



APPLICATION PACK

HR Manager – Full time, all through the year.

I am delighted to provide an application pack for the role of HR Manager at Guildford High School.

Our school is a remarkable place and has been educating girls since 1888. Around one thousand girls, age 4-18, from Guildford and its surrounding towns and villages, enjoy exceptional facilities and inspired teaching here. GHS comprises a Junior School and Senior School, both on the same site. Whilst providing all-through education, each School has its own distinct personality and girls join us at many different entry points.

Our staff are integral to delivering high quality education to the girls in our care, inspiring them to think and learn creatively. We seek to recruit and retain dynamic teaching and non-teaching staff that share in our vision and commitment. We consistently boast some of the best results in the country; we are The Sunday Times Independent School of the Decade, The Sunday Times Southeast Independent School of the Year for Academic Performance 2022, the Top Independent Girls School for Sport 2020 (for the eighth year in a row) and have received many awards including the Leading Independent School in the Country for Pastoral Care (2018)

I would encourage you to visit our website and view our school film to find out more about our school: www.guildfordhigh.co.uk

You will need to apply for this role through our website: www.guildfordhigh.co.uk/vacancies where you will be directed to complete an online application form. Applications will need to be submitted no later than 0830, Thursday 5 October 2023. Unless you stipulate otherwise, we retain all applications for up to six months.

If you have a disability that requires any specific requirements, please let me know when applying so that I can make the necessary arrangements.

May I take this opportunity to thank you for the interest that you have shown in employment at Guildford High School and for the investment of your time in this process. Please do not hesitate to contact me, or one of the HR team, on 01483 543 862 or human.resources@guildfordhigh.co.uk if we may be of further assistance.

I look forward to hearing from you.

Yours faithfully

Maria Drew
HR Officer

HEADMISTRESS - MRS FIONA BOULTON BSC (HONS), MA



Job Description | HR Manager

Reports to: Head

Line Manager to: HR Assistant

HR Team

Hours: 37.5 hours per week, 52 weeks per year

Overall job purpose:

The HR Manager is responsible for providing an excellent service running the day-to-day HR operations of the Junior and Senior Schools and providing HR advice to staff and Senior Leadership Team.

Key responsibilities:

Leadership & Management

- manage the HR function in the provision of an effective and supportive HR service; defining priorities and adapting resources to meet requirements
- attend SLT meetings as required to provide advice and guidance
- line manager to the HR Team
- take responsibility for HR matters relating to school inspections and compliance

Emerging Trends

Provide advice and guidance on changes in employment law and emerging HR trends that can benefit the School and oversee the development of policies and good HR practice accordingly.

Recruitment and Compliance

- Lead the HR team and liaise with SLT in all recruitment, managing the process from advert to appointment
- maintain a strong working knowledge of the Safer Recruitment requirements and ensure they are implemented
- support managers in reviewing and updating job descriptions and person specifications prior to recruitment
- responsible for creating/finalising staff recruitment adverts, application packs, interview questions, and to assist with hosting candidates
- liaise with the preferred advertising agency and recruitment agencies as required, ensuring value for money and high standards of service
- ensure that letters of offer and contracts of employment and other appropriate documentation are issued for new staff in a timely way, with accuracy and attention to detail
- accountable for ensuring that all pre-employment checks are carried out to the School's satisfaction
- ensure the Single Central Register (SCR) is maintained and up to date. To undertake regular reviews of the SCR within the HR department, at SLT compliance meetings and at termly meetings with the Safeguarding LGB member
- ensure that all personnel files are kept up-to-date and compatible with inspection and GDPR requirements. Ensure confidentiality of information
- oversee the disposal of staff files with due regard for GDPR compliance
- oversee and manage the UK Visas and Immigration regulations for staff, as required

- keep up-to-date on inspection criteria, Employment Law, HR policies and procedures and to ensure all aspects of GHS/United Learning HR policies, procedures and the HR function are compliant and effective

Finance and Payroll

- collate and accurately record on Access changes to the workforce to allow the annual salary budgets to be calculated
- work alongside the Business Director in the production of forecasts and monthly monitoring of management accounts
- contribute to annual budget setting meetings and the completion of the modeller for Head Office
- manage the HR budget
- collate and prepare pay progression data; participate on and advise the annual pay moderation panel
- annually review pay and allowances with the Head, with due regard to the fair application of the pay policy and market rates
- ensure monthly payroll is completed, liaising with payroll as necessary
- advise staff on payroll queries
- check and approve monthly payroll reports

