

"An individual approach to academic success"

HR & Compliance Officer

Full-time (52 weeks)





Safeguarding

Manor House School is committed to safeguarding the welfare of children and young people for which all staff share responsibility. We have an extensive policy regarding safer recruitment practices which ensures those unsuitable for working with children are identified at the initial stages. All staff in regulated activity with pupils are subject to the standard pre-employment checks including an enhanced DBS check. Volunteers and visitors are also subject to identity checks.

All staff have a responsibility for safeguarding the students with regular training and updates when required.

You may be liable to prosecution if you are found to be included in the Disclosure and Barring Service's/Disclosure Scotland's or on the Children's Barred List and engage, seek or offer to engage, in work which either involves contact with children or any opportunity for contact with children.



Dear Applicant,

Thank you for taking time to consider applying for the HR & Compliance Officer role. I hope that after reading the enclosed information you will be excited and encouraged to join our team. We are seeking to appoint for the Autumn Term 2021 and encourage applications from those currently working in school's alongside those from other industries.

The successful candidate will be an HR professional who has a passion for education and the ethos of our school.

Manor House School is a fantastic place in which to work. The pupils are highly motivated and fully engaged in the life of the school. We have a strong and experienced body of staff who are willing to work hard to ensure positive learning experiences for our students and very supportive parents. We are truly committed to the importance of Academic Advancement and have a highly successful department achieving outstanding outcomes for all pupils. I am looking for someone who will be committed to excellence and supportive to the administration department as a whole.

All staff take on the responsibility for maintaining a positive atmosphere around the school on a day-to-day basis and modelling the qualities and values that we believe are important to encourage a love of learning and academic excellence.

I believe that this is an ideal post for someone who is ambitious, prepared to work hard and who is firmly committed to girls' independent education.

I very much hope that after your initial investigations, you can see that this role and school will provide the right candidate with a significant career opportunity and I trust that you are encouraged to apply.

Ms Fantham
Headteacher

About Us



Manor House School is nestled in seventeen acres of magical gardens, woodlands and sports fields that makes our beautiful school a very special place to learn and grow. The magnificent country house, complemented with state-of-the-art educational facilities, is brought alive by the creative and positive energy of the pupils who choose to learn here.

We are a selective independent school for ages 2-16 years (with boys in the Nursery and Kindergarten), located in the village of Bookham, Surrey. We are members of the Girls Schools Association (GSA) and have an on-site Nursery, Prep School (Lower and Upper) and Senior School.

Manor House School is easily accessible from Leatherhead, Ashted, East and West Horsley, Cobham, Guildford, Dorking, Epsom and the surrounding Surrey villages. A comprehensive and efficient school bus service transports girls to and from various locations in the mornings and afternoons from as far southwest as the historic town of Guildford through to Wimbledon and London connections.

Our vision is to always ensure that pupils leave Manor House School with the confidence to pursue their dreams and ambitions, with qualities that ensure integrity and kindness and with experiences that foster a better understanding of democratic ideals and responsible citizenship.



School Life

Our full curriculum inspires a lifelong passion and love of learning and our girls' results consistently exceed expectation, but there is far more to school life here.

The Manor House School experience enables all our students to happily develop confidence and maturity at their own pace whilst taking part in an exceptionally broad range of extra-curricular clubs, sport and enrichment activities including school trips, clubs, productions and outdoor activities.

Our termly calendar is packed full of events both during and outside of our typical school day. Within our website pages, you can find out more about our day to day life, including our sport provision and our renowned approach to pastoral care, as well as view some photographic memories in our photo galleries section.

School life is busy and fulfilling and underpinned by a fantastic parent body in the form of our Parent Association and the Friends of Manor House School, who, together with our staff and pupils, always makes Manor House School an unforgettable experience.



