

HARDWICK HOUSE SCHOOL

HR AND BUSINESS SUPPORT OFFICER APPLICATION PACK



HR AND BUSINESS SUPPORT OFFICER

VACANCY DETAILS

Contract Type: 37.5 hours per week (full time), 52 weeks. There will be a requirement for some hybrid working during school holidays.

Salary: £30,000 plus pension contribution

Start Date: 1st September 2025, or as soon as available in the new academic year.

Closing Date: Wednesday 6th August 2025.

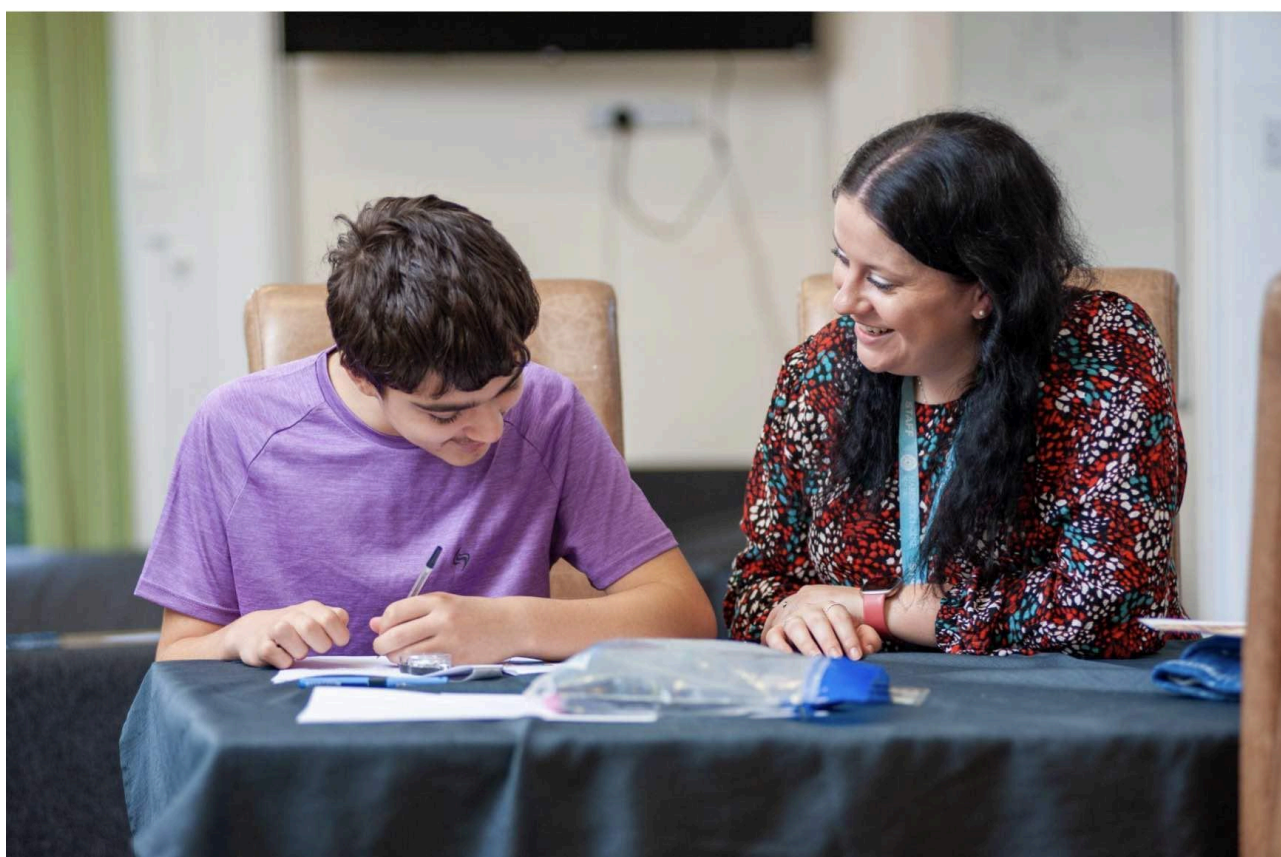
Thank you for taking the time to consider the role of HR and Business Support Officer at Hardwick House School. Within this application pack you will find information about the school and the role, a job description and a person specification. Should you have any questions, would like to discuss the position or have a tour of the school, please get in touch by phoning us on 01509 218 203 or email us at info@hardwickhouseschool.co.uk



THE SCHOOL

Hardwick House School is a small independent specialist school for learners with autism and related communication difficulties. Our children and young people attend in small groups from Key Stage 2 to Key Stage 4. Our learners have all come from mainstream settings, but their ASD has been a significant barrier and has often led to a very uneven academic and social profile. We are part of Newcome Education, a unique schools group who provide us with wider expertise and governance and our parent company is Cavendish Education.