Professional Review, Training and Development

- contribute to the operation, evaluation and development of the annual professional development and review (PDR) programme for School staff with SLT
- develop management competence in middle managers, feed in to the CPD/HoDs programme
- develop provision for support staff INSET training and CPD opportunities
- review and develop the induction programmes in School and to support those who contribute to/run such programmes, and to participate in the delivery of some programmes as appropriate

Generalist HR

- provide advice and support to managers in addressing and resolving all employee relations issues including performance management, disciplinary, grievance, capability or organisational change
- oversee and lead the HR team to provide professional generalist HR advice and service for staff
- monitor sickness absence and manage absences across the school. Undertake/review return to work interviews. Oversee occupational health reviews and return to work strategies
- ensure that the data in iTrent is accurate and liaise with Head Office so useful management reports are generated
- promote the CiC Employee Assistance

HR Administration

- prepare/oversee production of contracts and amendment to contracts
- oversee and authorise annual leave in liaison with line managers
- review and update templates as necessary e.g. offer letters, contracts of employment
- undertake maternity risk assessments and oversee the provision of timely and accurate correspondence regarding maternity, paternity and shared parental leave
- contribute to the LGB reports each term

This job description is not intended to be all inclusive and the post holder will be expected to carry out such duties as the Head may reasonably require.

Person Specification | HR Manager

The post holder must hold the right to work in the UK

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| Qualifications | <ul style="list-style-type: none">• Educated to degree standard• CIPD level 7 qualified• Current chartered member of the CIPD |
| Experience | <ul style="list-style-type: none">• Proven experience of working at HR Management level, preferably within an education establishment• Experience of advising and supporting senior leaders on all aspects of people management and development, and the application of HR related policies and procedures |
| Skills and Aptitudes | <ul style="list-style-type: none">• Experienced in a range of HR issues and an understanding of these in an educational setting• Excellent people management skills with the ability to interact and influence staff at all levels• The ability to combine strategic thinking and planning with practical application• Excellent oral and written English skills• Strong IT skills including MS Office and knowledge of an HR Management Information System (preferably iTrent)• Excellent organisational skills with the ability to multi-task and work to tight deadlines• Team player• Focused on continuous improvement with a desire to improve HR ways of working to meet the school aims• An understanding of data protection and GDPR compliance in relation to processing personal information |
| Personal qualities | <ul style="list-style-type: none">• Approachable, with excellent interpersonal skills and the ability to build strong relationships with colleagues and the wider school community• Discretion and sensitivity, including respect for confidentiality• Ability to communicate confidently and professionally• A commitment to safeguarding and promoting the welfare of children and young people, and an understanding of KCSiE part 3 and compliance frameworks pertinent to an education setting.• Appropriate levels of personal presentation |

TERMS AND CONDITIONS

Contract type

Full-time

Salary

Circa £42,000

Hours of work

37.5 hours per week, 52 weeks per year

Accountability

This post is accountable to the Head

Start date

ASAP

Benefits

A range of benefits are offered including discounted cinema tickets, retail discounts, staff development, contributory pension scheme, cycle to work scheme, childcare vouchers, car lease scheme, discounted gym memberships, health and dental plans.

HOW TO APPLY

Applications

GHS 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.

An online application form should be completed and is accessible via our website:

www.guildfordhigh.co.uk/vacancies.

Any queries about the position should, in the first instance, be directed to the HR department:

human.resources@guildfordhigh.co.uk.

Closing date: 0830, Thursday 5 October 2023.

Invitation to interview

Applicants selected for interview will be informed within 10 days of the closing date for application. We do endeavour to respond to all applications; however, applicants who have not heard from the School by this time must assume that, on this occasion, their application has been unsuccessful.

Short-listed candidates will need to bring proof of their educational and professional qualifications that are necessary or relevant to the post.

All candidates invited to interview must also bring each of the following with them:

- A passport
- Current driving licence if you have one
- Full birth certificate
- Utility bill or bank statement issues within the last three months showing the candidates name and address
- Where appropriate any documentation evidencing a change of name
- Evidence of the right to work in the UK

Please be reminded that references will be requested prior to interview. Online checks will also be undertaken for shortlisted candidates in accordance with KCSIE regulations 2023.

Candidates with a disability who are invited to interview should inform the HR department of any necessary reasonable adjustments or arrangements to assist them in attending the interview.