



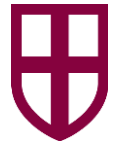
St George's

WEYBRIDGE

Candidate Information Pack

HR SYSTEMS MANAGER

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 2-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating over 1,600 students across the two school sites. Both Schools had full ISI inspections in December 2019 and rated excellent in all categories.

St George's Weybridge is proudly and unequivocally a 2-18 co-educational school where children can learn and grow into kind, considerate adults who make a positive contribution to society. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Together with our Josephite ethos, these are what make St George's unique – and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from all faiths and none, whilst maintaining our strong Catholic identity. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.



"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's, and continuous professional development is actively encouraged and supported.

St George's Weybridge prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff. We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

Facilities

The grounds of St George's Weybridge are stunning, with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark – a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- College Science Block – providing first-class science teaching facilities, as well as modern preparation rooms.

"I'm proud to be a part of the St George's family; everyone has been very supportive & friendly. I truly enjoy working here as there is great variety and I particularly love watching the deer run across the field when I arrive early in the morning!"

Elif



"I hadn't worked in education before. The recruitment pack had all the information I needed before starting to work. I was made to feel extremely welcome and nothing is too much trouble".

Mauricio

"Recently leaving a FTSE 100 company after 16 years to join St George's was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"

Leila



The Role

Job Title:	HR Systems Manager
Line Manager:	Director of Human Resources
Responsible to:	The Bursar
Salary:	Up to £27,000 (£45,000 FTE)
Hours:	24 hours per week, over three or four days, Monday to Friday. Flexibility around working hours is possible, and some home working once established in the role.
Contract:	Permanent, 52 Weeks per year

Summary of the role:

The HR Systems Manager is an exciting new role at St George's Weybridge, having initially launched iTrent as our HR Information System in September 2023, we continue to implement new features to maximise our use of the platform. Payroll, absence management, and employee self-service are already well established and we are now looking to implement recruitment and onboarding followed by performance management. As we enter this next phase, the HR Systems Manager will further enhance our use, build our capability including custom reporting, and lead the platform from implementation into business as usual.

Main duties & responsibilities:

- Provide and oversee an efficient and effective HR systems administration and management information service within the HR team. Working closely with the Director of HR, and other stakeholders, the post holder will manage and coordinate the delivery and continuous improvement of management information and systems (both IT based and manual systems) in HR.
- Be responsible for the development of the HR systems ensuring they and associated tools meet the objectives of the HR Department and the Schools.
- Responsible for the administration of the HR and payroll system (iTrent) including maintenance of user access, security profiles, amending table structure, maintaining organisational structure, user defined screens / fields and associated work flows / batch processing and data cleansing.
- Ensure that existing HR systems and related business processes (including HR workflows) are thoroughly documented and continually reviewed to meet the needs of the Schools – to include drafting user guides and training materials.
- Assist in the preparation and submission of the annual census return – undertake the annual data collection for the return – ensuring data quality and timely submission. Where required, to investigate, resolve and respond to all queries through to sign-off stage.
- Oversee and manage updates/upgrades to iTrent with internal stakeholders, ensuring new releases are thoroughly tested and actions documented. Raise and progress to resolution any incident or issues with the relevant system service desk.



The Role cont.

- Working with the Director of HR, contribute to business cases and other requests with colleagues to implement new, or improve existing systems (e.g. people manager self-service, performance review, online recruitment and onboarding). This includes but is not limited to automating processes, creating / testing new workflows and utilising mail merge.
- Monitor / review the service levels received from external systems providers (e.g. MHR) and act as the day-to-day contact and oversee the change control and resolution process.
- Produce HR metrics and staff related information reporting (e.g. for Equal Pay audits, Equality & Diversity Information Reports, external returns such annual census returns (e.g. sickness absence, ethnicity pay gap). Be responsible for all major external statutory reporting, such as ONS, Gender Pay Gap and work with wider colleagues on returns.
- Develop the reporting functionality to provide HR information and create reports (using appropriate tools) for use by the HR and Finance team, senior and middle managers across the Schools to inform management decision making (to include reports for use by the Board of Governors, and the Remuneration Committee).
- Play a key role in the effective benchmarking of people management practices through providing management information and completing associated returns ensuring timely submission.
- Ensuring that HR records and information comply with relevant data protection and other legislation.
- Support other HR activities and deliver appropriate information and systems services to other areas of the School community (in line with any agreed Service Level Agreement), as required.
- Ensure high quality data integrity within the HR Information Systems.
- Working collaboratively with stakeholders to ensure that the transition from implementation to business as usual (BAU) is planned and structured.
- Participate actively as the HR representative on internal working groups and also external working groups relevant to the organisation (such as HRIS / MHR user groups).
- Work with other colleagues in HR, bringing information and systems knowledge and expertise to a variety of HR projects and initiatives and work collaboratively with colleagues across the Schools when required and manipulate other software to support the delivery of such projects (e.g. Survey Monkey and Staff surveys).
- Identify opportunities to champion the new system, finding solutions to long standing issues, engaging colleagues in hard-to-reach areas and ensuring that every colleague understands that this system will make their working life better and easier.
- Train / brief others on the use of iTrent, its functionality and the development of guidance notes / training.
- Anything reasonably requested by the Director of HR, Head, the Bursar, or the Board of Governors.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.



