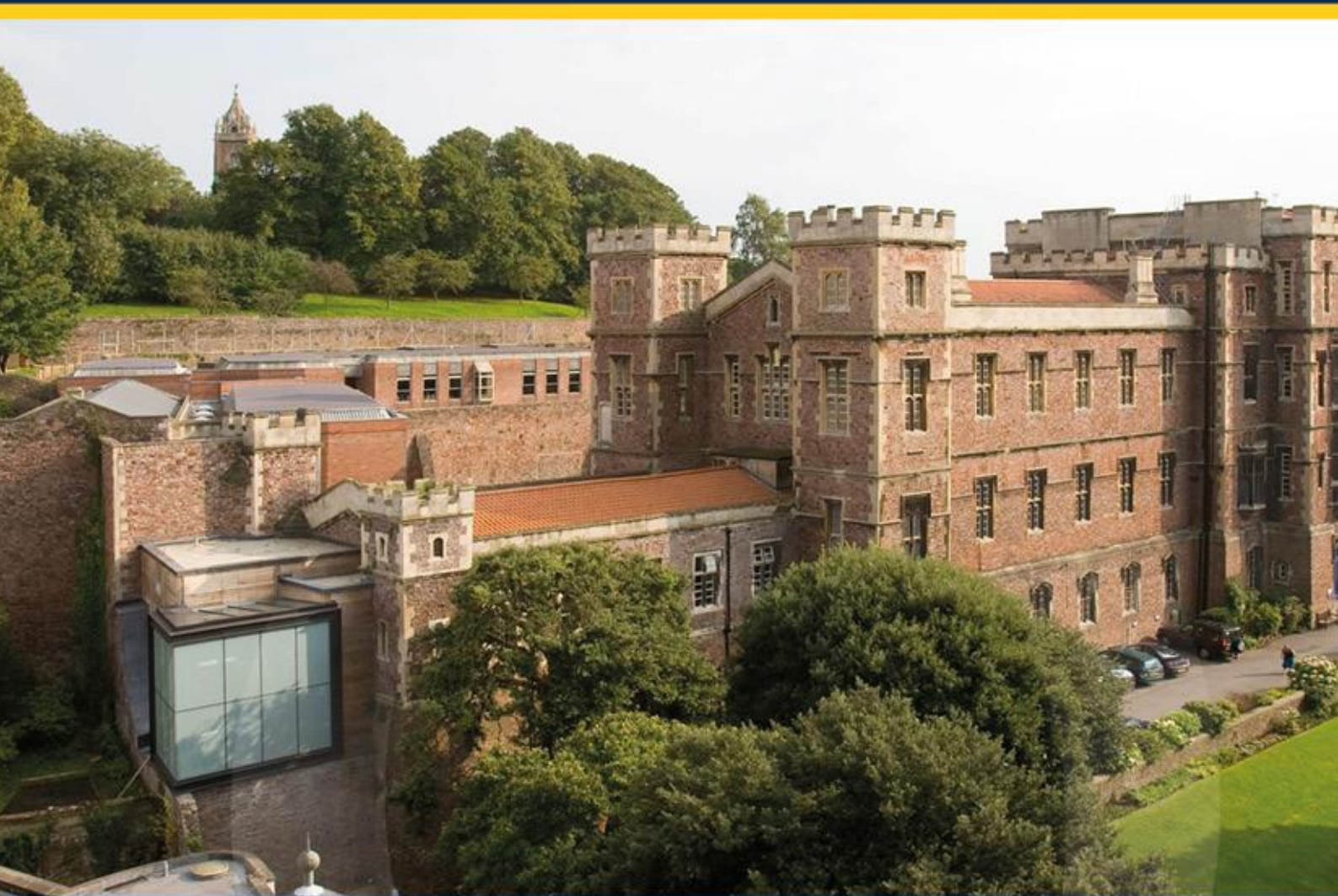


Boys 7-16 Co-ed 16-18 Independent since 1590



Head of Human Resources

For a September 2024 start

www.qehbristol.co.uk



Queen Elizabeth's Hospital (QEH) aims to produce young adults who are well-educated, not just well-qualified. Founded in 1590 and occupying a prominent city centre site, QEH is well known within a competitive market for high academic achievement, rich co-curricular activities and high quality pastoral care based on strong values of personal integrity and community service. QEH was rated 'Excellent' in all areas by the Independent School Inspectors (ISI) following its inspection in December 2022.

With more pupils than ever before, the school continues to go from strength to strength. There are over 670 pupils in the senior school, of which 230 are in the Sixth Form. This includes a growing number of girls following the school's move to post 16 co-education in 2017. The Junior School, occupies the same site and has around 110 boys.

QEH is an ambitious school and continues to invest in exciting new facilities to enhance the educational offering. Recent developments include a new £3.5 million Science and Art building, new Sixth Form recreation, study and cafeteria facilities, along with redesigned and expanded facilities for music and IT. The school owns extensive playing fields at Failand about 4 miles from the school and completed a comprehensive £3 million redevelopment of facilities which opened in September 2019.