Our Values

A Love of Learning

Academic
Excellence

Unforgettable
Experiences

Individual
Challenge

Happy and Healthy

Creative and
Collaborative

Future
Leaders

Our School maxim- “an individual approach to academic success” is brought to life in our aim to develop happy young women who believe in their abilities and achieve their personal best.

Our seven core values, seen opposite, underpin our school maxim “To love is to Live”.

We are proud of our beautiful facilities, our academic excellence, our technology to support learning and our achievements in a wide variety of activities and pursuits. GCSE and Prep School results are well above average and our staff are fully committed to supporting and advancing every girl academically, whilst ensuring that she is happy and participative and excels in a range of activities.

The positive and nurturing environment fosters a happy and healthy outlook and unforgettable experiences help to forge character and ensure individual challenge.



Our Team Benefits

Manor House School employs over one hundred staff in varying roles; all of which contribute to the success of the school.

The beautiful grounds and community atmosphere of Manor House School make working within our team very special. The pupils are highly motivated and fully engaged in the life of the school. We have a strong and experienced body of staff who are willing to work hard to ensure positive learning experiences for our students and very supportive parents.

Benefits at Manor House School alongside our free parking include:

- access to great support and facilities including an iPad to support teaching and learning
- enthusiastic and intelligent pupils who enjoy learning
- excellent standards of classroom behaviour
- favourable school holidays
- small, safe environment
- well-resourced professional development programme
- access to our tennis courts and outdoor pool
- well-being programme including access to a 24 hour employee assistance programme
- complimentary lunch in the staff dining area with tea and biscuits at 4pm
- significant reduction of fees for own children attending Manor House

Job Description & Person Specification

Reporting to

The HR & Compliance Officer is a member of the non-teaching staff, who reports to the Bursar. This is a standalone position, which includes Health & Safety (H&S) and some elements of Data Management, in addition to HR & Compliance. The HR & Compliance Officer contributes to the broader work of the Administrative Support Team.

Hours

Monday to Friday 8am-4pm (30 minutes for lunch), 52 weeks per annum with 5 weeks holiday plus bank holidays.

Job Purpose

The appointment of the HR & Compliance Officer is pivotal to the success of the School.

The post-holder will need to have the knowledge, confidence, and skill to lead, influence and advise staff at all levels in matters of HR, Compliance, H&S and Data Protection. The incumbent must be a credible HR professional who is comfortable with the wider, more general responsibilities incumbent on a senior member of staff in an educational organisation.

The post offers a considerable opportunity to play a major role in the School's future development and the key responsibilities in this job description are indicative rather than exhaustive.

Principal contacts

It is expected that the HR & Compliance Officer will provide regular briefings to the Headteacher, Deputy Head and Bursar, although you will be expected to engage with all members of staff. You will also support the appointed Data Protection Officer with an overall view of the aspects of data protection within the school and any breaches.

Key Responsibilities

HR Strategy

- Work with the Headteacher, Deputy and Bursar in developing a vision and strategy for HR across the School.
- Implement HR strategy once it has been approved by Senior Leadership Team.
- Review, update, create and manage the introduction of all HR policies in the light of approved HR strategy.

HR Administration

- Maintain a full suite of HR policies.

- Ensure all personnel files are up to date and organised.
- Absence administration.
- Issue contracts, offer letter and all other administration attached to HR

Recruitment & Selection

- Maintain the Single Central Register accurately.
- Be responsible for end-to-end recruitment including all associated administration.
- Work closely with the Bursar, the Finance Officer and the Headteacher's PA, to ensure that the School's recruitment procedures and records are effective, and, in particular, meet Safer Recruitment requirements.
- Conduct all administration of the recruitment & selection process, including compilation of all recruitment packs and adverts being mindful of different job boards for different positions.
- Be responsible for all pre-employment checks as recommended by KCSIE, ISI and safer recruitment practices.
- Be responsible for the recruitment budget.

