



HIGHSTED GRAMMAR SCHOOL



Highsted Road, Sittingbourne, Kent ME10 4PT

Headteacher: Anne Kelly BA MBA

Telephone: 01795 424223

www.highsted.kent.sch.uk

Email: admin@highsted.kent.sch.uk

HR Manager (Salary range FTE: £28,995 - £32,796) 37 Hours a week Full Time

We are seeking to appoint an enthusiastic, dedicated and passionate manager to join us at this selective school for girls.

Are you highly organised and an adaptable HR professional with a secure knowledge of HR policy and procedure? Can you drive projects to completion, identifying and using the skills available within your team?

If you enjoy working collaboratively with colleagues to challenge and question practices to create and deliver an efficient and effective HR service, we would love to hear from you.

Supporting children to secure their potential is a high-profile aspect of school life so the ability to contribute to strong team ethos is essential for the successful running of the school.

Applications are invited from creative and ambitious colleagues who can make a substantial impact on our continuous improvement.

The post is an exciting and challenging one, offering exceptional opportunity in an excellent school where we can offer you:

- a dynamic and supportive working environment
- opportunities for professional development
- a private health care package supported by Benenden Health Care
- a competitive salary commensurate with experience

Please contact admin@highsted.kent.sch.uk for more information about the post or visit our website to download an application form: www.highsted.kent.sch.uk

(Closing date noon 15th November 2024)

The school reserves the right to consider the merits of early applications

Highsted Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS check.

Highsted Grammar School is an Equal Opportunities Employer.





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Welcome to Highsted

At Highsted, we view education as a creative process. Our vision is to lead a happy and cohesive community which fosters academic, emotional and physical confidence. In doing this we create inspirational learners with the courage to take risks and the wisdom to learn from their mistakes.

Our success is as a consequence of striking a fine balance between tradition and innovation. Our values are traditional ones and we offer an unashamedly academic curriculum. We are keenly aware that we are preparing our students for a working life none of us can yet anticipate. Our focus, therefore, is on developing the skills, attributes and habits of mind that equip our young women as life long learners. Our aim is to launch them into the world as self-starters, focused but flexible, armed with the courage to grasp opportunities and the resilience and humour to negotiate setbacks along the way.

We hope that at Highsted you will find a society, a family – a place of lifelong learning that will support and encourage each and every member of our community.

Please use the contact details above if you would like the opportunity to tour the school or to meet the Head before making an application. I look forward to welcoming you to our school.

Anne Kelly - Headteacher

Ofsted - Good

'Pupils and students flourish and succeed at Highsted Grammar.'

'Pupils are courteous, polite and welcoming – they are happy, safe and well cared for'.

'Teacher's subject knowledge is exceptionally strong'

'Leaders set high expectations of what students can achieve. Pupils and students respond well to these high expectations.'

'An ambitious 'cognitive and compassion' curriculum offers a fitting balance of academic rigour and pastoral support.'

'Incidents of poor behaviour are low, and attendance is high. Pupils arrive punctually to their lessons, so learning time is maximised.'

(Ofsted Inspection report 2023)

About Us

Highsted Grammar School is a small girls' grammar school (around 900 on roll, including 182 in Sixth Form) situated in the North Kent town of Sittingbourne. We were one of the first to convert to academy status in the autumn term 2010.

Excellent road and rail connections give easy access to London, Canterbury, Ashford and the Continent. Sailing and swimming facilities in the area are good and there are plenty of community activities (for example, orchestral, choral, theatrical clubs, etc.) available. Theatres in Canterbury and Maidstone, as well as those in London, provide entertainment. A well-equipped sports complex in the town has excellent facilities both for the serious sportsman and woman and for family recreational use. House prices are relatively low for the South East and opportunities for further professional development are excellent.

The school itself is a high-performing girls' school, where pastoral care and enrichment feature as highly as academic success. Having featured three times in Her Majesty's Chief Inspector's list of outstanding schools, we are proud to play a leading role in the education of young people in our area. The pupils

are exceptional in every way – they are enthusiastic, personable, caring, and show considerable initiative – and we enjoy the strong support of parents. Likewise, the staff team – teaching, support and administrative – is talented, dedicated, hard-working and committed to the continuing success of the school. The governing body represents a group of capable, multi-skilled individuals, wholly supportive of the work we do.