Hardwick House School is a friendly learning community where every member is valued. We are committed to the development of our children, young people and staff.




THE ROLE

We are looking to appoint a HR and Business Support Officer to support the school and its team in delivering an effective HR function and provide wider business support. You will work in partnership with colleagues across the school including the teaching, administration, and leadership teams as well as embrace the wider HR network. The role includes:

- Working under the instruction and guidance of the leadership team to support HR administration in the school and guidance on employee relations matters.
- Working within the safer recruitment framework to ensure that all aspects of the



employee life cycle, including recruitment, are compliant and that the welfare of students is central to decision making.

- Provide business support by collaborating with the Finance Manager and leadership team to maintain relationships with local authorities and undertake quality assurance administration.
 - Support the Head Teacher in the effective management of the school's H&S compliance by co-ordinating the maintenance schedule, liaising with contractors, and working closely with the Finance Manager to support both repairs and developments.
 - Maintaining a culture of data protection and confidentiality by supporting the leadership team with updating privacy notices, data mapping, risk assessments, reporting data breaches, and efficiently dealing with any subject access requests in collaboration with the school's external GDPR support service.
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COMMITMENT TO SAFEGUARDING

Hardwick House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment are subject to an enhanced DBS check, medical check, and references.



JOB DESCRIPTION

HR AND BUSINESS SUPPORT OFFICER

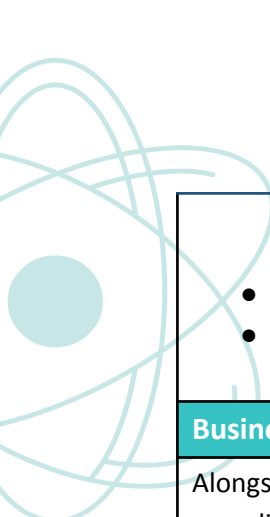
Job Purpose

The HR and Business Support Officer will support the efficient administration of the school's HR, ensuring compliance with employment legislation, and providing support on a range of HR matters. They will provide further business support by strengthening stakeholder relationships with local authorities and internally coordinating the school's H&S and GDPR compliance. They will contribute to the overall ethos, aims and values of the school, enhancing its work and promoting a positive image within the school and wider community.

HR

As the HR Officer, you will work both individually and with colleagues to support the school's current and future workforce.

- Support the Finance Manager with the administration of payroll & pensions, and deal with day to day enquiries regarding HR and pay.
- Establish a bank of HR templates and pro forma for the school which reflect best practice and procedure.
- Assist the Finance Manager and Head Teacher with the staffing budget and make recommendations for workforce planning.
- Advise the Leadership Team on employment legislation and provide support on employee relations matters, liaising with external professional advisors where required.
- Collate and organise data related to staff learning and development to identify areas for improvement, and advise on expenditure of the staff training budget.
- Arrange occupational health referrals as required, ensuring appropriate documentation is collated and any actions required are undertaken.
- Issue and update employment contracts.
- Be responsible for maintaining staff records (including absence records) providing a breakdown of staff absence and data report to the Leadership Team and data for school governors.
- Maintain all employee's information using the HRIS (BrightHR).
- Collate information on employees for the annual census (the SLASC).
- Collaborate with the Leader responsible for Staff Wellbeing and with Mental Health First Aiders to support the whole school team and contribute to a resilient workforce.
- Update the staff 'useful information' handbook to ensure effective communication to existing staff and support the onboarding of new starters.
- Provide an efficient recruitment service by raising vacancy requests for approval, writing and placing job advertisements including job descriptions, arranging interviews, providing tours of the school, arranging safer recruitment checks, and informing unsuccessful candidates to ensure the highest standards of safer recruitment are maintained.
- Collaborate with the school administrator to ensure that recruitment systems are implemented in accordance with safeguarding procedures, undertaking Safer Recruitment training to enable this oversight.
- Review and update the Single Central Register regularly to ensure it is compliant and work with the central team on the audit of this, responding to feedback.
- Collaborate with local, regional (Newcome), and wider (Cavendish Education) HR teams including the Director for People, to learn and share best practice. This role will require some



travel to regional meetings (approx. termly) as well as meetings at the central London office (approx. termly).

