

Buxton Community School



WELCOME TO BUXTON COMMUNITY SCHOOL



Welcome to our school which is part of the Embark Federation. We are proud to be part of a family of 19 schools across Derbyshire who believe that by working together as a team we can create schools that 'stand out' at the heart of their communities. Our trust has four core beliefs; **Family, Integrity, Teamwork** and **Success**, which are integral to everything we do.

We have high standards across our schools but want to ensure that the school experience for our children is a magical time. Our purpose is to enable everyone in our Embark family to be able to '**Love Learning, Love Life.**'

We are a successful, supportive and high achieving secondary school based in the heart of the Peak District with over 1,000 students on roll. Student numbers are rising; applications for Year 7 have risen by 25% over the last 5 years as more families want to send their children to us. As an 11-18 provider, we play a key part in providing the highest quality education and support for our students across a broad range of subjects at KS3, KS4 and KS5.

Our approach with the students involves acknowledging and rewarding positive behaviours and achievements whilst challenging and supporting students to be the best version of themselves. Our values, **Ready, Respectful** and **Safe** are instrumental in achieving our vision.

We have a clearly defined plan and commitment to improving learning and support for students. Our outcomes have shown significant improvement over several years as our developments to teaching and learning have taken hold.

Our principles for learning are focused on learning for the long term and developing deep understanding. We have developed a clear strategy that underpins what happens in our classrooms. Teachers who join our school will find well-resourced and planned schemes of learning. However, they are not prescriptive, we believe the professional in the classroom is the subject expert and the champion of the needs of the children in their classes. Staff wellbeing is of utmost importance to me, and we have adopted a number of approaches in order to support in this area of school life. For example, we support all our staff by providing

additional non-contact time above that of most schools to allow them the chance to prepare and assess effectively.

I am keen to appoint subject specialists who are passionate and demonstrate true excitement for their subject. We want staff who are positive, energetic, enthusiastic and deeply committed to supporting our young people, and who are prepared to go that extra mile to contribute to our whole school improvement.

We want the best for our staff and young people, and we will not let it get more complicated than that.

Joining a new school will be a huge decision for you, I am sure you will have worked through our website, read our recent inspection report and looked at our data but you need to know what more there is to our school. The recruitment process will also give you every opportunity to learn more about our school. I would like to take the opportunity to thank you for your interest in this post.

Samantha Jones
Headteacher



Human Resources Manager

We would like to thank you for your interest in the role of Human Resources Manager at Buxton Community School..

We are looking to appoint an efficient, dynamic and well organised HR Manager for our school. The ideal candidate will have excellent HR knowledge, excellent verbal as well as written communication is essential as well as flexibility, attention to detail and complete discretion.. You will also have a strong interest in staff wellbeing and seek to quickly build positive relationships with all staff encouraging staff retention and achievement.

This is a highly hands on and operational role and you will need to be extremely organised juggling many different priorities.

This HR Officer role will include (but is not limited to):

- Management of the Cover Team & all cover deployments for staff absence
- Assisting senior leaders with recruitment administration, shortlisting, and interviews
- Working closely with line managers to ensure they understand and implement policies and procedures when dealing with employee relations, absence, and performance
- Dealing with policy procedures, ensuring fair processes are followed
- Defining and improving current processes
- Provisioning of reports/HR statistical information as required
- Ensuring effective and timely management of employee-related issues
- Assisting with personnel audits and keeping HR systems updated with any changes to employee records

The successful candidate will be:

- A hard-working team member
- Inspirational and motivate children and staff through their high expectations
- Committed to a creative approach to learning

Our school can offer you:

- Excellent professional development opportunities
- A role which is varied and rewarding
- An enthusiastic, hardworking staff team
- A happy, caring atmosphere to work in
- A commitment to your continuing professional development

Our staff benefits include:

- Local Government Pension scheme
- Employee Assistance Programme
- Wellbeing Platform
- Cycle to Work Scheme and much more

Job Description

Post Title:	Human Resources Manager
Grade:	Derbyshire Pay Scale 10 - Range Point 20
Salary:	£ 28,287
Hours:	37 per week, 39 weeks per annum
Responsible to:	Headteacher, HR Embark Central Team
Line Management:	Cover Supervisor Team

Main Purpose:

Provide first line HR advice, guidance and support responding promptly and accurately to enquiries and resolving all matters on HR processes and procedures, whilst escalating more complex issues, as appropriate.

To manage all day-to-day short and long-term cover for teacher absence, liaising with HoDs to ensure that adequate cover work is set as appropriate for the relevant lessons.

Key Accountabilities

- Being first point of contact for the Buxton Community School HR support, ensuring information and documentation are kept up to date in line with changes to employment law, HR best practice and statutory policies.
- To manage all areas of HR compliance.
- To lead on staff resourcing and onboarding activity.
- To lead on HR operational activity across the employee lifecycle, to include absence management, probation, performance, and staff wellbeing/health matters.

