

HR Director

The BRIT School

For nearly 30 years the BRIT School has not only seen the success and development of many students, but also many incredible staff. As a school we are so fortunate to be surrounded by like minded and talented individuals who are not just teachers but leaders in their fields of expertise.

Our unique and dynamic school is looking for a people centred generalist HR Professional to continue to develop and lead the HR function and the excellent care for our staff across the school.

Based in Croydon, we are proud of our past and excited for our future. If you are to, this could be the role for you.

The successful candidate will be CIPD qualified and have experience of leading an HR function in a similar environment. They will be calm under pressure, a quick thinker and able to advise and care for staff at all levels within the school.

The Brit School runs a 5 Term academic year with some school holidays falling at different times to the usual Local Authority school breaks.

Please see our website for further details of our term dates.

HR Director

The BRIT School

Applicant Information Pack

Closing date

Midnight 24th January 2021

Interview date

Week of the 1st February 2021

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Job Description

Job Title	HR Director
Department	Human Resources
Grade	Band 10
Hours of Work	Full Time
Contract Type	Permanent
Responsible to	The Principal
Responsible for	HR Officer
Job Overview	Coordinates and is responsible for the implementation of services, policies, and programs through Human Resources staff; assisting and advising SLT and managers on all Human Resources matters.

Originates and leads Human Resources practices and objectives that will provide an employee-centered, fair and transparent, high performance culture that emphasises originality, responsibility, ambition, inclusive and kind working environments for all, ensuring the ongoing recruitment and development of a unique and passionate workforce.

Key Responsibilities

These to include:

Departmental

- Oversee and monitor HR administration to continue high professional standards and procedures. Alongside the HR Team, identify opportunities for improvement.
- Manage HR Team, encouraging the ongoing development of the HR staff, including annual performance management as well as ongoing development opportunities.
- Responsible for the monitoring of the annual HR budget, communicating effectively with the Finance team to ensure all outstanding payments are paid on time.
- Conduct a continual review of all Human Resources policies, programs, practices and procedures. Ensuring any changes or new policies are taken through the Union representatives, Personnel Committee and Governors.
- Lead the development of departmental goals, objectives and systems in line with the school improvement plan.
- Prepare and maintain reports as are necessary to carry out the functions of the department. Prepare periodic reports for, Senior Leadership Team, Personnel Committee and Governors as necessary or requested.
- Develop and administer programs, procedures, and guidelines to help align the BRIT family with the strategic goals of the school.

Operational Oversight

- Oversight of the DBS process and the DBS Central Record system, ensuring it is being updated regularly by the HR Officer and that all DBS renewals are completed in good time. Ensuring all staff have an up to date and clean DBS before they begin work with the school.
- Oversight of and ensuring the HR Information database is maintained and updated by the HR Team.
- To ensure that all HR policies, programs, practises and procedures are carried out and operated effectively at all levels within the school.
- To be a conduit for Managers and staff ensuring that any employment or people issues are resolved as swiftly as possible.
- Responsible for the efficient payroll administration for staff changes and communicating this with Finance efficiently and effectively.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of staff morale and motivation.
- Conducts investigations when employee complaints or concerns are brought forth in line with relevant policies and procedures.
- Responsible for the implementation of the Annual Performance review process, including training of managers, dealing with disputes, and advising SLT on the process throughout and in line with the performance related pay policy.
- Act as mediator in employment disputes as appropriate.
- Continue to be a source of advice and guidance to SLT and Managers and all staff in employment matters.
- Liaise and build a relationship with the schools solicitors to ensure employment law is sought and adhered to when required.
- Responsibility for the coordinator of the schools recruitment process, ensuring the HR Team are following best practise at all times. Reviewing processes regularly with the team to ensure the schools employment processes are excellent.