The main block of the school was opened in 1958 when the school moved from older premises and since then other buildings have been added, including a technology block, new laboratories and additional classrooms. Development of the site continues with an imaginative, multi-purpose teaching area – the Hi-pod; new PE and dance studio, language laboratory and media studies/photography suite.

The Learning Resource Centre was created out of the old school library and boasts a light, comfortable and airy environment with good book stock, excellent ICT facilities and a pleasant reading area. It is very popular with students and well used by all age groups. Books, newspapers and specialist magazines are catalogued alongside other media and loans are monitored through an electronic library management system. Much of the day-to-day running of the Centre is undertaken by a group of library prefects, trained and overseen by the Centre Manager.

Highsted is a school of opportunity for staff as well as pupils, winning the School Achievement Award in two out of the three years that the scheme ran. We contribute extensively to initial teacher training, with many PGCE and SCITT trainees successfully completing their programme in the school each year and in recent years, no less than six members of the leadership team have been promoted to headship posts.

Selective Education

Pupils are granted places at the school on the basis of success in the Kent selection tests or the Highsted Test, broadly speaking they represent the top 25% of the ability range. The economic and social characteristics of the locality are not the most affluent in Kent, so opportunities for value-added are high and the school is able to make a real impact within the community. At Sixth Form level we work in partnership with two other local schools, Borden Grammar (boys) and Fulston Manor (mixed). Through this arrangement, we focus mainly on A-level provision and are able to offer more than 34 different courses, including several applied A-level options. Highsted continues to be placed in the top 100 secondary schools (The Telegraph) based on our A-level results.

Partnership Working

The school, formerly sponsored by Microsoft, received specialist school status through science and consequently we have implemented major changes to the ICT infrastructure to make full use of these connections. Across the school we regard this not only as a strategy to develop science further and promote the role of women in this area, but also as the opportunity to enhance provision across the whole curriculum.

The school has enjoyed a long-standing partnership with Gymnasium Fridericianum, Erlangen in Bavaria and this has led to regular exchange visits for more than 25 years. From our advantageous geographical position, we are also able to undertake day trips to Europe and each year there are study visits to France, Belgium and Italy, organised by different subject areas. For the first time in 2005, a group of Year 12 students spent three weeks in quality work experience placements in Brussels and this has become a regular part of the summer term enrichment programme, supported by substantial grants from the EU.

Extra Curricular

Music and drama within the school are exceptional, with high quality productions taking place every term. There is a strong choral tradition in the school. Sporting activity also features highly in the work that we do, and the pupils enjoy both local and national recognition in areas as diverse as cricket, judo and life-saving. Other extra-curricular activities are wide-ranging and responsive to student need. A very strong School Council has been an established part of Highsted for more than 50 years.

HR Management

We are looking for a dynamic, innovative and hard-working individual to join a committed, friendly and high-performing department that genuinely operates as a team – supporting and motivating one another in what is often demanding but always enjoyable work.

The school engages with Judicium Education – a firm of Employment Lawyers for all HR guidance and legislative procedures which the successful candidate will be expected to engage with and take legislative direction from.

About You

From this brief description, potential candidates will realise that this grammar school offers far more than a purely academic focus. This does not come about by accident. It is entirely dependent on the determination and commitment of the whole school community, alongside effective delegation of tasks. If you have the potential to contribute to an exceptional school and would like to be part of a friendly, winning team, we would love to hear from you!

This post would suit a creative and ambitious professional who can work well as part of a team, is keen to contribute ideas and take on new initiatives and has high expectations of staff and students. It provides an opportunity to work in an environment with able and well-motivated students and with friendly colleagues. Flexibility and a personal desire to broaden professional experience would be an advantage.

Application & Interview Process

Applications will only be accepted from candidates completing the school's application form, which is available to download from the website. All sections of the application form must be completed as accurately and as full as possible. Alternatively, applicants may submit their application via the TES /Kent Teach website. Please note that CV's will not be considered in isolation and must be attached to an application form as a supplementary form.

Closing date for applications: 15th November 2024, at noon
Interview date: TBC

The school may interview early in the case of an exceptional candidate. Candidates will be shortlisted based solely on the information provided within the application form, so ensuring your application form is accurate and fully completed is imperative.

After the shortlisting process has taken place, candidates will then be invited to interview and references then contacted.