Over 25% of pupils at QEH receive fee assistance through our scholarships and bursaries programme and we provide over £1 million per year in fee remissions. We are determined to increase this further and to make a QEH education accessible to more families in the city.

We aspire to be a diverse and inclusive community which seeks to think beyond the conventional and create an inspirational environment where pupils and staff are happy, valued and challenged.

I am delighted you are interested in the role of Head of Human Resources, I do hope you will consider an application.

Mr R Heathcote
Head



Bristol

Bristol is a vibrant and cosmopolitan city with a historic maritime past and a flourishing culture of arts, music and theatre. The city has been voted the best place to live in the UK. A year-round calendar of events and festivals, rich theatrical and music culture, modern shopping centres and an array of museums and fine restaurants are right on our doorstep.

There are a variety of residential areas located near the school, from modern waterside developments to more traditional Georgian terraces. There are a number of excellent schools in the area, both state and independent, with many local state primaries awarded an OFSTED rating of Outstanding. The countryside in and around Bristol is some of the most beautiful in the UK and the surrounding areas also offer some beautiful town, village and rural housing options.



Candidate Profile

QEH is looking for a dynamic, personable, and experienced Human Resources professional to become Head of Human Resources.

The successful candidate will have a relevant qualification in HR Management, experience of staff recruitment and development as well as proven experience of advising senior leaders and managers on employment law issues.

Applications are encouraged from candidates with educational, business or public sector backgrounds with a track record of maintaining positive staff relations through a consultative approach.



Job Purpose

The Head of Human Resources is a key role in the School responsible for overseeing all aspects of human resource management including recruitment and retention, pay and benefits, employee relations and change management.

The role involves developing and implementing HR strategies, policies and practices to support the School's strategy, foster a positive working environment and ensure compliance, in addition to managing the delivery of the day to day HR operational service and providing support and guidance to colleagues in all areas of the School.

This role plays a pivotal role in shaping the School's culture and ensuring that the School recruits, retains and develops outstanding staff.

Main responsibilities

Strategic HR

- Develop and implement HR strategies aligned with the School's objectives.
- Work with senior leaders to integrate HR initiatives into overall School strategy.
- Advise the Head, DFO, Senior Leadership Team, managers and Governors on all HR and employment law matters.
- Support the Head, DFO, SLT and Governors in major change initiatives.
- Prepare and present HR reports for the Governing Body, the Head, and SLT as required.

Staff Recruitment

- Lead recruitment policies and procedures to attract, recruit and retain outstanding teaching and support staff.
- With the relevant manager, coordinate and manage the advertising, recruitment and selection processes for all staff recruitment including assisting in the drafting of job descriptions and person specifications, placing adverts, co-ordinating shortlisting and interview arrangements and dealing with enquiries as they arise, assisting with interviews, and preparing relevant correspondence and documents.
- Develop and implement effective induction processes to integrate new staff into the School.
- Work with the DFO and the DFO's PA to prepare contracts of employment and offer letters.

Employee Relations, Performance Management and HR Support

- Foster a positive work environment through effective communication and conflict resolution.
- Address staff concerns, oversee employee relations issues and ensure fair and consistent application of policy.
- Champion a culture of high performance and work with Heads of Department to assess staff performance.
- Interpret and advise on employment law, keeping up to date with changes in HR legislation and best practice.
- Provide advice on employee relations and performance management issues, supporting managers to set high standards for their staff and maintain high levels of performance.
- Provide advice on and manage formal disciplinary, capability and grievance hearings ensuring adherence to policy and procedures.
- Work with senior leaders in promoting and supporting staff wellbeing.
- Provide day to day guidance to managers and staff on HR issues.
- Provide guidance on professional development opportunities, career pathways and succession planning.
- Implement effective absence management policies and processes.
- Analyse absence patterns and develop strategies to minimise unplanned absence while supporting staff wellbeing.

Staff Training and Development

- Assist Heads of Department to identify training needs and coordinate professional development programmes for staff.
- Promote a culture of continuous learning and skill development.
Ensure the delivery of an effective professional review/appraisal programme for all staff.
- Coach SLT and other managers in the adoption and use of effective leadership and management practices.
- Deliver training to line managers and staff as and when required.



HR Compliance

- Stay abreast of employment law and regulations to ensure HR policies and practices are compliant.
- Develop and administer all necessary HR policies, procedures and practices in accordance with statutory legal requirements and best practice.
- Implement and communicate policies and procedures to maintain legal compliance.
- Oversee the maintenance and updating of the Single Central Register with support from the DFO's PA.
- Administer all necessary safer recruitment checks for staff, contractors and volunteers and champion best practice in staff protocols to safeguard children.
- Monitor and ensure staff compliance with school policies and procedures and statutory regulations.
- Ensure that employment contract templates and the School's employment policies manual are updated regularly.

