



**ST PAUL'S**  
GIRLS' SCHOOL

## **Job Description**

Director of Human Resources

Full-time, permanent

Required as soon as possible.

Competitive salary

### **The role**

The School seeks to appoint a Director of Human Resources to take up post as soon as possible.

The successful candidate will be an individual of exceptional quality, vision, and energy, who will have responsibility for the day-to-day operations within the HR Department. They will work closely with a small team including HR Officer, HR Administrator, and a HR Assistant, and seek to deliver an excellent and efficient service for the school.

### **The School**

St Paul's Girls' School is one of the country's leading independent schools for girls aged 11-18, with approximately 775 students. It is an extraordinary school, offering a classical yet forward-thinking education, rooted in a love of academic discovery and enriched by a broad co-curricular programme, nurturing wellbeing provision and a strong commitment to partnerships and community initiatives. Aspirations and achievements go well beyond what one would normally expect from a school, making St Paul's a very exciting, lively and stimulating place in which to work.

Full details of the school, including our curriculum and public exam results, are available on our website at <http://www.spgs.org>

### **The Director of Human Resources is responsible for:**

- HR Systems and Processes
  - Induction Process
  - Probationary Reviews
  - Investigation and Employment Law advice
  - Exit interviews.
  - Appraisal training
- Employee Relations
  - Capability, Disciplinary and Grievance procedures – including investigations.
  - Harassment
  - Sickness absence
  - Maternity/paternity



**ST PAUL'S**  
GIRLS' SCHOOL

- Occupational Health liaison
- Elements of staff welfare
- Staff news
- Recruitment
  - Adverts and interview schedules
  - Shortlisting
  - References
- Contracts
  - Paperwork, including offer letters
  - Liaison with payroll
- Project Work, including
  - Review of Appraisal process
  - Review of recruitment systems
  - Review of pay spines.
- Strategy
  - Equal opportunities and Equality monitoring
  - Inclusion and Diversity
  - Compliance
  - HR systems and software
  - Pipeline

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> <li>● An understanding and proven experience of strategic Human Resources Management.</li> <li>● Excellent written and verbal communication skills.</li> <li>● Strategic and forward-thinking with an agile approach.</li> <li>● Demonstrable ability to plan, prioritise and execute SMART objectives and to focus effectively on the highest priority tasks.</li> <li>● Good people management and knowledge of employment law.</li> <li>● Excellent understanding of recruitment and employment practices.</li> <li>● Strong project management skills.</li> <li>● Financial acumen and significant budget management experience.</li> </ul>	<ul style="list-style-type: none"> <li>● University graduate.</li> <li>● Experience of working in an independent school or education setting.</li> <li>● CIPD Level 7</li> </ul>



ST PAUL'S  
GIRLS' SCHOOL

<ul style="list-style-type: none"><li>• Strong computer literacy with good facility in using Microsoft, and other specialist programmes.</li></ul>	
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"><li>• Dynamic, resilient and forward thinking with a strong integrity base.</li><li>• Ability to build trust and collaborative relationships with both internal and external parties.</li><li>• Ability to communicate persuasively, build rapport and gain the support of all people.</li><li>• Strategic judgment with mental agility and a solutions-based approach.</li><li>• The vision, energy, and ability to inspire and motivate others and build a cohesive team.</li><li>• Excellent organisational and administrative skills</li><li>• Capable of multi-tasking and working under pressure with accuracy and attention to detail</li></ul>	<ul style="list-style-type: none"><li>• Leadership experience</li></ul>
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"><li>• Committed to safeguarding and promoting the welfare of children and young people.</li></ul>	<ul style="list-style-type: none"><li>• A satisfactory Enhanced Disclosure from the DBS (will be required if not already in place)</li></ul>

**Reporting to Deputy Head, Director of People and Diversity.**