- Partner with the senior leadership team to communicate Human Resource policies, procedures, programs and law.
- Formulate and recommend Human Resources policies and objectives for the company with regard to employee relations.
- Advise and/or lead on any disciplinary, grievance or capability procedures, including undertaking investigations as appropriate.
- Oversee the development of and be involved in of schools induction program for new staff.
- Oversight of sickness monitoring and the effective use of the sickness policy by Managers across the school. Working with staff and Line Managers in circumstances of long term sickness absence.
- Oversight and advisory role in terms of BRIT kids HR administration and best practise.

Strategic Oversight

- Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations.
- Keeps the Principal, SLT and the Personnel Committee informed of significant problems that jeopardise the schools values, and those that are not being addressed adequately at line management level.
- with the Principal and SLT, recommend changes in benefits offered aimed at employee satisfaction and retention.
- Participate in SLT meetings, LLG meetings, and staff meetings and attend other meetings and seminars as required and directed.
- Oversee the Agenda and papers for the Personnel Committee, building positive relationships with members of the committee and keeping the group informed.
- Work with and advise the Principal and SLT on matters of organisational change and carry out procedures as required.
- Develop practises and a culture that enhances and reflects the schools values of; original, responsible, ambitious, inclusive and kind.

General

- Act as a Fire Marshall/Deputy Fire Marshall in the event of an emergency if required.
- Be willing to be trained as Mental Health First Aider.
- Willingness to be safer recruitment trained.
- Attendance at relevant school and departmental meetings, including Inset, in/outside school.
- Attend meetings/liaise with professional groups outside school.
- Work some evenings, e.g. during open days and whole school events, for which time off in lieu will be given.
- Exercise a commitment to the school's mission statement and stated ethos including the equal opportunities policy, health and safety policy and all other current school policies.
- Undertake any other duties or one-off tasks at the reasonable request of the Principal/SLT/Line Manager.

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.

January 2021

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training for each of the criteria below.

Criteria	Description	Essential / Desirable
Education and Training	Degree or equivalent related professional qualification/experience.	E
	CIPD Qualified	E
	Evidence of continuing professional development	E
	Right to work in the UK	E
Knowledge, Skills and Experience	Proven ability of management at a high level	E
	Proven ability of strategic HR planning in a comparable setting.	D
	Significant track record of leading an employee centred HR function	E
	HR and administrative acumen of a high standard.	E
	Proven ability of working within financial constraints to support and exceed the strategy of a unique educational environment.	D
	Significant experience of managing complex issues following best practise and employment law	E
	Effective leadership and line-management style with the ability to encourage and develop Managers and staff at all levels within the school.	E
	Ability to develop and sustain relevant and appropriate partnerships for the benefit of the School	D
	Proven ability of utilising HR software for the benefit of the whole school.	D
	Excellent IT Skills	D
	Knowledge and experience of the DBS process and the importance of safeguarding	E

Personal Qualities	A commitment to the Schools mission, ethos and equal opportunities policy, together with high standards of education, care and behaviour.	E
	Ability to use your own initiative and work alone or in a team as necessary.	E
	Well-developed interpersonal skills with the ability to influence at a strategic and operational level	E
	Excellent face-to-face communication skills with the ability to communicate well with those across the school.	E
	Strong organisational and time-management skills and the ability to delegate appropriately.	E
	Ability to negotiate effectively - politically astute and sensitive	E
	High level of integrity, sound judgement, especially relating to confidentiality and discretion.	E
	A quick thinker and ability to advise wisely in all circumstances.	E
	Calm manner under pressure.	E
	Flexibility and a willingness to undertake a wide range of tasks	E
	A confident, welcoming manner when dealing staff, students, parents and members of the public	E

Terms and Conditions

Availability	To start January 2021
Contract Type	Permanent
Hours of Work	35 hours a week
Salary	The BRIT School Pay Scale Band 10 increment points 44-47

Spine Point	Salary
44	£49,827pa
45	£50,826pa
46	£51,837pa
47	£52,866pa

Appointments will normally be made to the first point of the grade. Payday is the 26th of each month or the last working day before this should the 26th fall on a weekend or bank holiday.

Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role in which The BRIT School sponsors a visa application.
DBS Check	The appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).
Probation	The post has a six months' probationary period.
Notice Period	This appointment may be terminated by the staff member giving the Principal notice or the Principal giving the staff member notice of 12 weeks.
Pension	Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.

Staff Benefits

Annual Season Ticket/ Travelcard Loan	The school offers an annual loan for those staff who wish to make use of the reduced annual prices.
Events	All staff receive two complimentary tickets at the start of the new academic year for any show of their choice.
Eye Tests & Glasses	For staff who use computer screens regularly in their role, the school will pay for their eye test and also up to £100 for new glasses if required for the purposes of seeing the computer screen.
Cycle Scheme	The School is a member of cyclescheme www.cyclescheme.co.uk
Pension	Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.
Counselling Service	The BRIT School offer a free in-house counselling service. There is also a weekly group counselling/Supervision available for staff, numbers permitting.
Local Discounts	Staff are entitled to a discount at the Croydon Better Leisure Centres. These are located in South Norwood, Thornton Heath, Purley, New Addington and Waddon.
School Facilities	Library – The School has a very well stocked library with not only books, but magazines, journals, music and DVD's which staff are very welcome to utilise.

About Us

School Overview

The BRIT School is the leading Performing and Creative Arts school in the UK and completely FREE to attend. It provides a unique education for over 1,400 pupils aged between 14 and 19 in the fields of music, film, digital design, community arts, visual arts and design, production and performing arts as well as a full academic programme of GCSEs and A Levels.

The BRIT School has produced many successful singers, musicians, dancers, technicians, film-makers, performers, designers, games-makers, set-makers, community arts practitioners, DJs, actors, stuntmen, producers, authors and a whole cast more.

Former Students have so far won 12 BRIT Awards, 19 Grammys, 2 BAFTAS and 2 Oscars, a Laurence Olivier Award, a UK Theatre Award and 2 London Evening Standard Awards.

Our Mission

To prepare young people for careers in the creative and performing arts.

Our Values

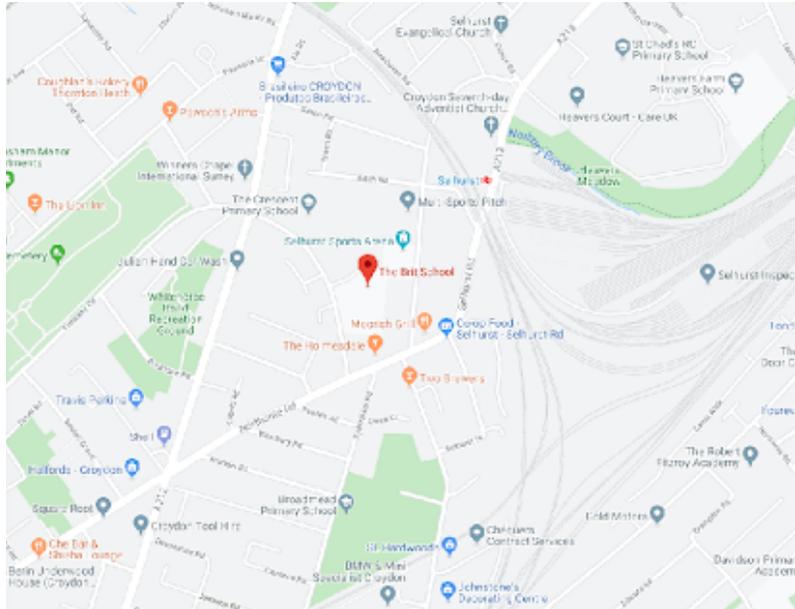
- Original
- Responsible
- Ambitious
- Inclusive
- Kind



Location

The BRIT School is located in Selhurst, Croydon.

60 The Crescent, London, Croydon CR0 2HN



How to Apply

To apply, please complete our [1. Application form](#) and [2. Equal Opportunities form](#), available at our website in the 'Work for Us' Section.

CV's without an application form cannot be accepted.

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Midnight, 24th January 2021

Interview date

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The BRIT School is an Equal Opportunities Employer.

For more information follow us @TheBRITSchool