

Now Recruiting



Stamford Endowed Schools
Senior Appointment

Director of Human Resources

#greatplacetobe



Stamford
Endowed
Schools

independent schools for independent minds

FRIENDLY AND SUPPORTIVE WORK COLLEAGUES

**3 SITES ACROSS
STAMFORD**

A GREAT PLACE TO WORK

**EXCELLENT
WORKING
ENVIRONMENT**

**FAMILY
FRIENDLY
POLICIES**

**LARGEST
EMPLOYER
IN STAMFORD**

**COMMITMENT TO
STAFF WELLBEING**
WITH DEDICATED WELLBEING
GROUP AND INITIATIVES
TO SUPPORT STAFF

**DEDICATED
SUPPORT
FUNCTIONS**

INCLUDING IT, FINANCE,
MARKETING, ESTATES,
HR AND ADMISSIONS

**ALL THE BENEFITS
OF WORKING FOR
A LARGE LOCAL
EMPLOYER**

ON SITE CAR PARKING

**ACCESS TO A
CONFIDENTIAL
EMPLOYEE
ASSISTANCE
PROGRAMME**

LUNCH PROVIDED DURING TERM TIME

ACCESS TO A PENSION SCHEME

**SUPPORT FOR
EMPLOYEE
PERSONAL
AND CPD**

CAREER DEVELOPMENT

**ACCESS TO
TO STAMFORD
ENDOWED SCHOOLS
SPORTS CENTRE
FACILITIES**

**A DEVELOPING STAFF
SOCIAL SCENE**
INCLUDING JOINT SPORTS,
CRICKET, NETBALL AND
OTHER SOCIAL EVENTS

**GENEROUS
ANNUAL LEAVE
ENTITLEMENT**

Welcome to the Stamford Schools



Our unique team provides opportunities, experiences, influences and support that ignite fires within our pupils and encourages the spirit to succeed.



Commitment, care, enthusiasm and integrity underpin every aspect of life at the Stamford Endowed Schools. Our children are educated in an environment where learning is regarded as a privilege and key to unlocking all of life's possibilities.

Our teachers dedicate themselves to inspiring intellectual curiosity in the students in evermore innovative ways, whilst promoting and protecting the wellbeing of the children in their care.

As a community our Schools work in harmony, blending students of different backgrounds and broadening their horizons with the many opportunities available in and beyond the classroom. As a result, the students are equipped not only with exceptional examination results, but a wide range of experiences which prepare them for whatever path they choose in life.

Will Phelan, Principal

Supporting our Schools



As Aristotle said:
“The whole is greater than the sum of its parts.”



It would be natural to think that the staffing complement of a school such as the Stamford Endowed Schools would primarily comprise of teachers with some roles in support of the teaching teams. However just one-third of staff at Stamford Endowed Schools are teachers and the majority of staff work in our operations, professional services and teaching support departments: they work in the kitchens, the marketing office, or in finance; and they maintain the sports pitches, the computers and the school libraries. Over 300 people are responsible for providing these key services and ensuring that our three schools operate efficiently and effectively. Whatever their role, operations staff, professional services staff and teaching support staff are all part of the Stamford Endowed Schools 'One Team', and all ultimately contribute to creating a positive environment in which our pupils and staff can flourish and reach their full potential.

Dean White, Bursar

Introduction



We are a forward thinking, dynamic and people focussed organisation seeking a Director of Human Resources to join us in a senior leadership role to continue to build on and develop the excellent achievements of the department over the last few years.

Our focus is to ensure that the education provision we deliver is supported by a workforce that is empowered and valued, well planned, motivated and developed and are able to operate in a supportive and structured work environment.

We have made huge strides forward with our people agenda over recent years and have made significant investments enabling us to make Stamford a Great Place to Work and study. This is a fantastic and rare opportunity to build on the very strong foundations that have been established over recent years.

The role will be supporting a diverse workforce with over 130 different roles across the 3 schools, the staffing composition currently comprises:-

Staff Group	Headcount
Teaching	220
Teaching Support	109*
Operations Staff	167
Professional Services	45
Governors	14
Volunteers	30

*Excl. Invigilators – 30 headcount

In our last Staff Engagement Survey (November 2020) we achieved a 77% Staff Engagement rate and are currently working through a programme of communication and actions to improve on the weaker areas.

