



REPTON

HR MANAGER





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## Welcome from the COO

Repton is a wonderful and inspiring place to work: one of the UK's foremost co-educational boarding and day schools, located in the heart of the English countryside, yet within easy reach of major cities; strengthened by a history that goes back over a thousand years, yet with a keen eye on the challenges of the twenty first century.

In the March 2020 Inspection, Repton was deemed to be 'Excellent' in both Achievement and Personal Development, confirming our commitment to an ambitious and holistic education. This was repeated in 2024. Reptonians are taught in enviably equipped classrooms which are linked through cutting-edge technology and creative teaching and learning. Repton prides itself on individual achievement born of the community confidence of the boarding house system.

A major programme of investment and expansion has been completed across both Repton and Repton Prep in recent years, and Repton International now has schools in Dubai (2), Abu Dhabi (2), China and Cairo with plans to open a further four over the next few years.

We are now seeking to appoint a Human Resources Manager. The successful candidate will be pivotal in promoting and delivering an exceptional HR service, providing expert advice and guidance to staff and managers across all aspects of HR.

Sarah Greig

Chief Operating Officer





## An Introduction to Repton School

Repton is the ancient capital of Mercia, and the School, founded in 1557 from a bequest from Sir John Port of Etwall, was established on the site of a 7<sup>th</sup> century Anglo-Saxon Benedictine abbey and latterly a 12<sup>th</sup> century Augustinian priory.

The School today incorporates many of the original buildings from the estate, namely, the Guest Chamber and Prior's Lodging (which as the Old Priory currently houses the School Library and Common Room), Overton's Tower, Tithe Barn, and The Arch. The latter is all that now remains of the Priory's original gatehouse, and which helped inspire the School's motto: *porta vacat culpa*.

Today Repton is a world class, modern, flourishing community with a clear sense of purpose and momentum. As a pre-eminent co-educational boarding and day school, Repton provides an exceptional broad-based education, blending heritage with the pursuit of excellence in a 21<sup>st</sup> century context, offering world class facilities as well as high quality teaching and pastoral care.

The School has more than one thousand pupils across the Prep and Senior School, making it large enough to achieve excellence in and out of the classroom, yet small enough for individuals to grow and flourish. At Repton Senior, each pupil, whether day or boarding, is a member of a House, of which there are 10 (six for boys and four for girls).





## The Role

As HR Manager, you will:

- Lead recruitment programs and develop effective strategies for attracting top talent.
- Provide best practice HR advice in accordance with employment legislation and safeguarding requirements.
- Promote a positive, inclusive, and supportive work environment with a focus on safeguarding.
- Manage employee relations, staff wellbeing initiatives, and change management processes.
- Support the Director of HR in implementing HR strategies and driving continuous improvement in our HR operations.

The Team consists of the Director of HR, the HR Manager, and two HR Administrators.





## Key Areas of Responsibility

### Culture

- Promote equality, diversity, inclusion and fairness within the school.
- Continuously review and improve all HR processes, tools, technologies and working practices to ensure efficiency and effectiveness.
- Prepare HR metrics, reports and analysis to provide people insight and shape future strategy
- Collaborate with Finance colleagues to deliver accurate payroll and pension activity

### HR Service and Administration

- Coaching, development and management of the HR administrator team.
- Work with Managers to deliver all staff probations, fixed term contracts, appraisals and review meetings, supporting and coaching as required.
- Manage documentation and processes throughout the employee life cycle ensuring that the process for starters, leavers and changes are managed, recorded and communicated with all relevant managers and departments.
- Oversee the process and correspondence for all statutory family leave (to include Maternity, Paternity, Adoption, Shared Parental) and ensure employees are supported on their return to work.





## Key Areas of Responsibility continued

### Employee Relations

- Provide pragmatic advice to managers and employees on all HR related queries, including disputes, grievances, performance management, disciplinaries, sickness absence and attendance. management. Coach and develop the HR administrators to be able to do the same.
- Develop and implement clear and effective policies and processes, reflecting best practice and employment law, and manage ER matters within these standards.
- Manage organisational risk and ensure compliance with relevant legislation and best practice.

### Recruitment

- Deliver recruitment activity through efficient systems and processes to ensure excellent candidate and hiring manager experience from identification of a vacancy through to successful onboarding.
- Design and deliver campaigns, selection processes and interviews to attract and secure the best talent.
- Ensure hiring managers and the HR team always comply with the Safer Recruitment Policy.
- Ensure that the Single Central Register is compliant and well managed at all times.





## Person Specification

### Person Profile

- Thrives in a fast-paced environment with the ability to manage multiple priorities.
- Honest, open and genuine, with a growth mindset.
- Adept at recruitment, solid employment law knowledge and strong IT skills.
- Excels at communication and works collaboratively building effective relationships through trust and excellence.
- Committed to equality, diversity, inclusion and fairness.
- Handles sensitive matters with confidentiality, discretion and diplomacy.
- CIPD level 5 or equivalent experience.
- Passionate about being part of a growing family of schools and playing a significant role in the next chapter of our success story.

### Practical Requirements

- Full UK driving licence is essential for this role
- Role is based across Repton and Repton Prep, with other UK travel as required





## Working at Repton

The School is committed to employing and rewarding staff who share its ambition, its aims and its values. This will be reflected in an attractive remuneration package as well as the investments in both staff and facilities.

### Benefits include:

- Sports Centre Membership
- Employer Pension Scheme
- Competitive Salary

In its buildings and grounds, Repton combines the old and the new. The heart of the School is a beautiful 12<sup>th</sup> century Augustinian Priory, and following a major period of investment, the School has outstanding new and refurbished facilities in most teaching areas, most notably in the Science Priory, the School Theatre and a new Mathematics Block.

Many of the sports facilities are either new or recently refurbished and include:

- Eleven Grass Football Pitches
- Strength and Conditioning Performance Gym
- Fitness Suite
- Team room for video analysis and team briefings
- Two Sports Halls
- Two 25m 6 lane swimming pools
- Indoor and outdoor cricket, netball, tennis and hockey facilities
- Fives Courts





## Information for Candidates

Applications, which include the names and addresses of two professional referees, should be submitted by 7<sup>th</sup> March 2025, with interviews expected to take place the following week. To apply, please follow the attached link: [Repton Jobs - HR Manager - Repton School](#)

Applicants will be contacted for an interview if they have been successful in the short-listing process.

**We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your applications as early as possible.**

In accordance with the Children Act, any appointment to the Repton staff is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview and applicants should be aware that the interview will contain questions relating to the candidate's suitability to work in a post involving children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

**Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.**

*Under the Sexual Offences Act 2003, it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18, where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.*





# REPTON

Derbyshire · DE65 6FH