

Sherborne Girls is an independent full boarding and day school founded in 1899. It is situated on a beautiful campus on the western edge of the historic Abbey town of Sherborne and has an excellent academic record combined with first-rate facilities. It aims to give its pupils (aged 11 to 18) a broad and balanced academic, physical, social and moral education. The School has an Anglican foundation. Academic results are excellent at GCSE and A Level.

There are very good relations with neighbouring schools; drama, music, social and academic life are greatly enhanced by shared activities and resources. The range of subjects offered in the Sixth Form are increased by working in partnership with Sherborne School and The Gryphon School.

**Job Description for
Human Resources Manager**

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.

Summary of the Role:	The Human Resources (HR) Manager will be required to provide a first-class service to all members of staff at Sherborne Girls. They will assist the Head and Bursar in all aspects of HR including Employee Relations and Compliance.
Responsible to:	The Bursar
Main Duties and Responsibilities:	<p>The HR Manager is responsible for advising and supporting the School in all matters relating to HR. They will be expected to keep abreast of developments pertaining to the education sector (both independent and state), keeping staff informed and updated at all times. This is a hands-on generalist role with considerable scope and opportunity. They will be expected to line manage the HR team, which consists of the HR and Recruitment Adviser and HR and Payroll Assistant. Key areas of responsibility include:</p> <p>Employee Relations (ER):</p> <ul style="list-style-type: none"> • Provide comprehensive support and guidance in relation to the full range of ER issues, including misconduct, performance/sickness capability, grievance and consultations. • Provide all staff, in particular managers, with advice and support on relevant HR and ER matters, including such issues as absence, performance management, discipline/professional conduct. • Work closely with the Head, Bursar and HR team members to ensure ER cases and HR activities are dealt with consistently, ensuring compliance and good employee engagement. • Provide advice and, where appropriate, undertake investigations on discipline and grievance matters in conjunction with the Head and/or Bursar.

- Support the business of the School by leading on discussions involving restructuring, redundancy and TUPE.
- Submit Occupational Health referrals and liaise with medical professionals as well as the School's Director of Risk Management as needed.
- Update and take advice from the School's insurance provider and legal advisers as necessary in relation to the management of ER issues.

Compliance and Recruitment:

- Ensure safer recruitment practices and procedures are in place for staff, governors, volunteers and contractors.
- Work with the Head and the Bursar to ensure the School is inspection-ready and meets statutory requirements in relation to HR.
- Draft, review and update HR policies and procedures as required so that there is consistency, ensuring that documentation and process complies with all aspects of employment law and safeguarding requirements.
- Ensure compliance with current ISI regulations, data protection legislation and all relevant aspects of employment law, including GDPR and equal opportunities.
- Maintain appropriate employee documentation and records, including but not limited to the Single Central Register, all HR forms and the Staff Handbook.
- Take part in interviews and support the HR team in relation to resourcing and on-boarding processes and queries, to include; ensuring the completion of ISI compliant checks and adherence to visas and immigration requirements.
- Draft, review and update contract templates as required.

General HR Activities:

- Deal with HR-related queries and provide advice in relation to terms and conditions for staff, including pay, parental leave, flexible working, leave calculations, etc.
- Work with the HR team members to develop and progress HR-related processes and activities to ensure effective HR delivery across the School.
- Provide support and guidance to the HR team on escalated issues and queries.
- Undertake HR administration and proof documents as required.

Leading and Managing the HR Department:

- Line managing the HR and Recruitment Adviser and HR and Payroll Assistant, including taking responsibility for professional development.
- Ensure that communication within the HR team is maintained to the highest standards, including regular team meetings.
- Attend meetings and School events as necessary and directed by the Bursar, including occasional events at weekends.
- Update the Head and Bursar at all times of matters relating to the HR Department.
- Participate in relevant professional development activities.
- Maintain a code of confidentiality appropriate to the role.

The above list of duties is for guidance only, is not exhaustive and should not be considered a complete statement of duties. The job holder may be required to undertake any other reasonable task as requested by the Head or Bursar.

All staff are required to promote and safeguard the welfare of children and young persons for whom they are responsible and with whom they come into contact.

Person Specification		
	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Education to at least degree level or equivalent, particularly English Language • CIPD level 5 qualification or equivalent • A full understanding of statutory legislation as it relates HR • Previous experience of working with a senior manager in a dynamic, fast-moving and complex environment • Recent experience of HR in an organisation, ideally in the service industry 	<ul style="list-style-type: none"> • Further CIPD qualification or equivalent • Previous experience of working in a demanding educational environment
Skills and Abilities	<ul style="list-style-type: none"> • General understanding of HR databases and the payroll function • Excellent IT skills (Microsoft Office) and strong office systems knowledge • Outstanding ability to write accurately and concisely • Proven ability to deliver at pace in a dynamic and fast changing environment where priorities often change at short notice • Ability to analyse requirements and prepare effectively for all meetings and events in a timely manner 	<ul style="list-style-type: none"> • Knowledge of HR in schools and current school safeguarding regulations
Personal Attributes	<ul style="list-style-type: none"> • A high level of emotional intelligence, interpersonal and communication skills to interact confidently with a variety of important stakeholders and the broader community • Empowered by and comfortable with a high level of autonomy • Utterly reliable and trustworthy • Understands the concept of total confidentiality and comfortable with the need for tact, diplomacy and absolute discretion • A highly motivated team-player • Well organised and efficient, with meticulous attention to detail • Physically capable and medically fit to undertake the role • Flexibility within the demands of the post • Suitable to work with children 	

Additional Information

Salary in the region of £42,000.

Start date – As soon as possible

Hours of work:

37.5 hours per week, Monday to Friday, usually worked between 8:30am and 5:00pm. There may be a few occasions when attendance is required on a Saturday for which time off in lieu will be given.

Pre-employment checks and probation:

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks.

Benefits:

- Membership of the School's pensions scheme, generous employer contribution
- Generous annual leave, starting at 25 days per year plus bank holidays
- Free onsite parking
- Free lunches provided during term time
- Subsidised membership of the Oxley Sports Centre
- Membership of the School's employee support programme
- Use of a Microsoft pen-enabled device for School administration

Application process:

- The closing date for applications is 9.00am Monday 23 January 2023
- Interviews will take place in the week commencing 30 January 2023

Sherborne Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share their commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Sherborne Girls will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2022. The check will help the us to ensure safe and robust checks on the suitability of individuals to work within our School.