The Team

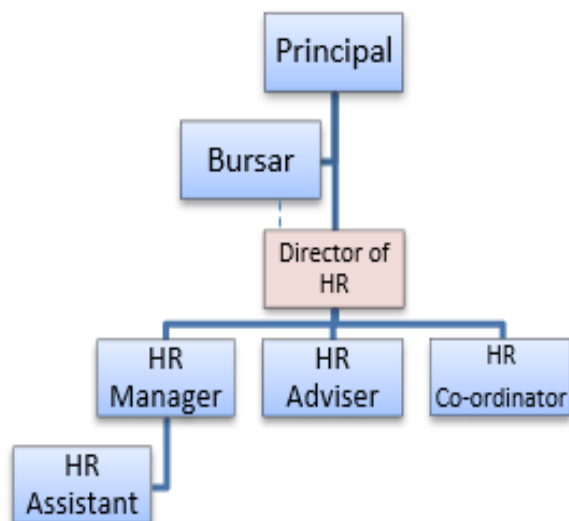


Recognising the importance, value and complexity of our workforce, there has been significant investment in our HR Function over the last 8 years. Both in professionalising the resources within the team to deliver the HR service, and through the implementation and development of systems such as Cascade HR and the Networx on-line recruitment software to support the work of this key core professional services department.

This is a high performing department comprising 3.70 fte, (including the Director of HR) a combination of full and part time roles with two of the team being professionally qualified and one currently studying.

The Director of HR reports to the Principal but has a close working relationship with the Bursar, the Senior Executive Team, other professional Services and Operations Heads of Departments, Senior Management and Leadership Teams.

The HR Department Structure



The Role



The role provides a unique blend of strategic and operational focus requiring significant experience as a full HR Generalist. A stand-alone role that requires a pragmatic, resilient and confident individual, able to make decisions and be an advocate for professional HR practice whilst effectively managing potential financial and reputational risks to the school, the staff and other stakeholders.

This is a demanding role, operating in an ever changing business environment. It requires creativity in managing resources to the best effect, an ability to work in the 'grey', to quickly gain an understanding of the education sector and associated cultures and the ability to deliver strategically and operationally, but also be a professional guide and support to staff in their roles and as employees of the School.

The School has two communication bodies within which the HR Director participates. We enjoy good relationships with the NEU, working in partnership when situations demand.

We are committed to effectively engaging with our staff and the role provides vast opportunities to lead and drive the engagement agenda including the bi-annual staff survey, the staff wellbeing agenda (through an established Wellbeing Group), Inclusion programme (launching September 2021) and Staff and Long Service Recognition Awards.

We have been using the Discovery Insights Behavioural Profiling Tool for some time, to help our people understand themselves and others at work and in building team effectiveness. We see this as an important part of developing as an organisation and will be building our internal capability to deliver this going forwards.

Recent investment in some additional resource within the HR Team means that we will be looking to the new Director of HR to focus on building and implementing a school-wide learning and development strategy across all staff groups, linking to our overall strategic plans.

The Responsibilities



RESPONSIBILITIES

- Develop and implement HR initiatives in line with the Schools Strategic direction and objectives.
- Lead and manage the HR Department ensuring that the HR Resources are fit for purpose, well supported and developed.
- Lead on special projects and communicate and direct on strategy and implementation
- Ensure legal and sector specific compliance is met in all HR activities including supporting excellent and effective safe recruitment practices, directing the department in supporting the Heads and senior managers to deliver a compliant SCR including presenting relevant evidence for regulatory checks and inspections.
- Control the HR budget and report on current and future staffing costs and initiatives
- Devise recruitment strategies and oversee their implementation. Be involved in the process of senior hires where necessary.
- Ensure that the pay and reward mechanisms are fit for purpose, advising on any areas for development.
- Give counsel and oversee complex employee relations issues such as grievance and disciplinary cases and manage difficult cases with professionalism and with the interests of the School and the staff in mind.
- Represent the HR department consistently and with professionalism, interfacing with the senior teams and workforce with confidence and skill.
- Update and review all HR policies, procedures and guidelines and enforce the Schools values.
- Present relevant workforce data to Governor Committees as required.
- Liaise with Staff Development colleagues on the provision of appraisal systems and processes. Be instrumental in directing staff development and training strategies in conjunction with the Bursar and Principal.
- Support the smooth transition of organisational change and development, ensuring that all legal and policy provisions are followed.
- Be responsible for the effective management of the HR and Recruitment Budgets.
- Develop effective partnerships, networks internally and externally to ensure the most effective provision of the HR service to meet the needs of the school.

