



**King  
Solomon  
High School**



## **HR Manager Candidate information pack**

Permanent – available as 52 weeks or 39 weeks

Salary – LBR Grade 9 point 28-30

(52 weeks - £40,755 - £42,324) (39 weeks - £34,751 - £36, 089)

Required: 1<sup>st</sup> September 2025



# Welcome to King Solomon High School

Learning

Charity

Community



Dear Candidate,

I am delighted that you are considering applying for the role of HR Manager.

We are seeking to appoint a HR manager will oversee recruitment, safer recruitment, staff personnel files, staff absence management monitoring & processes, and HR compliance within the school. They will support staff welfare, ensure policy implementation, maintain accurate records, and provide guidance on best practices and regulations. The successful candidate will line manage the following functions: HR administration, recruitment, the SCR, staff absence procedures.

King Solomon High School is brimming with potential and opportunities. If you lead with expertise, rigour and high standards then this could be your ideal next career move.

We are a unique, inclusive and wonderful Jewish school in Redbridge, with students and staff from a range of religious and cultural backgrounds. We are an equal opportunities employer, and value diversity and inclusion. The successful candidate will have the opportunity to create transformational impact and will be supported in fulfilling their own career potential

**Michele Phillips, Headteacher**



## History, ethos and values



King Solomon High School is a United Synagogue, orthodox Jewish school.

The school welcomes students of all faiths and of no faith. The school opened in 1993 to meet the growing demand for Jewish school places in East London, Essex and the surrounding areas. Currently, approximately 20% of students on roll identify as Jewish. We are a six-form entry school, and the only Jewish secondary school in Essex.

### School values

- Learning
- Community
- Charity

#### School Motto

If I am not for myself who will be for me?

If I am only for myself, who am I?

If not now, when?

***(Ethics of the Fathers 1:14)***

Our motto encompasses the school's Jewish ethos and values, highlights our aim to develop every student as a rounded and grounded individual through a variety of learning and lived experiences, all infused with Jewish teachings and values. The King Solomon community experience shapes young people into informed, responsible and caring citizens.



# Educational vision



The school's vision is to provide students with a world class educational experience and to be an example of best practice to other schools.

## Curriculum intent

The King Solomon High School curriculum is underpinned by our Jewish ethos and our values of learning, charity and community.

### Learning

The King Solomon High School curriculum

- is ambitious and designed to educate students in the best that has been thought and said in each subject and to build a cultural capital,
- introduces students to carefully sequenced core knowledge
- supports, challenges and stretches students of all abilities through mastery and depth, considering their learning needs,
- inspires intellectual curiosity and develops a lifelong love of learning,
- provides students with learning, skills and opportunities to pursue their ambitions,
- uses research-driven pedagogical methods to give students the most impactful educational experiences,
- provides curriculum breadth and ensures that the curriculum is accessible to all students.

### Charity

The King Solomon High School curriculum

- provides students with a wider curriculum that develops them as empathetic and caring citizens.

### Community

The King Solomon High School curriculum

- develops students' knowledge and understanding of Judaism and Jewish identity,
- develops students' understanding of the world, its people, cultures and religions,
- teaches students how to make healthy and safe personal choices and have healthy relationships.



# Strategic priorities

King Solomon High School is brimming with potential. Students are keen to learn and contribute to the school, and much has been done over the last year to lay the foundations for meaningful change. To move the school from requires improvement to good and then outstanding, we have been reviewing and improving all aspects of the school, implementing new and innovative systems that embody excellence, ambition and rigour.

