

BISHOP RAMSEY SCHOOL



HEAD OF HR

BISHOP RAMSEY SCHOOL

CANDIDATE INFORMATION • SEPTEMBER 2022

Part of the Veritas
Educational Trust



INTRODUCTION FROM OUR EXECUTIVE HEADTEACHER

Dear Colleague,

I am delighted that you are interested in a position with us at Bishop Ramsey School which is part of the Veritas Educational Trust (VET).

This is a really exciting time to be considering joining Bishop Ramsey which is an extremely successful and consistently oversubscribed Church of England school. Our staff team is supportive and considerate and our caring ethos makes Bishop Ramsey a rewarding place to work.

We are committed to ensuring high standards and high aspirations, of active participation and of creating emotionally rich learning environments. This is an important part of the character of our school. We value our close local partnerships and genuinely collegial way of working.

We recognise that an excellent working environment requires excellent support and we are committed to providing exceptional training as well as support for staff wellbeing. I also appreciate that members of staff have families, personal commitments and lives beyond school and we go above and beyond what is expected in many schools to ensure that staff can fulfil these responsibilities also. Recognising and supporting our staff to get a good balance is very important to me.

As a Church of England school we have a caring Christian ethos and we value inclusion and diversity highly and actively celebrate our differences as a staff body and as role models for our students. We recognise that it is not necessary to be a practising Christian in order to support our Christian ethos and therefore we welcome applications from candidates from any background.

I do hope that the information enclosed here inspires you to make an application and look forward to welcoming successful applicants to our learning community for interview.

Dr Hilary Macaulay

Executive Head, Bishop Ramsey School
CEO, Veritas Educational Trust



"THIS IS A REALLY EXCITING TIME TO BE CONSIDERING JOINING BISHOP RAMSEY WHICH IS AN EXTREMELY SUCCESSFUL AND CONSISTENTLY OVERSUBSCRIBED CHURCH OF ENGLAND SCHOOL"

OUR VALUES AND AIMS

OUR VALUES

Bishop Ramsey School is a Christian Learning Community. We recognise that every individual is created in the image of God. We seek to nurture each member of our community to develop their skills and abilities in a positive and ordered learning environment, so that students mature into responsible and caring adults, and that all members of the school community recognise the value of every individual in God's eyes.

As a Church of England School we wish students to grow in the Christian faith. While being firmly committed to this, we encourage an understanding of and a respect for other faiths.

The principle of Christian stewardship underpins our approach to the use of the school's resources. Our approach to our relationships is based on the Christian view of God's love for each of his human children and of Jesus' command to forgive and love our fellows.

We base our approach to achievement and the provision of opportunities for development on Jesus' statement that he came to offer 'life in all its fullness' (John 10.10).

OUR AIMS

- Every learner is an empowered learner.
- Every lesson is an excellent lesson.
- Every day at school is a rich experience.
- Every relationship is a positive encounter.
- Each school community looks outwards and beyond.

We achieve our aims by:

- **Learning** so that every learner is an empowered learner and every lesson is an excellent lesson.
- **Loving** so that every day at school is a rich experience and every relationship is a positive encounter.
- **Living** so that students learn to look outwards to the world and beyond to God.



HILLINGDON AND THE SURROUNDING AREA



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- 1 Pathway in Ruislip Woods
- 2 Manor Farm House in Ruislip, built in the 16th century
- 3 Hillingdon Court Park
- 4 View across Ruislip Lido
- 5 Windsor Street in Uxbridge town centre



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The name 'Hillingdon' appears in the *Domesday Book (1086)* and Veritas Educational Trust has its offices at Ruislip in the northern part of the London Borough of Hillingdon.

Hillingdon is a large borough and borders the London Boroughs of Harrow, Ealing and Hounslow to the east and the counties of Buckinghamshire and Berkshire to the west and Hertfordshire to the north.

With excellent transport routes, including being the home of Heathrow airport, and with easy access to the A40, M4 and less than half an hour by train or tube into the centre of London, the borough benefits from many first-class schools, a wide variety of restaurants and different types of housing.

With a wealth of green spaces and parks, Hillingdon enjoys the advantages of being a London borough but has the feel of a suburban oasis.

A short drive or train ride across the northwest boundary into Buckinghamshire leads to the uncrowded, beautiful rolling green English countryside of the Chiltern Hills, most of which is designated an Area of Outstanding Natural Beauty (AONB), and a little further north west is Oxfordshire.