Candidate Specification



ESSENTIAL

EDUCATION/QUALIFICATIONS

- Educated to degree level or equivalent level of experience
- Minimum of Chartered CIPD Membership
- Relevant Leadership qualification

EXPERIENCE

- Experience of leading from the front, implementing initiatives, managing a team and successful projects.
- Proven experience of managing multiple operational demands
- Significant previous senior HR management experience within an organisation of similar size and complexity with commensurate issues (recruitment, training and development, appraisal, performance management, sickness absence, restructuring, etc).
- Familiarity with drafting policies and guidance.
- Experience of negotiating complex agreements.

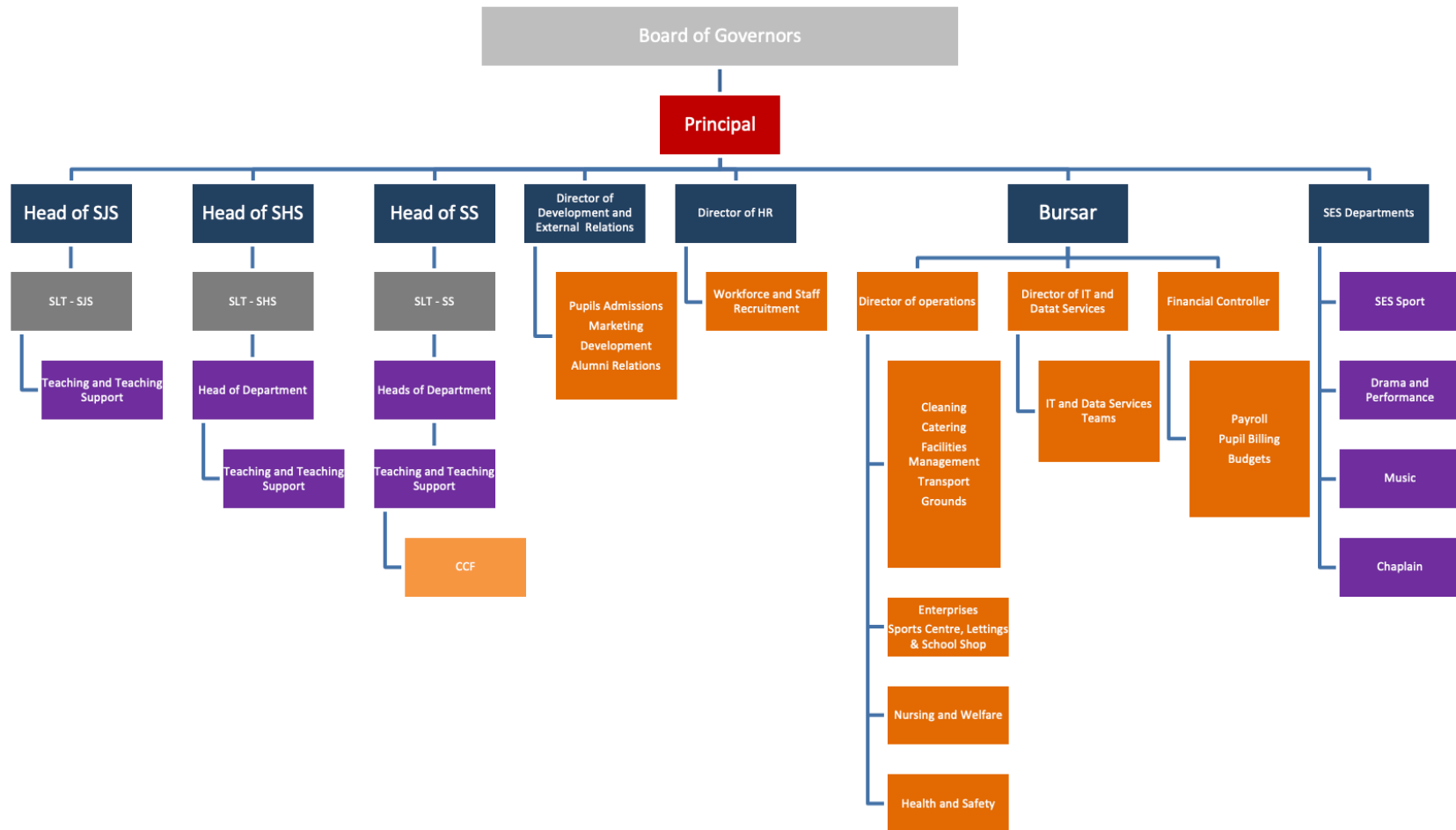
SKILLS AND ABILITIES

- Excellent communicator – both in writing and verbally, and in delivering presentations to different audiences – with the ability to instil confidence in all.
- Ability and desire to see (and influence) the overall picture while having an unfailing eye for detail.
- IT Skills: Good skills in Word and Excel. Experience with HR Databases and Cascade HR would be a distinct advantage.
- Ability to work at the same time independently and collegially.
- Ability to build positive relationships with a diverse range of staff.
- Able to support sometimes outside the remit of the role, supporting others in the school and the wider business.
- Demonstrate a high degree of emotional intelligence, able to read situations and people well, able to offer advice that is pragmatic and solution focused.

