



Newland House
School



Job Description

HR Manager

Closing Date for Applications: 1 September 2024



OUR SCHOOL

Thank you for your interest in Newland House School. Our welcoming Pre-Prep and Prep School sits on a 5-acre site in a quiet residential area on the edge of Twickenham and Teddington in South West London. Established in 1897, Newland House is one of the oldest and largest Independent Prep Schools for children aged 3-13 in the area.

We are passionate about inspiring a life-long love of learning and bringing out the brilliance in every child. Our curriculum is innovative, broad and ambitious, giving every child the opportunity to explore their academic, sporting, and creative passions. We are committed to supporting each pupil's unique learning journey, and our **dedicated teachers and staff** continuously seek fresh ideas to enhance learning experiences both in the classroom and beyond.

Ensuring the happiness and wellbeing of our pupils is core to all we do. We want every single child in our school to feel safe, valued and cared for and visitors, parents and children consistently comment on the positive, happy, and vibrant atmosphere at our School.

In our most recent ISI inspection, we were found to be EXCELLENT in all areas (2022).



JOB DESCRIPTION

Summary of the role

To manage and lead the delivery of an effective, professional end-to-end HR Service to all staff, supporting all managers with people related matters. Provide professional and pragmatic Employment Law and HR advice and support to the senior leadership team (SLT) in managing the school staff and delivering the school strategy.

The HR Manager is line managed by the Bursar.

JOB DESCRIPTION

Main duties and responsibilities

General Human Resources Administration:

- Undertake the administration for all staff changes and leavers, maternity risk assessments, newly qualified teachers and those gaining qualified teacher status through school
- Ensure staff records are maintained using the schools MIS system (PASS).
- Monitor and inform relevant Managers of significant review dates or anniversaries
- Create and co-ordinate accurate Job Descriptions with the Head, Bursar and other members of the Senior Leadership Team (SLT)
- Create and maintain confidential personnel files
- Record teaching staff absence, staff Child Protection Training and other basic personal details including emergency contacts on WCBS system
- Schedule and detail staff appraisal, prompting Line Managers where appropriate
- Maintain the Staff Handbook in collaboration with the Head and other relevant staff
- Liaise with the Finance Team on pay and reward matters; produce annual salary letters**

Recruitment Administration:

- Manage the recruitment process for external and internal recruitment including the creation and placement of appropriate external and/or internal advertising
- Coordinate and track applications and respond to applicants
- Confirm interview schedules, lesson observations, tours and exercises both internally and to candidates
- Undertake the administration of new starters including processing clearances, application forms, and appointment checklists
- Liaise with relevant staff regarding the administration of newly appointed members of staff and prepare standard HR correspondence to new staff
- Ensure the required DBS documentation and proof of qualification is obtained from candidates at interview or for other individuals associated with the school e.g. volunteers or contractors
- Request authorisation and verify DBS Applications online
- Carry out additional ad hoc List 99 Disclosure and Barring checks
- Draw up employee contracts and offers of employment
- Continually review employment legislation to ensure all policies and procedures are compliant with regulations and law
- Apply for confidential references as appropriate and personally verify referees as required
- Co-ordinate administration for new starters including Induction folders, login, pre-employment policy communication
- Organise Induction Programme, log policy confirmation and completion of induction and undertake exit Interviews as required
- Undertake and draft confidential salary and other HR correspondence

JOB DESCRIPTION cont.

Main duties and responsibilities

- Maintain an accurate HR database and Single Central Register (SCR) for all contacts with the school including employees, contractors and volunteers
- Ensure gaps in employees' previous service are justifiable
- Confirm employee proof of qualifications

Employee Relations:

Provide guidance and support to the Leadership Team and Managers regarding employee relations matters, including:

Sickness absence:

- Support SLT to undertake return to work interviews and absence review meetings
- Liaise with occupational health provider
- Support the Leadership Team/managers in both long-term and short-term intermittent absence

Discipline, capability, grievance, redundancy:

- Provide guidance to the Leadership Team
- Prepare paperwork and cases
- Meet with staff, as appropriate in initial stages
- Liaise with union and other representatives

Staff Continued Professional Development (CPD)

- Induct new staff and contractors/agency workers into school, drawing up induction programmes for new staff (liaising with colleagues regarding their availability) and coordinating regular evaluation of the induction process
- Oversee the probationary periods for staff, prepare correspondence and probation reports and minute meetings, when required
- Oversee the staff appraisal schedule including providing guidance to line managers
- Oversee training and other professional development for staff including liaising with external providers
- Understand and interpret the School's Staff Handbook, school policies and relevant national agreements
- Arrange and deliver staff training around HR issues where appropriate

Other Duties

- Promoting and safeguarding the welfare of children and young persons with whom you come into contact
- Adhere to the school's Code of Conduct Policy, adopting and working towards the objectives outlined within the School's Improvement Plan
- You may also be required to undertake such other comparable duties as the Head requires from time to time such as minute taking at key management meetings

THE CANDIDATE

ESSENTIAL. These are qualities without which the Applicant could not be appointed.

