



KING JAMES'S SCHOOL
KNARESBOROUGH

Candidate Information



Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

Many job adverts specify what they demand from the candidate. We have plenty of skills and qualities that we are looking for but we also have a lot to offer to prospective candidates. First and foremost the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area, but by and large the classes are filled with well-motivated students willing to learn and to contribute to their school community. The local community is very supportive of the school, the catchment area is well defined and we have excellent relationships with the local parents who choose to send their children here. We fill up each year with pressure for places from beyond our catchment area. Knaresborough and North Yorkshire isn't just a great place to teach, it's a great place to live.

The extra-curricular life of the school is rich, most staff who work here make the most of it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward facing school with an open and friendly ethos. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 20% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time we have a very strong commitment to the development and training of all staff, teaching and non-teaching. This is a school in which the opportunities for your personal development are rich.

Thank you for considering King James's School.

Carl Sugden
Headteacher



KING JAMES'S SCHOOL
KNARESBOROUGH

Human Resources Apprentice

September 2019 start

37 hours per week. Full year

£18,426 – £19,171 per year

'Earn as you Learn' with BePro Development

Level 5 CIPD - HR Consultant Partner Apprenticeship

King James's School is pleased to offer an exciting opportunity to 'Earn as you Learn' whilst working towards a nationally recognised Level 5 CIPD qualification in Human Resources. This role is suitable for candidates with three strong A Levels or a Degree qualification.

Located in the market town of Knaresborough, we are currently looking to hire an enthusiastic, ambitious candidate to work in the heart of our vibrant, modern school as part of our highly supportive Business Services team.

As our HR Apprentice you will have the benefit of:

- becoming an employed member of staff at King James's School
- being paid a competitive salary whilst working towards a professional CIPD qualification
- gaining experience whilst learning, giving you an added advantage once you have completed your course!
- support from your personal Apprenticeship Assessor through BePro, who will visit you at work and help collate your evidence towards the apprenticeship standard - every 6 weeks
- 8x day release CIPD workshops, one per module (based in York city centre) – 6-8 weekly intervals
- 20% (approx. 1 day per week) of off the job training to expand your skills and knowledge
- becoming a Human Resources professional in just two years!

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. This position is subject to an enhanced DBS check and approved references.

Completed applications must be submitted via email to:
recruitment@king-james.n-yorks.sch.uk

by: **Monday 2nd September 2019, 08.00am.**
Please note that CV's will not be accepted.



Information on the HR Team

The Human Resources (HR) team lies at the heart of providing support for all colleagues on areas of HR including recruitment, payroll, health and wellbeing. The team aims to provide a professional front line administrative function which services the whole school and focuses on quality and accuracy.

HR is well supported by the Business Services Team along with the Local Authority HR Advisory and Employment Support Services. The already successful HR team is being developed and enhanced. It is led by the Director of Business Services and will include support from the HR Advisor, HR Assistant (Payroll) and HR Apprentice (Recruitment) to ensure compliance and accuracy.

The HR service relies on the effort, dedication and accuracy of its team members in supporting the whole school in a timely fashion. The team anticipates the needs of those they serve and offers proactive and flexible solutions in a busy working environment, replying to requests for information in a timely manner.

The HR team is committed to excellence in everything they do.

How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to recruitment@king-james.n-yorks.sch.uk

and be received by **Monday 2nd September 2019, 08.00am.**

Thank you for your interest in this post. If you have not heard from us by the end of September 2019 please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.

KING JAMES'S SCHOOL, KNARESBOROUGH

JOB DESCRIPTION

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

To provide an efficient and confidential HR Service

HR ASSISTANT (RECRUITMENT) APPRENTICE

<i>Line Manager:</i>	Director of Business Services
<i>Responsible to:</i>	Director of Business Services Headteacher
<i>Team Leader to:</i>	Not Applicable

<i>Salary NYCC Grade:</i>	Grade D
<i>Full Time/ Part Time:</i>	Full-time
<i>Hours:</i>	37 hours plus, 30 min unpaid break
<i>Full Year/ Term Time Only:</i>	Full Year