All candidates who have been invited for interview will be required to bring the following documentation:

- Right to Work in the UK evidence (typically a birth certificate, passport or driving license)
- Criminal Record Self Declaration (will be sent ahead of the interview)

Highsted Grammar School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure and Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children

Job Description

Job Title: HR Manager

Salary: £27,683 - £32,796

Responsible to: The Headteacher and Senior Financial Officer

Hours: Monday to Thursday 8.00 am – 4.30 pm and Friday 8.00 am – 4.00 pm

Main duties:

- To provide high quality professional advice and support to managers and staff for all HR related matters.
- Manage the recruitment process for the school to include probation and induction processes, ensuring best use of the Learning Management System (LMS). Undertake specialist and general HR tasks as required and appropriate to the role.
- Deputise and act up for the Senior Financial Officer with regard to the HR matters, as required.

Key Working Relationships:

- HR Colleagues at Judicium Education ▪ Senior Financial Officer ▪ Headteacher ▪ Staff ▪ External agencies

Key Accountabilities:

- Manage the recruitment process throughout the school, working with the Headteacher and Senior Financial Officer to ensure that the agreed protocols for advertising is adhered to.
- Be responsible for the design, rollout and maintenance of the recruitment system including training for all recruiting managers.
- Work with the Headteacher and Senior Financial Officer to guide and advise management and employees, through all aspects of the employee life cycle to include absence management, investigations, discipline, grievance, capability and probation in accordance with the consistent application of School policies and procedures and compliance with employment law and best practice.
- Expand the use of the Learning Management System and ensure going forwards that any material uploaded to the platform meets the school requirements in terms of content and corporate brand.
- Play a pivotal role in HR processes ensuring we uphold the highest possible standards of fairness, whilst maintaining engagement and compliance.
- Provide management information reports relating to HR ensuring timely and accurate responses are provided.
- Draft, maintain and review HR policies, within your remit, as required, ensuring the school is up to date with employment law changes and best practice.
- Maintain and update HR system and personnel files ensuring these are fully up to date, reviewed and organised.
- Deputise for the Senior Financial Officer in all HR matters, as required.
- Seek at all times to be effective and efficient and to enhance the quality of the service which the HR team gives to all its users in line with the values of the school, thereby assisting them to provide a high quality of service to learners.

Support for the school:

- Be aware of and comply with policies and procedures of the school relating to Child Protection, Health and Safety, Security, Confidentiality and Data Protection, reporting all concerns to the responsible person.
- Ensure that every child is valued for who they are and that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress for pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.

- Recognise your own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in training and development of staff as appropriate.

The above duties are not an exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher or the Senior Financial Officer.

Statement:

Highsted Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the school is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in a job description, but please note that Highsted Grammar School maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Person Specification

Support Staff: HR Manager

	Essential	Desirable
Experience	Degree. CIPD Level 5 certification, or above, in HR.	Previous experience of working in the education sector
	Previous experience of working in a fast-paced HR team providing first level advice on HR policies and procedures, employment law and employee relations issues, including employee relations case work.	Experience of education sector terms and conditions.
	Proven record in managing a team, including a culture of openly exchanging information and supporting colleagues.	Experience in developing and supporting line managers through change.
	In depth understanding of safer recruitment processes.	
	Have a working knowledge of current employment law and keep up to date with latest developments in employment and employee relations.	
	Have an understanding of and be able to demonstrate a commitment to equal opportunities and diversity.	
	Excellent organisation and communication skills, with a good foundation in HR theory	
	Ability to multitask and deal with a range of incoming enquiries - organisation is key to the success of this role	
Personal Qualities	Ability and confidence to work autonomously and to contribute fully as a member of the support staff team.	
	Excellent IT skills including knowledge and experience of the importance of databases and their role in providing accurate management information. .	
	Excellent customer service skills, with the ability to use discretion, patience, tact and respect for confidentiality.	
	Demonstrate energy, vigour and perseverance and promote an 'can do' philosophy.	Ability to enthuse and motivate others.
	The ability to plan ahead and prioritise tasks.	
	Sense of humour.	
	Ability to work under pressure and meet deadlines.	Ability to build on the experience, advice and contribution of others.
	Consistently high expectations.	
	Self-motivated and self-confident.	
	Personal impact and presence with staff, students and parents.	
Skills	Be able to manage projects, working to deadlines while maintaining accuracy.	Work collaboratively with colleagues to continually drive improvement.
	High-level communication and presentation skills.	

	Form and maintain effective working relationships with colleagues, service users and third parties	Ability to anticipate problems and identify opportunities.
	Able to streamline and improve operational processes	