DESIRABLE. These are extra qualities which can be used to choose between applicants who meet all the essential criteria

Qualifications

Essential

- ❖ Be well educated with three A-Levels, or equivalent, at Grade C or above.
- ❖ **Hold a CIPD qualification at level 5 or above.**
- ❖ Commitment to continued professional development (CPD).

Desirable

- ❖ Degree qualification

Experience

Essential

- ❖ Worked in an HR role providing advice and guidance on terms and conditions of service
- ❖ Dealing with disciplinary and grievance issues

Desirable

- ❖ Have previous experience working in a school
- ❖ Liaise effectively with and report to governors and outside agencies.

Skills

Essential

- ❖ Have an excellent standard of written English and a meticulous eye for detail.
- ❖ Be highly organised with strong administrative and communication skills.
- ❖ Ability to deal sensitively with different stakeholders (children, colleagues, parents and the wider public).
- ❖ Integrity, judgement, tact, discretion, diplomacy and loyalty (to the school, the Head and SLT).
- ❖ High level people skills both on a one-to-one level and in more complex scenarios.
- ❖ The ability to foresee, avoid and when necessary, resolve disputes.
- ❖ Proven ability to work alone and as part of a team.
- ❖ High level organisational and time-keeping skills.
- ❖ Resilience, patience and determination.

Knowledge

Essential

- ❖ Demonstrate a sound knowledge of employment legislation and HR best practice.
- ❖ Be IT confident and have strong Microsoft skills including Outlook, Excel, SharePoint
- ❖ Have experience of working with HRIS systems.

Desirable

- ❖ Knowledge of Safer Recruitment and ISI guidelines and regulations

Personal competencies and qualities – essential

- ❖ Motivation to work with children and young people and ability to form and maintain appropriate relationships and boundaries with children and young people
- ❖ Energy and enthusiasm.
- ❖ Emotional resilience in working with different situations.
- ❖ Positive attitude to use of authority and maintaining discipline.
- ❖ Ability to motivate self and others.
- ❖ Willingness to be flexible and show initiative.
- ❖ Reflectiveness on own practice.

WHY WORK AT NEWLAND HOUSE SCHOOL

Generous pay and allowances – based on skills and experience.

Pension – both teaching and non-teaching staff enjoy a generous employer contribution pension scheme.

Longer holidays than the maintained sector for teachers (19 weeks) and a minimum of 25 days for full-time non-teaching staff plus bank holidays and additional time at Christmas.

Staff fee remission – all staff are eligible for fee remission after successful completion of probation. The continuance and value of the school fee remission is at the discretion of the Governors.

Enhanced sick and maternity/paternity pay

Flexible and generous time off work policy - special leave, time off for dependents and appointments.

Lunches and refreshments – lunches and refreshments are provided by the school to all members of staff, free of charge during term time.

Flexible working options – job share and part-time.

Cycle to work scheme - purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

Career personal development - training and career development opportunities are available for all teaching and non-teaching staff. There are many opportunities to take on additional responsibilities. Financial and other support with obtaining relevant professional qualifications.

Continuous appraisal process to ensure staff get regular feedback.

iPads – all teaching staff are given iPads for their teaching and assessment and non-teaching staff when required as part of their role.

Staff social committee – organise an exciting programme of socialising events including quiz nights, karaoke, theatre trips, golfing weekends and many more.

Staff reps forum – an opportunity to get your voice heard.





HOW TO APPLY

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience. In addition, the interview will explore issues relating to safeguarding and promoting the welfare of children.

Completed applications with a covering letter should be sent to Mrs Alka Soni, Head of HR and Compliance by the closing date **No CVs will be accepted.**

Applications will be reviewed and shortlisted on a rolling basis, and we reserve the right to interview, appoint and close the advert early depending on the volume of applications we receive. We therefore encourage you to apply at the earliest opportunity to avoid disappointment. We will only be contacting those candidates who have been selected to progress to the next stage of the process.

Please note that referees will be contacted prior to the interview.

If you would like an informal confidential discussion regarding this role prior to application then please contact Alka Soni, Head of HR and Compliance, Asoni@newlandhouse.net

Diversity, Equity and Inclusion

Newland House School values diversity, equity and inclusion for its pupils and staff. We want our community to feel valued and respected, so we are working hard to build an inclusive culture which celebrates diversity in different forms to reflect the community we serve. We believe that having a diverse workforce offers different perspectives which helps us to work towards our shared vision and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join our School.

CONDITIONS OF EMPLOYMENT

This is a full-time positions working 37.5 hours per week all year round. Normal office hours are 8.30 a.m. to 4.30 p.m. Monday to Friday including a 30-minute unpaid lunch. This is an onsite position, however some flexibility for the ideal candidate to occasionally work from home during the school holidays. Additional hours may be required to attend meetings or school events.

Newland House School is committed to safeguarding and promoting the welfare of children, and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). We will also conduct

Employees will be required to support and encourage the school's ethos, and its objectives, policies and procedures as agreed by the governing body.

Employees shall uphold the school's policy in respect of child protection and safeguarding matters.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All members of staff are required to participate in the school's appraisal scheme.

The job description is current at the date shown, but in consultation with you, may be changed by the Head/Bursar to reflect or anticipate changes in the job commensurate with the grade and job title.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of school in relation to post-holder's professional responsibilities and duties.