Training & Development

- Conduct a training needs analysis as necessary.
- Contribute to and develop the School's staff training policies.
- Organise any training requests from SLT.
- Continue developing the school training matrix to ensure compliance with ISI and H&S
- Work with the Deputy Head and Bursar to ensure the effective induction of new staff.
- Advise the Headteacher, Bursar and Deputy Head on appropriate staff training and development procedures as required.
- Keep all training records up to date.

Remuneration & Benefits

- Keep under review and advise the Headteacher and Bursar on the range of benefits and 'salary packages' available to staff.
- Ensure timely and accurate preparation of information for Finance to issue payroll.

Performance Management

- Work with the Headteacher and Bursar to ensure the effective performance management and appraisal of all staff.
- Work with the Headteacher and Bursar to ensure that the Staff Code of Conduct is appropriately and effectively applied and is well-communicated to staff.
- Advise senior managers on the correct procedures to be followed in managing staff absence and sickness.
- Lead or support any disciplinary investigations.

Disciplinary & Grievance Procedures

- Update and advise the Bursar on appropriate changes to the School's Grievance and Disciplinary Procedures.
- Ensure that appropriate documents are prepared in advance of grievance and disciplinary hearings.

HR Processes & Information Systems

- Be accountable for the development and management of HR processes and HR information systems at the school.

Health and Safety

- Champion H&S in the workplace.
- Work with the Bursar in further developing a strategy and in maintaining the culture for H&S across the School.
- Support the Bursar and site manager in the implementation of the approved H&S system, using external consultation as necessary.
- Organise and keep record of all H&S committee meetings, providing full admin support.
- Review, update, create and manage the introduction of all H&S policies in the light of approved H&S strategy.

Compliance

- Update and advise the Headteacher and Bursar accordingly on HR legislation, guidance and best/good practice.
- Ensure compliance with HR legislation, guidance and good practice, Independent Schools Inspectorate requirements and the School's HR policies.
- Ensure the school is following all ISI guidance on compliance inspections and preparations for inspections.
- In consultation with the Bursar, liaise with the School's HR lawyers as appropriate.
- Attend HR employment updates as necessary.
- Provide full support to the Data Protection Officer and be well-informed of all legislation changes.
- Keep the Declined permissions document for pupils and staff up to date.
- Update and advise Headteacher and Bursar on H&S changes and best/good practice.
- Monitor and support policy reviews with Head of Department or person responsible.
- Report to the Headteacher and Bursar on policy schedule and issues.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend, those concerned will be consulted.

Job Specification

Qualifications Education & Training	Essential	Desirable
GCSE Maths or equivalent	✓	
GCSE English or equivalent	✓	
CIPD level 5 or equivalent	✓	
First Aid		✓
Experience Skills & Knowledge	Essential	Desirable
Suitability to work with young children; ability to maintain appropriate boundaries with children	✓	
Manage a varied workload		✓
Excellent phone manner	✓	
Excellent organisation skills	✓	
Ability to work as a team when required	✓	
Advanced interpersonal skills and the ability to cultivate positive and effective relationships with all key stakeholders	✓	
Ability to manage own time effectively, organise and prioritise work and the ability to respond quickly to unexpected changes in priority	✓	
IT Literate with skills in MS Word and Excel,	✓	
Well-developed verbal and written communication skills with good standards of literacy, spelling and grammar	✓	
Personal Characteristics	Essential	Desirable
A high degree of professional judgement, common sense and initiative	✓	
Emotional resilience	✓	
The ability to be confidential	✓	
Warm personality with a sense of humour	✓	
Ability to be flexible around deadlines	✓	



Application Process

Please submit your application form via the recruitment platform.

If you would like to write to the HR department, please contact them on:

HR Department
Manor House School
Manor House Lane
Bookham
Surrey
KT24 4EN
ejrose@manorhouseschool.org

If you have any further queries, please contact the HR department via the email above
or call: 01372 455361

For any other enquiries please contact our main office on 01372 458538 or visit
www.manorhouseschool.org