Professional Responsibilities

ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager

Specific Responsibilities

HR ASSISTANT (RECRUITMENT) APPRENTICE

1.	<p><u>Absence Monitoring</u></p> <p>Process all requests for leave, take messages relating to absence and record all staff absence on the school's data management system (Bromcom).</p> <p>Support the staff absence cover process as required.</p> <p>Track staff sickness and ensure that self-certification and/or GP fit notes are in place as required.</p> <p>Monitor, discuss and support the HR Advisor on all absence matters.</p> <p>Arrange and record Absence Consultation Meetings for the HR Advisor as required.</p> <p>Arrange and record Return to Work Meetings for the HR Advisor as required.</p> <p>Provide ad hoc absence information as appropriate.</p> <p>Ensure that the KJS absence policy is adhered to, setting up relevant meetings as per the Policy.</p> <p>Support the HR Advisor in the co-ordination and monitoring of phased returns following long term absence.</p> <p>Assist the HR Advisor by collating relevant health information and/or producing Occupational Health Referrals and maintain a record of referrals made.</p> <p>Be instrumental in the co-ordination of staff to ensure that they attend their meetings with Occupational Health.</p>
2.	<p><u>Safeguarding</u></p> <p>Ensuring compliance with relevant safeguarding procedures including DBS checks for staff, visitors, supply staff and volunteers as required. Maintain the Single Central Register.</p> <p>Provide staff / regular visitors with a KJS identification card and ensure that employees sign the associated agreement.</p> <p>Maintain a record of all Safeguarding agreements or forward to the relevant co-ordinator as appropriate.</p> <p>Ensure that the online Safeguarding course and 'Keeping Children Safe In Education' document is completed / read and signed by all new staff.</p> <p>Maintain a register of authorised DBS checked visitors for Main Reception – provide advice on access rights as required.</p>
3.	<p><u>Meetings</u></p> <p>Attend internal HR meetings and act as minute taker as required.</p> <p>Attend weekly Business Services Team meetings and provide update.</p> <p>Arrange / lead meetings with staff members in relation to HR as required.</p>
4.	<p><u>HR Records</u></p> <p>Respond to HR related staff queries – assist or re-direct as appropriate.</p> <p>Prepare all contract change forms and letters.</p> <p>Maintain the 'Contract Changes' spreadsheet as a live document.</p> <p>Update Job Descriptions following Performance Management reviews as required – maintain a directory of staff Job Descriptions.</p> <p>Collation of all HR documentation.</p> <p>Maintain staff personal files.</p> <p>Update staff databases/spreadsheets to include car registrations, Bromcom.</p> <p>Inform the relevant staff members of Starters/Leavers.</p> <p>Support the HR Advisor to maintain a live record of staff absences and notes in relation to policy requirements (i.e. ACM meetings)</p> <p>Provide regular updates to SLT regarding the status of HR related issues as required.</p>
5.	<p><u>Recruitment</u></p> <p>Ensure effective and smooth running of the recruitment and selection process, for example, preparation of all related documentation – e.g. advertisements, job descriptions, person specifications, candidate and short-listing packs, interview itineraries etc.</p> <p>Place advertisements as necessary including placing all adverts on KJS, NYCC & TES websites.</p>

	<p>Ensure that all adverts are communicated in school via the internal noticeboard, plus public noticeboard if external.</p> <p>Research and utilise other available free advertising forums i.e. social media.</p> <p>Liaise with prospective applicants as required.</p> <p>Ensure all arrangements are in place for the interview/assessment process – e.g. assessment tasks, interview panels, locations, refreshments, badges, interview packs.</p> <p>Ensure all relevant checks are carried out during the interview day in line with NYCC safer recruitment policy.</p> <p>Produce and issue relevant documentation for new staff to include offer letter, relevant payroll forms, safeguarding instructions, ICT agreement, medical questionnaires; attendance policies and instructions. Ensure new staff are added to Bromcom and arrange and issue relevant passwords to schools IT systems.</p> <p>Ensure staff in school are kept up to date with staff changes.</p> <p>Maintain starter and leaver spreadsheet.</p> <p>Provide information regarding starters and leavers as and when requested.</p> <p>Maintain a tracker of all new recruitment for the Director of Business Services.</p>
6.	<p><u>Other</u></p> <p>Assist SLT with provision of staff data and KPI's as required.</p> <p>Work closely with all levels of staff to assist in the understanding and implementation of policies and procedures.</p> <p>Promote equality and diversity as part of the culture of the organisation.</p> <p>Be committed to Performance Management, equal opportunities, disciplinary procedures and absence management.</p> <p>Assist, as appropriate with grievances and disciplinary procedures.</p> <p>Assist staff and the HR Advisor with HR related / confidential queries.</p>

Person Specification

HR ASSISTANT (RECRUITMENT) APPRENTICE

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<u>Experience & Knowledge</u> <ul style="list-style-type: none"> • Clerical or administrative experience • Experience of using Microsoft Office software • Experience of working in a busy office environment 	
<u>Occupational Skills</u> <ul style="list-style-type: none"> • Computer literacy skills • Good written and verbal communication skills • Good numeracy and literacy skills • Problem solving and judgement skills • Analytical skills 	
<u>Qualifications</u> <ul style="list-style-type: none"> • Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent • 3* A Levels (Grade A-C) 	<ul style="list-style-type: none"> • Bachelor's Degree
<u>Personal Qualities</u> <ul style="list-style-type: none"> • Attention to detail, neatness and accuracy • Organisational skills • Ability to work successfully in a team • Confidentiality • Ability to work to deadlines and prioritise own workload 	
<u>Other Requirements</u> <ul style="list-style-type: none"> • Willingness to work towards a CIPD Level 5 qualification (2 year course) through a paid apprenticeship • To be committed to the school's policy and ethos • To be committed to Continual Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Enhanced DBS clearance required 	
<u>Equal Opportunities</u> <ul style="list-style-type: none"> • To assist in ensuring that equalities policies are considered within the school's working practices in terms of both employment and service delivery 	