DESIRABLE

- | | |
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| <ul style="list-style-type: none">• Experience in a senior business partnering capacity within a complex organisation• Evidence of recent CPD | <ul style="list-style-type: none">• Experience of working with Discovery Insights Tool/ willing to train as a facilitator• Previous experience of working in the Education sector |
|--|--|

Reporting Structures



Working Arrangements



JOB TITLE

Director of HR

REPORTING TO

The Principal

HOURS OF WORK

Monday to Friday – basic 37.5 hours per week although the post holder will be required to work to the demands of the role which may at times mean undertaking some work outside of normal hours.

SALARY

Circa £55k per annum

WORKING ARRANGEMENTS

52 weeks per year

ANNUAL LEAVE

25 days annual leave rising to 28 days after 5 years' service, 10 bank holidays which includes 2 additional SES holiday days.

During the Christmas break the school will be closed for a period during which 2 or 3 compulsory annual leave is to be taken - confirmed dates will be advised each year.

Generally all annual leave should be taken during the school holiday periods without exception.

OTHER ARRANGEMENTS

- Excellent working conditions
- Assistance with relocation expenses
- A free school lunch during term time periods*
- Support for training and development and an annual review programme
- Assistance with school fees
- Access to an Employee Assistance Programme for staff. 24:7:365 advisory telephone advice service and telephone counselling.
- Contributory Pension Scheme with employer contributions
- Access to SES car parking facilities
- A programme of Stamford Lectures and other staff social events (subject to social mixing arrangements)

*Non contractual arrangement

The Application



Candidates should apply via the School's website
www.stamfordschools.org.uk/about-stamford/vacancies

If you would like an informal discussion about the role please contact Mrs Cattell, PA to the Principal on 01780 750310 to arrange a convenient time to speak to the Principal, Mr Phelan.

Closing date for applications is Thursday 16th September 2021.

Interviews will be held week commencing Monday 20th September 2021.



An Historic Location



Stamford was named the ‘Best Place to Live in Britain’
in the Sunday Times.

Stamford is an exquisite, historical market town which has been voted by The Sunday Times as ‘The Best Place to Live in Britain’. It nestles quietly in the countryside on the border of Rutland, Lincolnshire, Cambridgeshire and Northamptonshire and close to landmarks such as Rutland Water and Burghley House.



Our Schools



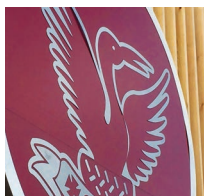
The Schools are a part of the great heritage of Stamford and a symbol of its vibrancy and evolution. Established in 1532, the Schools have undergone many changes but have consistently provided a first-class education.

Today the Schools remain interwoven with Stamford life, to which our students, teachers, parents and staff contribute greatly. At Stamford we have one simple and overriding aim, that is to inspire our students and light fires within them.

The schools educate 1650 pupils at the co-educational Stamford Junior School for children

aged 3-11, Stamford High School for girls aged 11-18, and Stamford School for boys aged 11-18.

The sixth form which teaches boys and girls together across the two senior schools. Stamfordians leave here poised for success in the real world - quietly confident, kind, positive, hardworking, unassuming and resilient. We are independent schools nurturing independent minds.



Additional Information



INDUCTION AND DEVELOPMENT

We are committed to supporting the development of all staff. All staff attend a new starter induction programme and undertake reviews with their manager during the 6 month probation period. We have an annual review process within which individual training and development needs are identified. We work closely with local training providers to support the attainment of relevant formal qualifications.

CONTACT US

Further details can be found on the School's website www.stamfordschools.org.uk/about-stamford/vacancies Any queries related to this vacancy can be directed to the HR Office on 01780 484267/273.

SAFEGUARDING

The Stamford Endowed Schools are actively committed to safeguarding and promoting the welfare of children. 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).



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facebook.com/stamfordendowedschools • [twitter.com/@spedenews](https://twitter.com/spedenews)