



# HINCHLEY WOOD SCHOOL

## INSPIRING LEARNERS

### **Application Pack HR Assistant (P/T)**



A Co-educational Comprehensive Academy for Students Aged 11-18  
Headteacher; Mr Ben Bartlett BA (Hons) MA (Educ Mgmt)

*An Academy and Specialist Music College*



January 2019

Dear Applicant

**Re: Part Time HR Assistant**  
**15 hours per week, 38 weeks per annum**  
**£6,826 actual salary p.a.**

Thank you for your interest in joining Hinchley Wood School, within this pack you will find information about the school, subject department and the application process.

Applicants should have previous administrative experience within a busy and fast paced office, ideally supporting Human Resources. This newly created role, to commence as soon as possible, involves providing support across all areas of HR including the recruitment process.

Attention to detail and excellent communication skills are essential, together with the ability to provide professional, timely and confidential administrative support. A practical working knowledge of IT applications is required including word processing, maintaining spreadsheets and databases, and ability to create reports and other documents as required. Human Resources, Admin or IT related qualifications at Level 3 and/or previous experience of working within a school would be advantageous.

Hinchley Wood is an inclusive and high achieving school on the borders of SW London, celebrating student progress and development as well as academic achievement. We are one of the top 100 performing schools in England and Wales in terms of the progress our students make between the end of Key Stage 2 and their GCSEs, and highly sought after.

We offer

- Family friendly term time working
- A working pattern spread over 3/4 days per week.
- Two week autumn half term.
- Use of on-site gym
- Membership of the Local Government Pension Scheme, including a generous employer contribution
- Commitment to professional development and progression.

If you would like to visit prior to application or have any queries please contact Heather Morey via email: [hmorey@hinchleywoodschool.co.uk](mailto:hmorey@hinchleywoodschool.co.uk) or telephone 0208 398 7161.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check. Staff and governors have also established a code of conduct, included within this pack, which applies to all members of the school community.

I look forward to receiving your application by **Monday 21<sup>st</sup> January 2019 (9am)** and appreciate the time taken to consider and apply for this post. Please note interviews are planned for Thursday 24<sup>th</sup> January.

Yours faithfully

Ben Bartlett  
Headteacher



## Background Information

Hinchley Wood School has a well-established reputation within the area for providing high quality education and excellent public examination results. This success is based on an approach which combines high expectations with sensitivity to students' individual needs.

In September 2011 Ofsted judged the school to be outstanding, highlighting the excellent progress all groups of students make as a key strength:

***“Hinchley Wood is an outstanding school – the students work exceptionally well together in this harmonious and cohesive community, and achieve outstanding outcomes.”  
(Ofsted, September 2011)***

In Summer 2018, 93% of pupils achieved 5 or more A\* - C 4+ grades at GCSE level and 92% achieved 5 or more A\* - C grades including Grade 4+ in the new English & Maths exams (equivalent to an old C Grade). This is an excellent result and a new school record. At A Level, our students achieved 100% pass rate with 66% of students achieving A\* - B grades and 90% achieving A\* - C. The majority of our leavers have gone onto higher education.

Well qualified and experienced staff work together to make this school a successful and happy community. We offer a rich, varied and stimulating curriculum as well as high class purpose built accommodation.

Particular importance is placed on recognising and rewarding individual achievement. Students are actively encouraged to participate in a wide range of artistic and sporting activities; many gain recognition at local and national level for their achievements. We have an enthusiastic and effective school council, a very active school sustainability group and a long-standing and popular tradition of student involvement in charity and community work.

We were one of the first schools in the country to be designated a Music College and to set up an education trust for the benefit of students. Trustees include representatives from local and international businesses, a university, a national charity and a local arts charity to help develop the creative potential of all students. In February 2012 the school acquired academy status. All of these initiatives have enabled us to offer a much wider range of learning opportunities to students.



Our effectiveness is dependent on developing good relationships with students and parents; the respect shown between staff and students is regarded as a particular strength of the school.

***“There is a highly positive ethos of behaviour for learning and achievement”  
(Ofsted, September 2011)***



## Location



### Hinchley

**Wood** is located on the borders of south-west London with good road and public transport links. The M25 and A3 provide convenient road links to other areas.

Hinchley Wood railway station offers a regular service to London Waterloo Monday to Saturday

at 06 and 36 minutes past the hour and to Guildford via Cobham at 01 and 31 minutes past. The K3 bus service links the school to the nearby towns of Surbiton, Kingston and Esher.

Hinchley Wood is approximately 4 miles south from Kingston upon Thames, a buzzing market town, with extensive venues such as multiplex cinema, leisure centre, an excellent regional shopping centre and a large selection of bars restaurants and night clubs. Surbiton, with regular fast rail links to London is 2 miles away and further south are the towns of Esher, Cobham and Walton upon Thames which offer a further selection of recreational facilities.

