility.
- Ability to prioritise workload and meet deadlines effectively.
- A commitment to promoting diversity, equality, and well-being in the workplace.

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

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. For further information, please see here [Guidance on the Rehabilitation of Offenders Act 1974](#) .

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 children and young people and applicants must be willing to undergo child protection screening, including checks with past employers, online checks and the Disclosure and Barring Service. Further information on our recruitment processes can be found on our website: <https://www.crosfields.com/explore/school-policies/>

BENEFITS



Place of work

Crosfields School,
Shinfield Road, Reading,
RG2 9BL



Parking

Free car parking
available on site.



Help@hand

Get access to Help@hand's suite of health services for you and eligible family under our Unum Group Income Protection.



Meals

Lunch and refreshments during term time are provided free by the School.



Sports & Activities

Staff can use the on-site gym, join weekly morning swims, and participate in fitness events courtesy of the Wellbeing Team.



Professional Development

A firm dedication to fostering professional growth.



Salary Sacrifice EV Leasing

Opt into a salary sacrifice scheme for electric vehicle leasing with Octopus EV.



Discounts

Staff discounts are offered at Stevensons, Ultimate Activity holiday camps, B&Q, and Nuffield Health.

WELLBEING

Our mental health is equally as important as our physical health and we have various ways to support you should you find yourself struggling. Our Mental Health First Aiders can help navigate the support you may require.

For additional support staff can access our Employee Assistance Programme:

Counselling - (this is 24 hours) Qualified, confidential counselling support in dealing with personal problems and feelings. Available for all employees and any members of their immediate family who live with them.

Health and Medical Information Service - Provides information for employees over the phone on general health issues and advice on a range of medical matters.

AXA Thrive App is a useful tool to remind you to be kind to yourself and provides guided meditation and mindfulness sessions.

Crosfields is supported by a dynamic and thoughtful Wellbeing team who organise a multitude of events throughout the year to support all staff. These include;

- Annual Staff and families BBQ
- Running Club (With a running Coach)
- Staff socials
- Book club
- Friday Sport
- Walking Wednesdays
- Secret Buddies

COMMUNITY ENGAGEMENT

We believe in the power of community engagement and encourage our staff to actively participate in outreach programs, community service initiatives, and extracurricular activities. By fostering strong ties with the local community, Crosfields creates a learning environment that extends beyond the classroom, enriching the lives of both pupils and educators.





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.

SAFEGUARDING AND CHILD PROTECTION

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. 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, online checks and the Disclosure and Barring Service. Further information on our recruitment processes can be found on our website: www.crosfields.com/explore/school-policies/

HOW TO APPLY

To apply for any of our positions please visit our website at www.crosfields.com/explore/we-are-crosfields/work-with-us/ for an Application Form.

Applications should be sent to our HR Manager on recruitment@crosfields.com.