Many of our staff live in the surrounding Home Counties and choose to travel the relatively short distance into London to work.

INFORMATION ABOUT THE POST

HEAD OF HR

Grade/salary Salary/Grade 34-38, £40,566 - £44,628 per annum

Reporting to CEO and Assistant Headteacher

Direct reports 2 x HR Administrative Assistants

MAIN PURPOSE OF THE POST

The role of Head of HR offers the chance to drive the performance of central team services and our school and to secure the very best outcomes for children and support for staff.

The role provides an excellent opportunity to help shape and drive our approach to employee relations. You will have a substantial track record, ideally in the education field, of successfully developing and implementing HR strategies and practices with a focus on solutions development.

You will be joining a highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding leader of people who can realise the highest possible quality of services to support our educational vision, to enable the organisation to achieve the best possible outcomes for students.

The key purpose of Head of HR is to provide strategic and operational leadership for all HR aspects and to be responsible for the flow of information to the Chief Executive, the Executive team the Trust Board and where necessary external parties including the HR services at the London Diocesan Board for Schools (LDBS) as necessary.

The Head of HR will work to unite systems and people in an unwavering commitment to the highest achievement for all, regardless of background or ability. They will embed a shared culture of outstanding performance and drive a range of improvement and collaboration strategies to achieve this.

The Head of HR will work with the Executive Team which currently comprises:

- Chief Executive Officer (CEO)
- Chief Operating Officer (COO)/Director of Finance

- IT Network Manager
- Premises Manager

The Head of HR will:

- Be influential in the development of the HR strategy.
- Deliver a comprehensive HR service including the provision of professional and confidential HR and employment law support, advice and guidance.
- Provide support, coaching and training to school leaders on people management and implications of policy and strategy.
- To take the operational lead across the core HR function.
- To lead the development of the HR strategy to facilitate strategic direction.
- To actively ensure implementation of HR policies across the school.

KEY TASKS AND RESPONSIBILITIES

- To be influential in the development of the HR strategy.
- Deliver a comprehensive HR service including the provision of professional and confidential HR and employment law support, advice and guidance.
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- To take the operational lead across the core HR function.
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- To actively ensure implementation of HR policies across the school.

HR ADVICE

- Deliver a comprehensive HR service including the provision of professional and confidential HR and employment law support, advice and guidance.
- Provide support, coaching and training to school leaders on the people management implications of policy and strategy.
- Inform and advise the Executive Team on personnel matters in order to identify trends and facilitate strategic decision-making.
- Research specific HR topics relevant to organisational change within education, submitting written contributions to the Chief Operating Officer and CEO when requested.
- Remain up to date with pension fund changes in order to advise and coach Trust and school leaders and HR staff across the organisation.
- Review and advise amendments to HR-related policy and procedure in line with The Trust's annual cycle.
- Attend, and lead where required, HR-related meetings and forums.
- Take responsibility for employee relations and case management in relation to sickness absence, disciplinary issues and capability processes.
- Lead on the HR elements relating to redundancy consultations and restructures.
- Contribute to the due diligence and project management process for academies wishing to join the Trust for any HR aspects including TUPE consultations and restructuring exercises
- Develop and maintain HR policies, systems and procedures.
- Contribute to the recruitment and retention strategy.
- Manage and evaluate the appraisal process.
- Ensure all HR-related statutory reports and returns, including workforce census and single central register and are completed.
- Direct HR staff to ensure the delivery of an effective, efficient and economic HR function.
- Proactively identify, develop and implement improvements to systems and procedures to enhance service efficiency.
- Develop and actively promote social inclusion and equity and diversity initiatives.
- Maintain confidentiality of HR information and records at all times.

HR SERVICE DEVELOPMENT

- Establish and maintain an efficient and effective HR communications strategy.
- Manage and evaluate the effectiveness of external support including HR and legal provision and Occupational Health services.