Cover

To be a key member of Buxton Community School's team working closely with the Headteacher and SLT colleagues ensuring the best possible use of staffing resources through effective planning and management:

- To line manage the work of the Cover Supervisor Team and be responsible for distributing administrative duties, as appropriate, when they are not required to cover lessons.
- Receive messages from absent staff and organise appropriate cover arrangements
- To manage and organise daily cover for absent staff using Arbor which details planned absences, meetings, school trips and training, plus unplanned absences
- To manage the school cover diary and ensure that all future events that require cover/timetable changes/room changes are identified, prioritised and planned for accordingly.
- To manage and allocate cover effectively and efficiently to enable the school to operate with minimum disruption to the students, informing all relevant staff

- To respond to unplanned absences during the day by deploying cover supervisors/supply staff/staff with timetabled sessions, as appropriate
- To liaise with supply agencies on a daily basis and book supply staff as required
- To be the main point of contact for all supply staff and ensure timesheets are checked and signed daily and electronically authorised or emailed to agencies at the end of each week.
- Organise room changes as and when required.

Compliance

- Manage the whole recruitment function ensuring it operates efficiently and complies with Embark & School's guidance and relevant statutory requirements (including current safeguarding guidance), including the setting up and reviewing of recruitment/selection systems.
- Manage all pre-employment clearances are undertaken to Embark & School's satisfaction, e.g. references, work permits, DBS clearances, Children's Barred List checks and medical clearances etc.
- Manage all the vetting and onboarding documentation is signed off, secure and filed appropriately.
- Ensure all employment offers and contracting are compliant and signed off by the Headteacher.
- Support with internal and external audits (including payroll), providing documentation requested.
- Responsible for the School Workforce Census return.

Single Central Record:

- Responsible for ensuring the SCR is updated for all onboarding activity, supporting colleagues with checking entries where appropriate.
- Ensure all staff information is recorded on the SCR from the first day of employment, ensuring safeguarding compliance.
- Ensure risk assessments are completed for staff or stakeholders without appropriate school sourced DBS if operation critical hire.
- Manage the process with relevant stakeholders to ensure that contractors and governance information is recorded on the SCR and that the associated vetting is compliant.
- Participate in internal and external audits of the SCR to maintain compliance

Resourcing and On-Boarding

- Lead on all related administration for staff appointments including: drafting job descriptions and person specifications, drafting advertisement copy, compiling application packs, organising interviews, arranging pre-employment checks, ensuring adherence to Safer Recruitment Guidelines, issuing letters of appointment and employment information to staff and/or Local Authority, as required.
- Responsible for completing DBS and other safer recruitment pre-employment checks and complete any follow up checks as appropriate.

- Manage the processing of all paperwork associated with employment changes and variations to contracts, maintain all employee personnel files, ensuring archiving of leavers and cleansing of information held in line with the Data Protection Act
- Managing the administration of annual pay reviews in line within Embark Trust policies.
- Management of induction processes across the school.

Employee Life Cycle

Absence management

- Manage and administer all leave of absence requests received in the HR inbox, ensuring appropriate supporting documentation is provided and is recorded on appropriate database, currently Arbor.
- Create monthly absence management trigger reports for HT for follow up action, and record in the payroll folder, identifying any areas for deductions/adjustments.
- Manage staff absence management queries.
- Lead on absence management cases, attending meetings with staff who have hit triggers, escalating to DCC HR for complex cases or if dismissal is a potential outcome.
- Manage follow up action such as occupational health referrals in relation to absence management meetings, liaising with department managers and senior leaders.
- File all informal and formal paperwork in relation to absence management on staff files.

Staff Wellbeing and Health

- Manage opportunities to maximise staff wellbeing and health, working closely with the DCC to evolve and extend the school's offer.
- Work with the HT to lead on the Staff Wellbeing programme by undertaking relevant training.
- Lead on all maternity/paternity cases, providing advice and guidance, completing associated paperwork and risk assessments and monitoring timelines accordingly.
- Manage processes to support all staff by referring to OH where required, escalating any complex cases DCC,HR.
- Champion staff wellbeing by supporting and attending any appropriate staff forums.

Performance

- Manage the logistical and administration function around performance processes.
- Book in target setting, interim meetings, monitoring deadline dates and following up with managers where appropriate.
- Follow up and file relevant documentation on file and chase up where appropriate.
- Liaise with the DCC, HR in the case of any escalation of poor performance and support with follow up.
- Manage all performance/appraisal paperwork and ensure it is filed in a timely fashion.

Payroll

- Manage any contractual changes for payroll and producing variation and other contract change letters as appropriate using the DCC HR system
- Responsible for processing ad-hoc timesheet & mileage payments
- Responsible for all monthly payroll checks to ensure all employees are correctly paid.