Leadership and management	<ul style="list-style-type: none"><li>• Develop a shared understanding of excellence.</li><li>• Empower leadership and accountability at all levels.</li><li>• Develop a strategic and joined up approach to school leadership.</li><li>• Be outward facing and work with successful schools, leading thinkers and educational professionals.</li><li>• Improve the aesthetics of the school so that it reflects our school's values, inspires students and embodies excellence.</li></ul>
Quality of education	<ul style="list-style-type: none"><li>• Develop a curriculum that teaches students the very best of what has been thought and said in each discipline (powerful knowledge).</li><li>• Develop a consistent approach to teaching practice inspired by Rosenshine, Lemov and informed by research on cognitive science.</li><li>• Ensure we have a curriculum structure that offers students a broad and balanced education.</li><li>• Develop a raising achievement strategy that focusses on revision, intervention, habits of attention and mindset.</li><li>• Improve post-16 outcomes , outcomes for boys, disadvantaged students and students with SEND.</li><li>• Develop and embed a reading curriculum and strategies to support students who need support with their reading.</li></ul>
Behaviour and attitudes	<ul style="list-style-type: none"><li>• Empower teachers to lead from the front and take ownership of achieving excellent student behaviour and attention in their lessons.</li><li>• Embed our 'prevention before sanction' approach to behaviour, which focuses on the consistent application of codified rules and systems.</li><li>• Embed classroom behaviours (STAR/SLANT) that facilitate disruption free learning and support excellence.</li></ul>
Personal development	<ul style="list-style-type: none"><li>• Provide all students with a range of enriching experiences and opportunities to explore their talents and interests.</li><li>• Provide all students with meaningful opportunities to be responsible, reflective and active citizens.</li><li>• Develop the school's formal and informal Jewish provision.</li></ul>



## Behaviour & Attitudes



King Solomon High School has rigorous systems in place to support students in meeting our high expectations of behaviour. However, there are still improvements to be made in ensuring that all staff embody and enact new behaviour systems. The newly appointed Assistant Headteacher will play a key role in supporting staff to develop their practice.

### Key aspects of our behaviour systems

- 'Prevention before sanction'. This means that we focus on the consistent application of habits and routines to prevent poor behaviours from occurring in the first place.
- Our approach to behaviour is 'warm/strict' and we believe that 'sweating the small things' prevents more serious behaviours from occurring
- Year 7-11 students line up in the mornings and are collected by their form tutor.
- We operate a daily detentions system.
- We have a commitment to disruption free learning.
- Teachers use 'meet and greet' and 'end and send' routines to ensure that lessons start and end in a focused and calm way.
- STAR expectations and a countdown system are part of classroom expectations.
- There is a 'Behaviour Playbook' in place to ensure that all staff have a practical guide to implementing the school's behaviour policy.

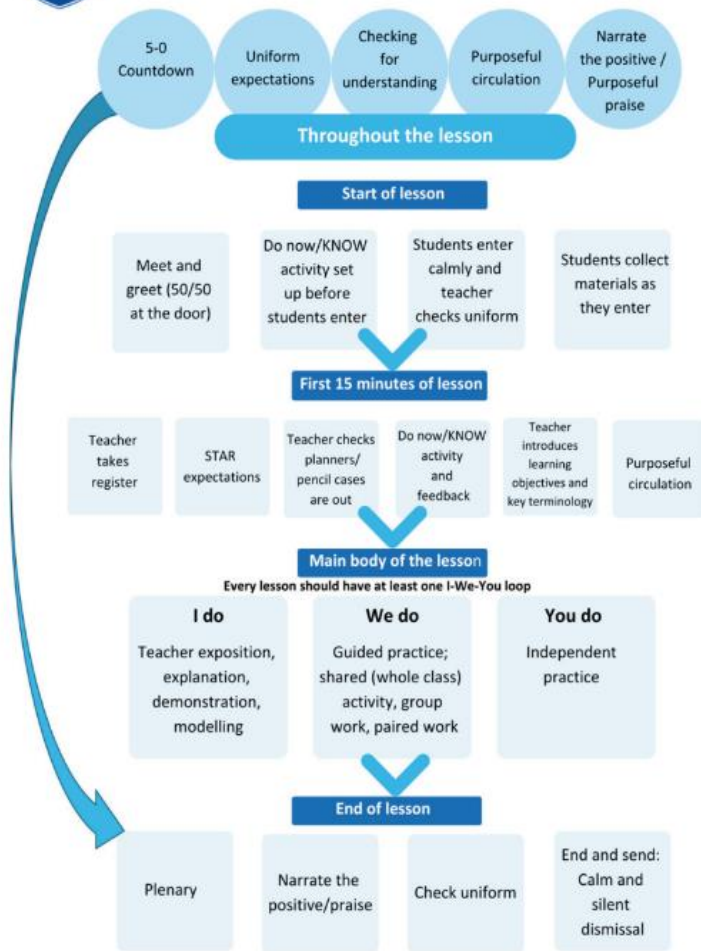
Safeguarding and promoting the welfare of children is the responsibility of all staff. We have a strong culture of safeguarding, and all staff are proactive in reporting any concerns about a student's welfare. We recognise the vital role mental health plays in the everyday lives and success of all individuals. Whilst we cannot always remove the challenges our students face, we can provide them with access to support to help them build resilience, emotional intelligence and coping mechanisms.