Person Specification

Knowledge and Experience:

Essential Criteria

- Knowledge of iTrent HR and Payroll software platforms
- Advanced user of Excel
- Ability to understand and interpret business needs and identify the most appropriate data source to support analysis
- Experience of developing reports and dashboards

Desirable Criteria

- Independent school experience

Skills and Abilities:

Essential Criteria

- Data analysis skills
- Experience handling confidential, sensitive data

Personal Qualities:

Essential Criteria

- Ability to work under pressure to meet deadlines while managing multiple deliverables with attention to detail
- Interpersonal and engagement skills; ability to deal with stakeholders throughout the organisation and able to present information in a clear way to different audiences



Benefits (Non-Contractual)



Pension

Subject to meeting the qualifying conditions, all Business Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge currently doubles the employee contribution up to a maximum of 10% (trebling to 15% for long-serving employees). Teaching staff have access to the Teachers' Pension Scheme. Teaching colleagues also have the alternative option of access to a Defined Contribution Scheme with flexible level of contributions made via Salary Exchange.

Flexible Working

Depending on the nature of your role, we will consider flexible working arrangements as a way to meet your needs as an employee. This can include flexible start and finish times, compressed hours, working from home or working part time.

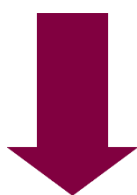


Medical Support and Employee Assistance Programme

The Benenden Cash Plan provides support with everyday healthcare by providing money back on routine healthcare costs, as well as an Employee Assistance Programme including a free confidential counselling helpline available 24/7.

Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for holiday camps and activities hosted at St George's Weybridge. In addition, a number of local shops and retailers offer discounts to staff at St George's.



Fee Remission

Staff may be eligible for School Fee Remission for their child(ren) joining either St George's College or St George's Junior School after the date employment commences. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. The entitlement commences from the beginning of the first full term in which the child(ren) join either School and is not contractual. Full details of the scheme are available from the HR Department.

Life & Personal Accident Insurance

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to a multiple of annual salary. In addition, insurance is in place in the event of an accident leading to permanent disability or injury.



Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Parking is provided free of charge when at the College campus.



Employee Loans

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.



Conditions of Employment

Initial Period of Employment

Business Staff: Six Months

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

Notice Period

One week on either side during the Initial Period of Employment, thereafter, three months.

Pre-Employment Vetting Checks

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from current and previous employers.

Safeguarding Children

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to, and ensure compliance with, the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

Dress code

Staff are expected to wear smart business dress and conform to the St George's Dress Code. These norms are relaxed during school holiday time and INSET.

Additional Working

There is a requirement for attending Open Mornings and on occasion Carol Services, Prize Giving and evening events as may arise from time to time.

Place of Work

The post-holder will be based at the College with an expectation of flexibility, when required, to work at the Junior School.

Data Protection and Confidentiality

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

No Smoking Policy

St George's College and St George's Junior School operate a no smoking policy.



How to Apply

To find out more about the post or the school, in the first instance please contact Jo Lander, Director of HR, for a confidential discussion:

Tel: 01932 839300

Email: jlander@stgeorgesweybridge.com

Applications are encouraged as early as possible on the enclosed form and emailed together with a covering letter to humanresources@stgeorgesweybridge.com.

Key dates

Closing date for applications:

Monday 14 October 2024

Please note applications may be reviewed upon receipt, and candidates invited to interview before the closing date.

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, [Safeguarding Policies](#), [Recruitment Policy](#), [DBS Code of Practice and Associated Policies](#) which are available at: <http://www.stgeorgesweybridge.com/further-information/employment-opportunities>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with current and past employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community – our "Georgian family" inspires everyone to be the very best version of themselves and to succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.