Employee Relations

- Support and advise line managers during any employee relation issue.
- Support and advise maternity, adoption, paternity and shared parental leave, providing advice and guidance and carrying out risk assessments.
- Support investigating officers and senior leaders acting as the HR advisor on disciplinary and grievance meeting, escalating complex matters to the DCC, HR for attendance at such meetings.

Other

- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with roles of this level.
- Promote the safety and wellbeing of students, ensuring that Buxton Community School and Embark Child Protection and Safeguarding policies and procedures are promoted and upheld.
- Be responsible for your own health and safety and that of students and your colleagues in accordance with the Health and Safety at Work Act 1974 and other relevant legislation.

Review and scope of Job Description

- This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

Safeguarding Children, DBS & H&S

- Embark Federation is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Equal Opportunities

- The postholder will be expected to carry out all duties in the context of and in compliance with Buxton Community School equalities policies.

Qualifications	Desirable	Essential
CIPD Level 3 qualified or a willingness to undertake		✓
Relevant degree or related professional qualification At least 2 years' experience in an HR role		✓

Experience, Skills and Knowledge	Desirable	Essential
Proven experience of HR		✓
Able to provide pragmatic HR advice to senior staff and managers		✓
Manage and lead a range of teams and individuals		✓
Able to influence decision-making, both strategically and operationally, within Buxton Community School		✓
Knowledge of employment law and how to apply it in practice		✓
Highly computer literate		✓
Extensive experience in a similar role		✓
Experience of creating new systems and processes to develop efficiency		✓

Personal Qualities	Desirable	Essential
Highly developed interpersonal skills including influencing skills.		✓
Willingness to constructively challenge the work of self and others to continually improve own and team performance.		✓
Strong teamworking and a willingness to collaborate		✓
Ability to work under pressure and meet deadlines		✓
Personal and professional integrity		✓

Other	Desirable	Essential
Commitment to safeguarding and promoting the welfare of children and young people		✓
Willingness to undergo appropriate checks, including enhanced DBS Checks		✓
Motivation to work with children and young people		✓
Ability to form and maintain appropriate relationships and personal boundaries with children and young people		✓

A Great Place to Work

We care passionately about our staff, their well-being and their professional development and this is reflected in the fact that we are an enthusiastic team, committed to working collaboratively and sharing the very best practice.

We can offer:

- a strong team environment that takes staff well-being seriously
- a dedicated Senior Leadership Team who want to see their staff progress and flourish in their career
- an active teaching and learning research and development group
- very supportive parents and a high standing in the community
- close and successful working relationships with other schools within Embark.

Diversity & Inclusion

At Buxton Community School we hire the best, give them first-class training and if you are driven to perform, you'll fit right in. We approach our work fearlessly, learn quickly, improve constantly, and celebrate our wins at every turn.

We are passionate about creating an inclusive workplace which promotes and values diversity in age, gender identity, race, sexual orientation, physical or mental ability and ethnicity. More importantly, creating an environment where everyone, from any background, can do their best work is the right thing to do. Everyone is welcome—as an inclusive workplace, our employees are comfortable bringing their authentic whole selves to work.

The Town of Buxton

Buxton Community School is a school truly at the heart of the town and the area is a beautiful part of the country.

At 1,030ft above sea level, Buxton is said to be the highest market town in England. Tourists have been coming to Buxton and the Peak District since the 14th Century and it's not surprising that Buxton is today one of the most popular tourist destinations in the Peak District. Within an hour's drive of Manchester, Sheffield, Derby and Stoke, its famous Georgian and Victorian architecture with buildings such as The Crescent, The Pavilion Gardens and The Opera House it provides an impressive backdrop to a rich and vibrant range of music, theatre and festivals.

The Buxton Festival of World Cinema takes place around March/April, with the Big Session Festival of folk music in April/May. July brings the Buxton Festival of Opera, Music and Literature, the Buxton Well-Dressing Festival, Buxton Fringe Festival and the Buxton Military Tattoo. In August the Family Festival provides fun for all the family.

The Application Process

Applicants should download the application form and send the completed form along with a covering letter of application addressed to Mrs Samantha Jones, Headteacher and send it via email to recruitment@buxton.derbyshire.sch.uk.

Closing date for applications is Monday 6th January 2025 at 09.00am
Interviews will take place during the following week

If you are short-listed for interview, you will be contacted in advance to discuss arrangements for the interview. Unfortunately, if you have not been contacted prior to the interview day, your application has not been successful on this occasion.

Buxton Community School is committed to safeguarding and the process of safer recruitment. As a result, this post is subject to an enhanced Disclosure and Barring Service check, and all shortlisted candidates will be expected to prove their identity at interview. The successful candidate will be expected to show original copies of qualifications and further proof of their identity.