For more information regarding Hinchley Wood click on this link: <http://hinchleywood.org.uk/>



HINCHLEY WOOD SCHOOL  
INSPIRING LEARNERS

## Mission Statement:

### **'Mission Statement**

'Committed to sustainability – caring for ourselves, each other,  
the environment and the future.'

*...in order to take on the challenges of an ever competitive and changing world.  
All students will develop creative and entrepreneurial skills, be financially aware  
and able to use technology in all aspects of their lives. They will take an interest in  
and contribute to a wide range of creative, artistic and sporting activities.*



## **Vision**

**To inspire all students to be ...**

### **Confident**

Have self belief, communicate clearly in any situation

### **Considerate**

Respect others' views and values

### **Determined**

Work hard to achieve the highest possible standards in all aspects of life

### **Enthusiastic**

Willing to learn from mistakes and maintain a positive outlook

### **Independent**

Take responsibility for themselves and their learning





## Key Principles

The governors are committed to securing the well-being of all members of the school community by creating a safe, secure and stimulating learning environment. This code sets out the key principles which govern the way in which we work together; it draws on guidance, the Equality Scheme and a range of school policies.

The code underpins the school's behaviour policy which includes guidance on the way in which the school promotes positive attitudes to learning, good relationships with all members of the school community and strategies to tackle discrimination, harassment and bullying. We are committed to ensuring the welfare of all students. Vulnerable students, including looked after children, those with SEN, physical or mental needs, will receive behavioural support according to their needs.

### **All members of the school community including students, staff, parents, governors and visitors should:**

1. Have high expectations of themselves and of others.
2. Treat one another with dignity and respect at all times.
3. Display the characteristics they want others to show including honesty, patience and a genuine concern for others.
4. Recognise others' achievements.
5. Respect the boundaries in their relationships with each other and not abuse their position or age by:
  - entering into inappropriate relationships
  - committing such acts against an individual which are illegal, e.g. physical assault, harassment
  - undermining, bullying or intimidating any other member of the school community
6. Work within set deadlines and arrive on time for meetings, lessons and events.
7. Take into account others' work pressures and commitments.
8. Dress in an appropriate manner as set out in the school's dress/uniform code.
9. Ask for support whenever needed.
10. Report incidents or actions of others which they feel threaten the welfare and security of any member of the school community.



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**JOB DESCRIPTION :**                      **Human Resources Assistant (*draft*)**

**Responsible to:**                      Human Resources Manager

**Important Functional links:**      Director of Finance & Resources & Finance team  
Clerk to Governors

**Scale Point:**                          14 – 18 (FTE £19,725 - £22,635)

**Hours:**                                As per contract, term time only

**Job purpose**

- To assist with all aspects of the development and effective operation of the Human Resources function within the school, including fulfilling the requirements of safer recruitment legislation.
- To assist with implementing the school's recruitment strategies and procedures related to teachers and support staff.
- To provide first line support and complete administrative routines and processes relating to the human resources function.

**Job Specification:**

- To assist in the administrative and practical processes associated with advertising, selection, interviews and appointment of new staff.
- To maintain checklists and obtain outstanding documentation required in connection with employment matters.
- To carry out new starter processes including the collection and recording of essential documentation.
- To assist with the verification of paperwork and procedures for new and existing staff checks e.g. Disclosure & Barring Service (DBS), Asylum and Immigration requirements, processing Occupational Health New Starter referrals etc.
- To assist in the update and maintenance of the electronic database (SIMS Personnel), and generating reports as required.
- To assist in the recording and review of absence (eg sickness, holiday and other absences) and associated administrative processes.
- To provide regular information to assist in the management of processes and procedures e.g. probation reports, expiry of fixed term contracts, sickness certificates and fit notes required or overdue.
- To assist with the administration of the performance management processes.
- To provide advice on routine enquiries and filter and refer complex queries.
- To ensure the confidentiality of all Human Resource matters.
- To effectively carry out general office duties e.g. photocopying, filing, shredding of confidential waste

**General**

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of safeguarding and child protection matters.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff members participate in the school's performance management scheme.



