CHACE COMMUNITY

Job Application Pack



Excellence has no limits

Ofsted Good School 2022

CHACE COMMUNITY

Excellence has no limits

Dear Candidate

Making a difference at Chace Community School really does mean that you will be able to change lives. Our commitment is that from the moment students arrive at our school, we provide them with an education of excellence; one that will change their lives and inspire them to be the leaders of tomorrow.

Our school is an 11-19 comprehensive school in the London Borough of Enfield and in April 2022 we were judged GOOD in all areas by OFSTED. I take immense pride in the work of all our staff and students to achieve this recognition. I have worked at Chace since 2015 and became Headteacher in April 2021, witnessing first-hand phenomenal school improvement. We are also proud of our diverse student and staff community and for this reason welcome applications from people of all backgrounds. We have high numbers of students from disadvantaged backgrounds and staff step up to their duty to provide them with an education of excellence.

Staff at Chace really do make a difference. We do work hard and set high expectations of all our team, but career development and professional worth is also valued enormously. I am proud that we were awarded a quality mark for professional development and featured in the Tom Sherrington book The Learning Rainforest: Fieldbook for our teaching excellence. My commitment to you, is that by joining our team you will be supported individually and professionally.

This is an exciting period for Chace. Our provision and achievement continue to improve and we are currently at the final stages of our school rebuilding programme. This year we moved into a brand new, state of the art, modern and sustainable building that is already proving to be an excellent place to work and learn.

If you are thinking of joining us please come and look around the school to get a feel for our ethos and values and meet some of our team.

I look forward to reading your application form and welcoming the right candidate to our school.

Best Wishes

Ms Tanya Douglas

Headteacher

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Human Resources Manager

Status: Permanent
Hours: 36 HPW x 40 WPA
Scale: SO2
Actual Salary Range: Scale point 26 to 28, £36,948 to £38,673
Start date: As soon as possible

We are looking for a highly motivated Human Resources Manager who will lead and manage all personnel issues within the school across both teaching and support staff. The successful candidate will have a strong work ethic and exceptional attention to detail.

This is an exciting time to join our community. We recently moved into a brand new, state of the art building. The Headteacher, who alongside the governing body, are working to ensure that excellence is at the heart of everything we do and in April 2022 Ofsted recognised our excellence and the school was judged as 'Good' in all areas. They concluded that 'Leaders and governors are ambitious for the school', 'the school is truly inclusive' and that 'Pupils are encouraged to have high expectations and to aim for excellence'.

The deadline for applications is **Friday 13th November 2026 at 9am.** The interview will take place on the **week commencing 16th November 2026.**

Early applications are welcome, and we reserve the right to close this vacancy sooner and interview at any time.

Chace Community School is an Equal Opportunities Employer, and we Encourage individuals from diverse backgrounds, in particular underrepresented groups to apply.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.

Job Description and Person Specification: Human Resources Manager

JOB DESCRIPTION

Post Title	**:**	**Human Resources Manager**
Status	**:**	**Full time, Permanent**
Line Manager	**:**	**School Business Manager**
Hours	**:**	**36hpw x 40wpa**
Allowance	**:**	**SO2**
Start Date	**:**	**As soon as possible**

At Chace Community School our aim is to provide an **education of excellence** to every child; one that will change their lives and inspire them to be the **leaders of tomorrow**.

Through our investment in an ambitious and engaging curriculum, strong discipline and inspiring teaching, our students can achieve our school motto of '**excellence has no limits'**. We are proud of every student and believe that each one of them can achieve. Staff will never cap a student's potential, instead they will push them beyond what they ever thought they were capable of.

Purpose of the job:

To lead and manage on all personnel issues within the school across both teaching and support staff including, sickness absence (monitoring and managing), disciplinary, capability and grievance issues, performance management and recruitment and selection (including vetting and safeguarding checks) ensuring that the school meets its statutory employment, equality, GDPR and safeguarding obligations required for the effective operations of Human Resource Management at Chace Community School.