- Manage confidential and sensitive information relating to staff including updating the HR files.
- Attend meetings and take minutes where required, including confidential minutes and occasional out of hours meetings.

Business Support

Alongside your HR responsibilities, you will provide business support by coordinating H&S and GDPR compliance, and supporting the stakeholder relationships with local authorities.


- Ensure that policies related to H&S and GDPR are initiated (where necessary), developed, reviewed, updated regularly, and are compliant with legislation and best practice through liaising with external consultants.
- Provide advice and guidance on data protection (GDPR), liaising with external providers where needed to ensure compliant data practice from both the school and third party providers.
- Arrange training for the workforce related to GDPR, monitoring training records to ensure compliance.
- Work closely with IT services in relation to the use of ICT in the school and data protection compliance.
- Promote a culture of compliance amongst staff.
- Support the Leadership Team responsible for H&S with the implementation of the H&S policy by identifying and arranging staff training, and updating risk assessments related to the school site.
- Collaborate with the Finance Manager and facilities team to coordinate maintenance schedules, including communicating with third parties and external consultants.
- Provide business support to the Finance Manager to maintain excellent stakeholder relationships with local authorities. This includes support with placement offers, tendering processes for procurement frameworks, quality assurance documents, and any work related to contract management.

Whole School Responsibility

In addition to the specific responsibilities of this post, every member of staff at Hardwick House School will commit to:

- providing a courteous and efficient service to staff and students at all times
- undertake professional development and participate in training or other learning activities as required by the school
- the safeguarding of children and young people at all times.

The following job description is not exhaustive. It may be altered at any time in consultation with the post holder subject to the approval of the Headteacher. It is expected that all staff will work closely with the senior leadership team, to develop the role to reflect the needs and demands of the post. Confidentiality is required at all times.



PERSON SPECIFICATION

HR AND BUSINESS SUPPORT OFFICER

| Education and Qualifications | Criteria | Assessment |
|--|----------|------------|
| A recognised HR qualification e.g. CIPD, or Level 4 School Business Management, or relevant experience | E | A |
| GCSEs in Maths and English (A*-C / 4+) or equivalent | E | A |
| Evidence of continued professional development | E | A/I |

| Experience and Knowledge | Criteria | Assessment |
|---|----------|------------|
| Experience working within HR administration | E | A/I |
| Experience of working with confidential information and knowledge of GDPR | E | A/I |
| Experience of working with HR policies and procedures | E | A/I |
| Knowledge of employment law | D | A/I |
| Experience of using a management information system, preferably a HRIS | D | A/I |
| Experience of having challenging conversations | D | A/I |
| Experience of delivering effective verbal and written communication | E | A/I |
| Knowledge of HSE legislation and compliance | D | A/I |
| Experience of building relationships with stakeholders | E | A/I |

| Skills and Attributes | Criteria | Assessment |
|--|----------|------------|
| Ability to establish good working relationships | E | I |
| Excellent verbal communication skills including a professional and welcoming demeanour | E | A/I |
| Ability to work independently, at times managing your own workload and time, as well as across teams | E | A/I |
| Excellent planning and organisational skills | E | A/I |
| High standards of attention to detail and accuracy | E | I |
| Ability to meet deadlines while working under pressure | E | A/I |

| Personal Qualities | Criteria | Assessment |
|--|----------|------------|
| Compassion | E | A/I |
| Empowerment | E | I |
| Optimism | E | I |
| Authenticity | E | I |
| Connection | E | I |
| Understanding | E | I |
| A commitment to the safeguarding of children | E | I |
| A commitment to professional development and potential for further promotion | E | A/I |

Criteria Key

- E Essential
- D Desirable

Assessment Key

- A Application Form
- I Interview

