



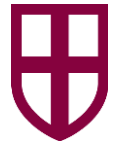
St George's

WEYBRIDGE

# Candidate Information Pack

HR ASSISTANT

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



# About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 2-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating over 1,600 students across the two school sites. Both Schools had full ISI inspections in December 2019 and rated excellent in all categories.

St George's Weybridge is proudly and unequivocally a 2-18 co-educational school where children can learn and grow into kind, considerate adults who make a positive contribution to society. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Together with our Josephite ethos, these are what make St George's unique – and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from all faiths and none, whilst maintaining our strong Catholic identity. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.



"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



# Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's, and continuous professional development is actively encouraged and supported.

St George's Weybridge prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff. We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

## Facilities

The grounds of St George's Weybridge are stunning, with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark – a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- College Science Block – providing first-class science teaching facilities, as well as modern preparation rooms.

*"I'm proud to be a part of the St George's family; everyone has been very supportive & friendly. I truly enjoy working here as there is great variety and I particularly love watching the deer run across the field when I arrive early in the morning!"*

*Elif*



*"I hadn't worked in education before. The recruitment pack had all the information I needed before starting to work. I was made to feel extremely welcome and nothing is too much trouble".*

*Mauricio*

*"Recently leaving a FTSE 100 company after 16 years to join St George's was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"*

*Leila*



# The Role

Job Title:	HR Assistant
Line Manager:	HR Project Manager
Responsible to:	The Bursar via the Director of HR
Salary:	£16,406 per annum (FTE £26,250)
Hours:	25 hours per week, Mornings - Monday to Friday (start and end times flexible), 52 weeks of the year
Contract:	One Year Fixed Term Contract

## Summary of the role:

The HR Department is based at the College but provides HR services and support to both the College and the Junior School. St George's Weybridge employs approximately 480 members of Teaching and Business staff across the two school sites. The HR Assistant will provide whole school HR support with particular emphasis on the day to day operations, monitoring and maintenance of the HR system (iTrent), providing an excellent level of service to all system stakeholders and an enhanced overall user experience.

## Main duties & responsibilities:

- Working closely with the HR Project Manager to support the HR Information System (iTrent) project roll out across the two Schools;
- Administer and maintain iTrent to ensure accurate and up-to-date employee records;
- Provide first line support to end-users, troubleshooting and resolving system-related queries and issues, escalating to the HR Project Manager as appropriate;
- Upload current photographs for all staff to the organisation chart on iTrent;
- Conduct regular audits to ensure data accuracy, integrity, and compliance with company policies and regulations;
- Conduct pre-employment checks in line with current ISI guidelines including (but not limited to) DBS clearances, right to work checks, obtaining references and medical clearances for associate staff and third parties;
- Support other projects as directed by the HR Project Manager;
- Provide administrative support to the other members of the Human Resources Department as necessary;
- Full access to staff records on the HR database with the expectation that all personal information will be processed in accordance with the principles of the Data Protection Code of Practice and the Schools' Data Protection Policies;
- Anything reasonably requested by the Head, the Bursar, or the Board of Governors.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.



# Person Specification

## Knowledge and Experience:

### Essential Criteria

- Proven administration experience
- Experience of using an HR information management system or database
- A good understanding of data protection

### Desirable Criteria

- Experience of working within a school environment

## Skills and Abilities:

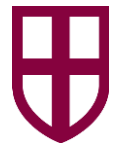
### Essential Criteria

- Highly organised with the ability to prioritise and be flexible
- Excellent attention to detail
- Proficient user of IT, including databases and the Microsoft Office Suite
- Ability to enter data into a system ensuring a high level of accuracy
- Excellent communication skills, both verbal and written, with the ability to put people at their ease
- Strong customer service skills with a willingness to go the extra mile to help others

## Personal Qualities:

### Essential Criteria

- Ability to maintain confidentiality and use discretion when required
- Can work independently or as part of a team.



# Benefits (Non-Contractual)



## Pension

Subject to meeting the qualifying conditions, all Business Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge currently doubles the employee contribution up to a maximum of 10% (trebling to 15% for long-serving employees). Teaching staff have access to the Teachers' Pension Scheme. Teaching colleagues also have the alternative option of access to a Defined Contribution Scheme with flexible level of contributions made via Salary Exchange.

## Flexible Working

Depending on the nature of your role, we will consider flexible working arrangements as a way to meet your needs as an employee. This can include flexible start and finish times, compressed hours, working from home or working part time.



## Medical Support and Employee Assistance Programme

The Benenden Cash Plan provides support with everyday healthcare by providing money back on routine healthcare costs, as well as an Employee Assistance Programme including a free confidential counselling helpline available 24/7.

## Life & Personal Accident Insurance

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to a multiple of annual salary. In addition, insurance is in place in the event of an accident leading to permanent disability or injury.



## Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for holiday camps and activities hosted at St George's Weybridge. In addition, a number of local shops and retailers offer discounts to staff at St George's.



## Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Parking is provided free of charge when at the College campus.



## Employee Loans

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.



# Conditions of Employment

## Initial Period of Employment

Business Staff: Three Months

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

## Notice Period

One week on either side during the Initial Period of Employment, thereafter, one month.

## Pre-Employment Vetting Checks

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from current and previous employers.

## Safeguarding Children

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to, and ensure compliance with, the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

## Dress code

Staff are expected to wear smart business dress and conform to the St George's Dress Code. These norms are relaxed during school holiday time and INSET.

## Additional Working

There is a requirement for attending Open Mornings and on occasion Carol Services, Prize Giving and evening events as may arise from time to time.

## Place of Work

The post-holder will be based at the College with an expectation of flexibility, when required, to work at the Junior School.

## Data Protection and Confidentiality

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

## No Smoking Policy

St George's College and St George's Junior School operate a no smoking policy.



# How to Apply

To find out more about the post or the school, in the first instance please contact Kate Wright, HR Project Manager, for a confidential discussion:

Tel: 01932 839300

Email: [kwright@stgeorgesweybridge.com](mailto:kwright@stgeorgesweybridge.com)

Applications are encouraged as early as possible on the enclosed form and emailed together with a covering letter to [humanresources@stgeorgesweybridge.com](mailto:humanresources@stgeorgesweybridge.com).

## Key dates

Please note applications will be reviewed upon receipt and candidates may be invited to interview at short notice. St George's Weybridge reserves the right to withdraw this advert once a suitable candidate is found.

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, [Safeguarding Policies](#), [Recruitment Policy](#), [DBS Code of Practice and Associated Policies](#) which are available at: <http://www.stgeorgesweybridge.com/further-information/employment-opportunities>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with current and past employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community – our "Georgian family" inspires everyone to be the very best version of themselves and to succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.