Duties and responsibilities:

To manage all personnel and human resources related issues/staff welfare

- To give advice and guidance to the Headteacher, and SLT on all matters of HR policy and procedures and staff welfare.
- To be a point of confidential contact for all staff in relation to work related issues and provide appropriate support and advice to staff.
- To manage the welfare of staff in relation to serious concerns and resolve concerns in a sensitive and timely manner.
- To work with line managers to investigate grievances and or complaints from employees for the purpose of reaching solutions.
- To act as a mediator at staff disputes, and to use a high degree of support, persuasion and sensitivity when dealing with complex and contentious issues that may arise at the school.
- To produce all confidential correspondence on behalf of the Headteacher and to ensure that all manual and electronic files for personnel are maintained accurately and safely in compliance with the GDPR requirements.
- To ensure employee documents are correct, details are entered onto Arbor and the Single Central Record (SCR) correctly.

Responsibility for the maintenance and monitoring of accurate HR records and production of management information.

- To ensure that electronic and paper-based staff records are maintained in an accessible and confidential manner.
- To draft, update, issue and keep accurate records of all contractual documents and liaise with Local Authority regarding these documents where appropriate.
- To ensure full monitoring and reporting is carried out, meeting the needs of the Equalities Act.
- To hold responsibility for the updating of and reporting on management information as required (e.g. Schools Workforce Census) using a variety of electronic systems e.g. spreadsheets and Arbor.
- To report to the governing body as appropriate including staff absence information, staffing updates and exit surveys.
- To maintain an effective archive of ex- staff records.
- To be the provider for professional advice and support on all aspects of HR policy, procedures and best practice, including employment law issues in relation to all staff.

Responsibility for effective recruitment and retention of staff.

- To lead on the recruitment process for all teaching and non-teaching staff.
- To ensure that appropriate and current job descriptions and person specifications are in place and that advertisements are accurate, timely and advertised using the most effective platforms.
- To arrange all interview panels and coordinate interview schedules.
- To ensure offer letters and contracts are sent out, following appointments, in a timely manner.
- To oversee the probationary procedures for all support staff ensuring protocols are adhered to and line managers are effectively trained to carry out the probationary process.
- To work closely with the Deputy Headteacher Curriculum to manage the induction process of all new staff, to ensure that all regulations are met and to secure best practice in induction so that all adults in the building model our values and promote and secure our positive and rigorous school culture.
- To oversee an exit interview process for all leavers, providing summary data for senior leaders and governors as required.
- To ensure all members of the senior team and governors undertake regular safer recruitment training.
- To approach agencies and other organisations in UK and overseas to search and secure teaching staff for hard to fill roles.
- Act as lead officer for Tier Two visa applications via the Home Officer. Apply for visas ensuring the school are comply with all legal restrictions and regulations.

Responsibility for Monitoring, Recording and Reporting of staff absence

- Lead and manage the staff absence management control, working to the school Policy, identifying triggers for further action.
- To ensure leaders and managers follow up staff absences and punctuality in line with the school's policy and that appropriate records and notes of meetings are maintained.
- Convene further absence monitoring meetings as required, being in attendance with line managers as needed to offer HR expertise.
- To escalate serious attendance concerns using the Sickness Absence Policy and where necessary convene disciplinary hearings for poor attendance.
- To co-ordinate sickness absence information and ensure payroll is informed.

- To follow clear procedures in relation to the management of any long-term sickness. To produce monthly reports and identify trigger levels, issue letters and meet with staff to discuss concerns and ways to improve absence.
- To lead on referrals to occupational health when required and in line with policy.
- To produce staff absence reports for the Senior Leadership Team and governors.

To lead and manage safeguarding processes in relation to all matters of school HR

- To lead on safeguarding procedures when visitors arrive at the school, including the training of staff.
- To oversee all vetting and pre-employment checks including DBS and monitor any disclosures from the Barring service in liaison with the Headteacher.
- To ensure all DBS certification is renewed in line with statutory timescales. To ensure all Prohibition checks are carried out on teaching staff before appointment.
- To liaise with the Designated Lead for Safeguarding to set up all Child Protection training for all new staff.
- To oversee and maintain the Single Central Record of all staff involved in regulated activity within the school, including volunteers and contractors.
- To meet with the Safeguarding Governor once a term to review, update and carry out any action points.

Performance management and professional development

- To be responsible for ensuring that the DfE website and all internal systems are updated when staff join and leave the school.
- Manage the annual pay progression process including movement through the UPR, sending reminder letters and letters of any pay awards for staff.
- Create and distribute the annual list of appraisers and appraisees and ensure all staff have access to the appraisal document to carry out their appraisal.
- Issue letters to staff on the 'Moving to good' programme and monitor both informal and formal processes.