PERSON SPECIFICATION

E Essential D Desirable A Assessed by application I Assessed by interview process				
Education, Qualifications and Professional Development	E	D	A	I
Chartered MCIPD		●	●	
Good honours degree		●	●	
Evidence of continuous personal/professional development and learning	●		●	
Experience	E	D	A	I
Proven track record of operational and strategic HR management	●		●	●
Ability to confidently handle TUPE situations taking into account legal implications	●		●	●
Familiar with best practice redundancy processes and experienced in coaching managers through this and leading where necessary	●		●	●
Experience of working with Trade Unions	●		●	●
A confident user of Microsoft Office and experience of HR management information systems	●		●	●
Ability to successfully lead a team and line manage staff	●		●	●
Experience of HR in an education setting		●	●	●
Skills and Abilities	E	D	A	I
Ability to build and form good relationships with colleagues and other professionals	●		●	●
Excellent verbal and written skills	●		●	●
Good analytical and problem-solving skills	●		●	●
Ability to absorb a wide range of information and deal with confidential issues	●		●	●
Ability to follow procedures, pay attention to detail and produce accurate work	●		●	●
Ability to work flexibly to meet deadlines and respond to unplanned situations	●		●	●
Ability to prioritise workloads	●		●	●
Ability to explain information clearly and simply	●		●	●
Ability to assist in the development of service policies and procedures	●		●	●
Excellent interpersonal skills	●		●	●
Be able to maintain confidentiality, acting in a professional manner at all times	●		●	●
Ability to work as part of a team	●		●	●
Promote positive behaviour through own actions and attitude	●		●	●
A commitment to ongoing personal development and willingness to undertake appropriate training	●		●	●

E Essential **D** Desirable **A** Assessed by application **I** Assessed by interview process

Knowledge	E	D	A	I
Knowledge of statutory requirements and legislation relating to employment law	●		●	●
Knowledge of teachers' pay and conditions and Academy freedoms	●		●	●
Knowledge of payroll provision and pension schemes	●		●	●
Able to problem-solve both operational and strategic issues through a pragmatic and commercially sound approach	●		●	●
Able to effectively plan ahead to anticipate problems and plan for worst-case and best-case scenarios	●		●	●
Full working knowledge of relevant policies and procedures	●		●	●

**Whilst it is expected that the majority of the work carried out will happen on site, the post holder will be provided with a laptop as there will be some flexibility in terms of working from home.*

APPLICATION AND SELECTION PROCESS

OUR CANDIDATE CHARTER

We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly, and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.

In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

OUR COMMITMENT TO YOU

- **Transparency** We will treat you with respect, honesty and fairness.
- **Protecting your privacy** We will ensure your information is secure and handled sensitively.
- **Understanding** You will be given everything you need to make informed decisions.
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential.
- **Feedback** We will provide constructive feedback professionally and promptly.
- **Listening** We welcome feedback and we will act on what you have to share.
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse and inclusive workforce.



WE WANT EVERY CANDIDATE TO HAVE AN INFORMED, ENGAGING AND POSITIVE EXPERIENCE – OUR CANDIDATE CHARTER OUTLINES OUR COMMITMENT TO YOU

SAFER RECRUITMENT IN EDUCATION



Veritas Educational Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

WHAT WE WILL PROVIDE

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- a Veritas Educational Trust application form.

All applicants will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants will be required to account for any gaps or discrepancies in employment history.

REFERENCES

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.
- If the referee has any reservations, the Trust/school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

INTERVIEWS

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

PRE-EMPLOYMENT CHECKS

An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

**VERITAS EDUCATIONAL
TRUST IS COMMITTED
TO SAFEGUARDING AND
PROMOTING THE WELFARE OF
CHILDREN AND YOUNG PEOPLE**

HOW TO APPLY FOR THIS POSITION



INFORMATION FOR APPLICANTS

CLOSING DATE

The closing date for applications is **noon Monday 17th October 2022** with interviews commencing in the week beginning **Monday 31st October 2022**.

APPLICATION FORM

An application form is available online at www.bishopramseyschool.org/page/default.asp?pid=398.

It must be completed in full and applicants should directly address the skills and experience outlined in the person specification. An Equal Opportunities Monitoring Form must also be completed and this can be found at the same link.

Once completed, both forms should be emailed to recruitment@bishopramsey.school.

EXPENSES

Veritas Educational Trust will reimburse reasonable travel and accommodation costs to candidates attending interviews. You should retain copies of all receipts in relation to expenses incurred.

MORE INFORMATION

For more information about this position, or to have a confidential discussion about the role, please contact Dr Hilary Macaulay, Executive Head and CEO, on [01895 671051](tel:01895671051) or at ltreadaway@bishopramsey.school

We look forward to hearing from you.

BISHOP RAMSEY SCHOOL



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Veritas Educational Trust

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