# The King Solomon High Classroom Practice Guide

The official teacher's codified blueprint for high quality teaching and learning at King Solomon High School



## Classroom procedures and pedagogy flowchart



## Teaching & Learning

This year the school launched the Classroom Practice Guide to embed best practice teaching strategies into everyday teaching and learning.

This year we have focussed on developing the following.

- Replacing worksheets with booklets.
- Checking for understanding using hinge questions and mini whiteboards.
- Developing reading and literacy strategies.
- All departments are renewing all lessons so that they follow an I do, we do, you do model.
- Adaptive teaching to support all students and in particular students with special, educational needs.



## KS4 academic results

King Solomon High School is an academically successful school with GCSE Attainment and progress above national averages.

The school's current Progress 8 score for 2024 is 0.36 (above average).



GCSE results	2024
A8	49.23
P8 (provisional)	0.21
9 to 7	25%
9 to 5	61%
9 to 4	75%
9 to 1	99%
Eng & Maths 9 to 5	49%
Eng & Maths 9 to 4	70%
Ebacc Entries	23%
Strong Ebacc (5+)	15%
Standard Ebacc (4+)	19%



## Reasons to work at King Solomon High School



### Be part of the success story

- Having been judged as requires improvement by Ofsted, staff will be part of the success story when we move to good and outstanding.
- Our students are fantastic, polite and caring young people. They deserve a world class educational experience. Join us to be part of their future.

### Ambition & excellence

- We are ambitious for every student and member of staff.
- We strive for excellence and to be an example of best practice in all that we do.

### Staff and student wellbeing

- We are a caring and supportive Jewish community school.
- We have an early finish every Friday at 1.20pm, as part of our Jewish ethos and to promote a work life balance.
- We have a sensible approach to meetings and most meetings for main scale teachers are streamlined into a Tuesday.
- The school is closed on Jewish holidays.
- All staff have access to a private employee wellbeing programme with free counselling and arrange of support services.

### Transport links

- The school is a 4 minute walk from Fairlop underground station on the central line. We are well served by several bus routes, and we have a staff car park.

### Career development

- We are committed to inspiring ambition and to supporting staff in their career development.

## The role



**The role:** HR Manager

**Contract:** Permanent

**Permanent** – available as 52 weeks or 39 weeks

**Salary** – LBR Grade 9 point 28-30

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**Reporting to:** The Headteacher

The HR manager will oversee recruitment, safer recruitment, staff personnel files, staff absence management monitoring & processes, and HR compliance within the school. They will support staff welfare, ensure policy implementation, maintain accurate records, and provide guidance on best practices and regulations. The successful candidate will line manage the following functions: HR administration, recruitment, the SCR, staff absence procedures.

### **Safeguarding statement**

King Solomon High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and be familiar with the school's safeguarding policy. Child protection screening will apply to this post.

### **Equality statement**

King Solomon High School is committed to equality of opportunity and values its diverse staff and student community. All staff are required to adhere to the school's equal opportunities policy. We have a zero-tolerance approach to discrimination, harassment and bullying.