Compensation and Benefits

- Advise the DFO, Head and Governors on the School's salary and benefits structures.
- Oversee the design and administration of payroll, pensions and benefits administration and provision.
- Conduct regular benchmarking exercises and commission salary and benefits surveys as required to ensure the School's pay and benefits remain competitive and to ensure recruitment and retention of high calibre staff.
- Work with the DFO and Head on the annual staff salary review process including the preparation of annual salary review letters.
- Work with the DFO and Assistant Bursar to oversee the monthly payroll, including ensuring that accurate information is being processed.

Equality, Diversity and Inclusion

- Champion equality, diversity and inclusion initiatives to create an inclusive and supportive School community, including through recruitment initiatives and training programmes.

HR Information Systems

- Develop and maintain HR information systems and explore new technologies where appropriate to improve the effectiveness and efficiency of HR processes and enhance data accuracy and management information.

Budget Management

- Advise the DFO and Head on staff remuneration.
- Collaborate with the DFO and finance department to manage the staffing budget.
- Provide financial forecasts related to HR initiatives and activities.

Safeguarding

- Promote and safeguard the welfare of children and young persons and adhere to and ensure compliance with the school's Safeguarding Policy and Procedures at all times.

Further training and development

- To remain up to date with the skills and practices required to perform your role.
- To participate in arrangements for your professional development and maintain and develop your technical skills.
- To undertake such training as may be reasonably required by the school to enable you to adapt to the changing requirements of the school and your role or as may be necessary to fulfil the school's statutory or regulatory obligations. This includes (but is not limited to) training on the school's policies around Child Protection / Safeguarding, Behaviour and the staff Code of Conduct, the Prevent Duty, Health and Safety and Fire Safety.
- To participate in INSET and regular training which takes place throughout the academic year, which will include Safeguarding and Prevent training.

This is not an exhaustive job description, and it is expected that the postholder may undertake such other duties as may reasonably be requested. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and is not intended to have contractual effect.



Person Specification

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant qualification in HR Management, ideally Level 7 CIPD, or equivalent experience • Educated to degree level or equivalent 	<ul style="list-style-type: none"> • CIPD Level 7 • HR or business related degree • Safer Recruitment qualified • Coaching and mentoring qualifications
Skills & Experience	<ul style="list-style-type: none"> • Proven experience in HR leadership roles. • Experience of staff recruitment and development. • Experience of advising senior leaders and managers on employment law issues (disciplinary, grievance, capability, absence etc.) • Advanced IT skills with the ability to use Microsoft Office applications and computerised HR systems • Experience of managing employee relations • In-depth knowledge of current employment law • Experience of all aspects of HR management including recruitment, appraisal, performance management, restructuring etc. • Experience of maintaining positive staff relations through a consultative approach 	<ul style="list-style-type: none"> • Experience in schools or higher education establishments. • Experience of managing safer recruitment processes including the maintenance of the Single Central Register.

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Highly developed communication and interpersonal skills (including written and presentation skills). • Proven tact and diplomacy in dealing with a range of people and personalities. • The ability to manage sensitive issues and always use discretion and maintain confidentiality. • Flexible, pragmatic and constructive approach. • Good influencing and negotiating skills. • Ability to manage a substantial workload and prioritise effectively. • Ability to manage difficult situations and working with those involved to find solutions • Excellent attention to detail and ability to complete tasks. • Ability to form and maintain effective working relationships. • A high level of emotional resilience. 	
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Remuneration

Salary will be dependent on qualifications and experience but is likely to be in the range £55,000 - £60,000.

It is envisaged that this will be a full-time role (52 weeks per year) with normal working hours of 37.5 hours per week (08.30 to 17.00 Monday to Friday with a one hour lunch break each day) and 6.6 weeks' holiday per year inclusive of public holidays. However, some flexibility in working hours could be considered, for example reduced hours during the school holidays.

QEH automatically enrolls eligible staff into its defined contribution pension scheme. Auto enrolment is at 5% employee and 3% employer contribution rates. Employees can opt for a higher employee contribution rate at 7% and the school will then match this contribution with an employer contribution rate of 7%. Members of the pension scheme also receive free life assurance cover of 3x salary

A staff fee remission is available for eligible children attending Queen Elizabeth's Hospital and Redmaids' High School under a reciprocal arrangement.

Other benefits include:

- Free lunch and subsidised breakfast at school (during term times).
- A lovely location to work in the heart of Clifton.
- 'Cycle to work' scheme.
- Access to employee assistance programme.
- On-site staff changing rooms and showers.
- A supportive and caring working environment.

Application Procedure

Informal enquiries about the post may be made to the Director of Finance and Operations, Mark Suddaby (msuddaby@qehbristol.co.uk).

Applicants must submit an application form (including contact details of two referees), a short (one side) CV and a short (one side) covering letter addressed to the Head. In the covering letter, applicants should give their reasons for applying for the post and explain what they would bring to the role. Applicants should describe experience and skills which they have gained in other roles and which demonstrate their ability and aptitude to undertake the duties of this post.

The closing date is **Monday 22 April (mid-day)** and interviews will be held on **Friday 3 May** (provisional date).

Please send completed documentation to: recruitment@qehbristol.co.uk

Queen Elizabeth's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this 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). The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.