Staff Contracts/Salaries

- Update Job descriptions and Person Specifications for Teaching and Support Staff.
- To oversee flexible working applications on an annual basis for anyone wishing to change days or hours.
- With the Headteacher and School Business Manager, ensure that staff salaries are reviewed and issued, by the Governing Body on an annual basis (relating to the performance management process where appropriate).
- Manage the maintenance of up-to-date personnel records in accordance with statutory and audit requirements.
- Ensure up to date records of all staff with a TLR, ensuring job descriptions are reviewed in a timely manner.
- Keep up to date staff list information for the staff handbook and other purposes.
- Complete the monthly payroll, processing claims for overtime and associated administration. As directed by the School Business Manager follow up any queries relating to staff pay and rectify anomalies. Feedback to the SBM.
- Line mange the HR Assistant and monitor their work accordingly.

Other

- Carry out any other reasonable request from the Headteacher.

- Be on the emergency rota for the General Office.
- Carry out one duty per week as determined by the Deputy Headteacher.

All Chace staff will:

- promote equality of opportunity;
- follow Safeguarding guidelines and Child Protection policy/procedures;
- contribute to school priorities outlined in the School Improvement Plan;
- keep Chace and their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal;
- promote positive attitudes and behaviour;
- contribute to the smooth day to day running of the school;
- be committed to achieving the school vision and values;
- work to develop Chace as a successful inclusive learning community, centred on excellence;
- respond promptly to concerns from parents, staff or students;
- promote the school in the community;
- work in partnership with all colleagues including the Governing Body;
- support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- have regard for and act in accordance with Health and Safety policy/practice;
- celebrate success of students and staff;

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. All appointments are subject to satisfactory pre-employment checks, including satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service

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PERSON SPECIFICATION

Qualities and Attributes	Essential	Desirable	Evidenced by
Qualifications			
5 GCSE and A Levels(A*-C) or equivalents	✓		Application
Honours degree or equivalent		✓	Application
A range of in-service training during the last three year which include accreditation		✓	Application
Experience			
Working in a school or busy office environment	✓		Interview
Working in a human resources department		✓	Application/Interview
Managing and dealing with confidential data / issues appropriately.	✓		Application/Interview
Managing and maintaining accurate records and filing systems		✓	Application
Knowledge and Skills			
Ability to keep up to date on relevant policies and procedures in line with the duties identified in the job description	✓		Application/Interview
Ability to communicate effectively, orally and in writing to a range of audiences e.g. staff, pupils, governors, parents	✓		Application/Interview
Excellent literacy, numeracy and IT skills including using MIS, Microsoft packages and Google drive software within a school	✓		Application/Interview
Excellent personal organisational skills and the ability to prioritise workload and work to specific deadlines	✓		Application/Interview
A learner, willing to undergo training and learn new skills as necessary	✓		Application/Interview
Ability to work to professional standards, to develop effective working relationships, think independently and make judgements	✓		Application/Interview
Strong interpersonal skills, including sensitivity	✓		Interview
Attention to detail/working with accuracy	✓		Application/Interview
General/Personal Qualities and Characteristics			

A commitment to the school's vision and values	✓		Application/Interview
A 'can do attitude' and an ability to solve issues as and when they arise	✓		Application/Interview
Adaptable to working within a team	✓		Application/Interview
A calm demeanour and the ability to work well under pressure	✓		Application/Interview
A commitment to the protection and safeguarding of children and young people	✓		Application/Interview
A commitment to equality of opportunity and inclusion	✓		Application/Interview

Application Process

Chace is committed to ensuring the welfare and safeguarding of children and young people. We expect all staff to share this commitment. Applicants are required to undergo child protection screening according to the post, including checks with previous employers and the Disclosure and Barring Service.

Chace recruits' staff that are committed to safeguarding and supporting the environment created through the school values ***'Belonging, Responsibility, Excellence'*** *and our school motto* ***'Excellence has no limits'.*** The school continues to ensure that all job applicants are treated fairly and equally, as protected by the Equalities Act 2010.

CVs will not be accepted. All queries concerning an application to Chace Community School and the recruitment process should be directed to the Human Resources Department at recruitment@chace.enfield.sch.uk

Early applications are encouraged. The school reserves the right to interview and appoint a suitable candidate before the closing date.