## HR ASSISTANT: PERSON SPECIFICATION

<b>Qualifications and Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Studied to a minimum GCSE (grade A*-C) or equivalent, in English and Maths</li><li>• Experience of working in a busy office environment</li><li>• Experience of supporting HR function or desire to do so.</li><li>• Previous administration experience including database.</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• CIPD recognised HR qualification/award or equivalent</li><li>• Experience of working in a school or similar establishment.</li></ul>
<b>Knowledge and Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Excellent time management &amp; organisational skills.</li><li>• Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.</li><li>• Excellent standard of literacy skills.</li><li>• Ability to manage and deal with confidential data/issues appropriately.</li><li>• Ability to proficiently use office computer and software including word-processing, spreadsheet, database and internet systems.</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Working knowledge of SIMS</li><li>• Knowledge of employment law, HR practices and procedures</li></ul>
<b>Personal Qualities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li><li>• Ability to show initiative and prioritise one's own work even when under pressure.</li><li>• Able to follow direction and work in collaboration with line manager.</li><li>• Empathetic and enjoy working with people</li><li>• Positive 'can do' approach.</li><li>• Able to work flexibly to support others and respond to unplanned situations.</li><li>• Efficient and meticulous in organisation.</li><li>• Desire to enhance and develop skills and knowledge through CPD.</li><li>• Commitment to the highest standards of child protection and safeguarding.</li><li>• Recognition of the importance of personal responsibility for health and safety.</li><li>• Commitment to the school's ethos, aims and its whole community</li></ul>





## Why join Hinchley Wood School?

Hinchley Wood School offers a positive and innovative learning ethos supported by students, staff, parents and governors. We value our staff and the professionalism and experience they bring to the school, and wherever possible we have tried to anticipate and build in holistic support, we offer:

- Complimentary tea and coffee every day and a fully equipped and pleasant staff room.
- Parking on site
- Early finish to the school timetable on Fridays.
- Free lunch and refreshments on INSET days.
- Free lunch for colleagues if they are staying later to attend parents' evenings.
- Free use of our on-site gym before and after the school day.
- Two week Autumn half term
- A minimum two week break over the Christmas period.
- Time off for celebration of close family events eg child's nativity play, graduation etc.
- Every Colleagues Matters – a group to represent and discuss staff matters.
- A supportive Staff Association which covers a range of events including provision of end of term food and drinks and sending small gifts to colleagues at times of celebration or loss.
- Concessionary/franked postage rates at Christmas for staff and the school can be used as a delivery point for online personal purchases.

### **Job Satisfaction and Progression**

HWS has a very good record of staff retention & job enhancement opportunities, we offer a pleasant and supportive working environment and have established excellent staff:student working relationships. To improve working environments for staff we are committed to an on-going programme of investment. Over the last year this has included a rolling programme of classroom and corridor decoration, Premises, ICT and Science Preparation Room and Curriculum offices.

### **NQT and Post NQT programme**

We have a successful and established programme of support for newly qualified teachers, and those in their second year of teaching. This includes regular support meetings, a dedicated mentor, CPD sessions including a residential weekend and NQT support network.

For NQTs joining HWS we offer a 'Golden Hello' for NQTs in shortage subject areas (up to £750 at the end of each of the first two years).

### **CPD**

We have an excellent CPD programme and many opportunities in school for staff to extend their professional knowledge and develop their skills. As a result, we have a very good record of staff gaining internal and external promotions and sharing good practice across departments.

There is a warm convivial atmosphere among the staff and mutual support between teaching and associate staff to ensure effective teaching and learning and the best outcomes for our students.

Staff have opportunities to work on cross curricular projects with students and colleagues, and this is actively encouraged.



### **Wide range of educational visits and extra-curricular activities**

Staff are able to assist on a number of day/residential visits to extend their own experience and support students' personal growth and also encouraged to get involved in extra curricular clubs. These have included:

- Trips as part of curriculum enhancement eg New York
- Skiing
- Duke of Edinburgh – Bronze, Silver, Gold
- World Challenge trips
- Combined Cadet Force
- Various sports clubs including tennis, hockey, football, rugby, netball and athletics.

### **Secure School Finances**

In this time of uncertainty within education, the school is well placed to weather the storm including:

- Robust school finances during a period of much financial uncertainty
- 1% pay rise approved each year to date
- Performance Related Pay outcomes funded

### **Other Benefits include:**

- Cycle to Work salary sacrifice scheme.
- Reduced rates at local service providers, eg Colets Health Club, Esher Tyre and Exhausts, Tolworth Recreation Centre.
- Membership of either of the following pensions schemes, including a generous employer contribution;
  - Teachers Pension Scheme
  - Local Government Pension Scheme
- Employee Assistance Programme offering free confidential counselling and legal information to colleagues and their immediate family.
- Occupational Health support.
- Recognition of previous maintained school or Academy continuous service.



## The Application Process

Please download, complete and return the application form by the closing date specified. This can be emailed to the address below or sent by post to:

Personnel Department  
Hinchley Wood School  
Claygate Lane  
Esher  
KT10 0AQ

For further information please contact Heather Morey on 020 8398 7161 or via email [hmorey@hinchleywoodschool.co.uk](mailto:hmorey@hinchleywoodschool.co.uk)

We are committed to meeting our data protection obligations and for information on how we collect, use, share and store your data within the recruitment process please click [here](#)

Hinchley Wood School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced check by the Disclosure and Barring Service (DBS).

