



NOTTINGHAM
HIGH SCHOOL

CANDIDATE INFORMATION PACK

HUMAN RESOURCES ASSISTANT

To start as soon as possible



COME AND JOIN US!

We are looking for a full-time Human Resources Assistant to join our Human Resources Team.

Completed application forms should be sent electronically to jobs@nottinghamhigh.co.uk no later than **10am on Tuesday 9 May 2023**. As we are committed to securing the right person, early applications may result in early interviews and the early closing of the vacancy.





THE SCHOOL

We are a School with a rich history dating back to 1513, we pride ourselves on developing happy, confident and driven students with a love of learning.

Nottingham High School is not your average School, we have a very strong academic reputation and achieved the best examination results in the region last summer. We won the Co-Educational Independent School of the Year award in 2022, were named the East Midlands Independent Secondary School of the year 2023, East Midlands Independent Secondary School of the Decade by The Sunday Times Good Schools Guide 2021 and ranked first for academic results in the East Midlands by The Sunday Times Independent Schools Guide 2022.

The High School is an independent day school (HMC) for boys and girls aged 4 to 18. Our Junior School, Senior School and Sixth Form are based on-site at Waverley Mount and our Infant School is based across the road at Lovell House.

The Infant and Junior School (ages 4-11) has over 330 students. There are approximately 820 students in the Senior School, with a vibrant Sixth Form of over 240. The School's move to co-education has been a great success with 375 girls in School, with further significant growth planned in future years.

Students come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds. Together, these mean that about a tenth of Senior School students receive some form of financial assistance. Entry is by competitive assessment in the Spring Term.

Our support staff are a vital part of the School's success, we work hard to make Nottingham High School a place where people love to work. Our teachers and support staff work closely to achieve the aims and objectives of the School. The Nottingham High community is at the heart of our culture.

VIRTUAL TOUR

Take a look inside our Schools!

[Infant School tour](#)

[Junior School tour](#)

[Senior School & Sixth Form tour](#)





THE ROLE

To undertake a range of HR administrative duties to support the wider HR and compliance team to deliver a consistent, high quality, integrated and seamless service.

General HR administration

- Provide initial HR support to the School being the first point of contact for any queries from staff.
- To liaise with the Head of HR on all HR matters and for guidance/support.
- Record and action all staff absence (e.g. sickness and special leave) in accordance with procedures.
- Maintain and update relevant HR information systems with employee information including new starters, contract and salary changes, leavers and ensure it is accurate.
- To administer and monitor the probationary period for all support staff and action accordingly.
- Minute HR meetings e.g. disciplinary, grievance, flexible working requests.
- Responsible for the end to end administration process for leavers including Exit Interviews and reporting.

Recruitment

- To liaise with HR Manager regarding the recruitment process including preparing job descriptions, person specifications, information packs and adverts.
- Placing job adverts on recruitment platforms and preparing application paperwork for shortlisting.
- Contact shortlisted candidates, carry out appropriate vetting processes at appropriate times in accordance with the agreed School Recruitment Process.
- In liaison with the recruiting manager, prepare interview schedule and all administrative duties relating to the recruitment interview process.
- Prepare appropriate contract amendment paperwork for internal candidates promoted or moved to a new role.
- Ensure all safer recruitment administration are completed in line with best practice.
- Ensure all appropriate safeguarding checks (as per Keeping Children Safe in Education) are carried out on volunteers, students, agency staff and are entered on SCR.

Compliance

- Contribute to the maintenance of the Single Central Register (SCR) for the School ensuring that it is up to date and accurate at all times.
- Work with the Compliance Officer when incorporating new regulations and guidance in relation to HR processes.
- Support the Compliance Officer in the delivery of compliance processes when additional support is needed.
- Cover for the Compliance Officer when they are absent, carrying out pre agreed or time critical tasks.

General

- Carry out any other task or duties deemed reasonable by the line manager.



THE PERSON

Qualifications

Essential

- Business Administration Level 3, or equivalent experience

Desirable

- CIPD HR Level 3

Experience

Essential

- Administrative work in a fast paced, high volume environment

Desirable

- A working knowledge of the administration supporting HR policies and procedures
- Previous experience within an HR environment

Skills and Knowledge

Essential

- Competent user of MS Office products
- Working knowledge of current employment legislation

Desirable

- Knowledge of the Independent School Standards Regulations

Competencies and Personal Attributes

Essential

- Self-motivated
- Able to compose letters and contracts following precedents
- Excellent written and verbal communication
- Strong attention to detail and able to interpret a variety of documents, guidance and legislation
- Calm under pressure
- Able to prioritise own work to meet the team's requirements
- Personable and able to communicate with junior staff and senior management alike
- Highly analytical
- Highly organised and able to co-ordinate other people and to meet a team objective on time
- Willing to learn and undertake training in order to develop the role



SAFEGUARDING

Child Protection

Nottingham High School is committed to doing all it can to ensure the safety and wellbeing of its students.

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Senior Lead.

Mandatory training in safeguarding children is given to new members of staff.

All posts in School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

As a part of our pre-employment checks, your past and current employers will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

BENEFITS OF SERVICE

Professional Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate in it throughout their careers.

Working Environment

This is an enjoyable and stimulating place to work. We offer a wide and varied range of staff benefits including free refreshments and school lunch during term time. Staff organise a series of social events during the year including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the gym and swimming pool.

Living in Nottingham

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city as well as good quality housing in the city. In the centre there has been considerable development of high-quality apartments.

The School is well served by public transport and is on the tram network. In addition, there is car parking available on site.



HOW TO APPLY

The Application

Candidates should complete the School's application form electronically and email this to jobs@nottinghamhigh.co.uk. Applications will only be considered from candidates completing the form in full. We will acknowledge receipt.

Before interview, we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Equal Opportunities

Nottingham High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community.

The High School recognises its responsibility to treat equally each person who comes into contact with the School. All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

The School is committed to Diversity and Inclusion. Our statement on this can be [found here](#) on the School website.

Informal Queries

If you have any questions about this role prior to applying, please email: jobs@nottinghamhigh.co.uk and we will be pleased to assist you.



INVITATION TO INTERVIEW

Interviews

It is intended that interviews will be held as soon as possible after the closing date.

At interview all candidates must bring with them or be able to show certificates confirming any education and professional qualifications that are necessary and relevant to the post. Where originals or certified copies are not available, candidates must provide written confirmation from the relevant awarding body.

In addition, all candidates need to show their birth certificate & valid passport to confirm their identity. Originals of these documents are required, we cannot accept photocopies.

Background Checks

The School reserves the right to obtain formal or informal background information about an applicant to determine whether they are suitable to work at the School. This will include online searches on shortlisted candidates. The online searches the School carries out may include searches of internet search engines and websites using three means of identification related to the individual.

Online searches will only be carried out at the shortlisting stage. The School will not carry out online searches as part of its initial sift of applications. All applicants for a role at the School will be treated consistently with regard to online searches.

Online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment decision. In carrying out online searches the School is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied;
- may be relevant to their suitability to work at the School or in an education setting;
- is of a safeguarding nature; and/or
- may have an impact on the School's reputation (whether positive or negative).

Pre-employment checks

Any offer of employment will be conditional upon:

- receipt of satisfactory references
- verification of identity and qualifications
- evidence of the right to work in the UK
- a Barred List check
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to HR) and a Staff Suitability Self-declaration
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period