### **Staff code of conduct statement**

King Solomon High School has high standards and expects all staff to behave in a professional manner at all times. All staff are expected to adhere to the school's staff code of conduct policy.



## Job purpose

The HR Manager will be responsible for ensuring all human resources functions in the school operate to a high standard and promote the vision of the school. Responsibilities include:

- Support the organisation by managing and coordinating human resources functions.
- Manage the staff absence process.
- Oversee the recruitment process, including job postings, interviews, and onboarding.
- Maintain accurate employee records and ensure compliance with HR regulations.
- Ensure compliance with employment laws and the school's policies.
- Foster a positive workplace culture and help recruit and retain staff.
- Act as a point of contact for staff concerns and help resolve workplace conflicts.
- Ensure policies align with employment laws and best HR practices.
- Assist with payroll, leave management, and employee benefits.



## Job description

### Major Duties and Responsibilities

#### Recruitment and Staffing

- Lead the recruitment process for teaching and non-teaching staff, from job advertisement to appointment, ensuring all steps comply with safer recruitment guidelines.
- Ensure all recruitment documentation, including references, DBS checks, qualifications, and eligibility to work, are collected and stored appropriately.
- Maintain the Single Central Record (SCR), ensuring it is accurate and updated.
- Work with school leadership to ensure staffing needs are met and new roles are filled effectively.
- Assist with the recruitment of temporary, supply, and casual staff, ensuring they meet the school's safeguarding standards.
- Manage contract changes, promotions, and role adjustments, ensuring all paperwork is accurate and up to date.
- Support the recruitment process by providing appropriate referrals for candidates, when necessary, to external services or agencies (e.g., occupational health).

#### Staff Absence Procedures

- Manage absence-related matters, including monitoring attendance, conducting return-to-work interviews, and ensuring that any long-term sickness or special leave is documented and managed in line with school policies.
- Provide support to staff experiencing personal or professional difficulties while on sick leave, offering appropriate guidance or referral to external resources (e.g., employee assistance programs or counselling services).
- Collaborate with staff representatives or unions, if applicable, to ensure effective communication.



## Job description

### Major Duties and Responsibilities

#### Policy and Compliance

- Review, update, and implement school policies related to HR eg; safer recruitment and staff absence management
- Regularly review the Single Central Record (SCR), ensuring compliance with Keeping Children Safe in Education (KCSIE) and other statutory requirements.
- Monitor safeguarding compliance, ensuring staff and volunteers are vetted and trained in line with KCSIE and the school's safeguarding policies.
- Stay updated on legislative changes related to employment and child protection laws, making necessary adjustments to policies and practices.
- Ensure the school adheres to GDPR and data protection regulations regarding staff records and personal information.
- Implement and maintain effective whistleblowing and grievance procedures to ensure staff concerns are addressed.

#### Staff Development

- Organise and coordinate professional development opportunities for staff, including training on safeguarding, first aid, and any other relevant courses.
- Oversee the performance management process for staff, ensuring regular reviews are conducted and development needs are identified.
- Support the induction process for new staff, ensuring they receive relevant training and have access to all necessary resources to succeed in their roles.
- Promote a culture of continuous professional development, encouraging staff to pursue qualifications and attend training relevant to their role.
- Coordinate mentorship or peer support programs to foster staff development and knowledge-sharing within the school.
- Monitor and evaluate the effectiveness of training and development programs to ensure they meet the needs of the school and staff.



## **Job description**

### **Major Duties and Responsibilities**

#### **Administration and Record-Keeping**

- Process all recruitment and staffing contract documentation appropriately.
- Maintain and update employee leave records, including sick leave and statutory leave, according to school policy.
- Keep staff records updated, including contracts, job descriptions, and performance reviews, ensuring compliance with GDPR and data protection regulations.
- Ensure the Single Central Record (SCR) is accurate and includes all necessary vetting checks and qualifications.
- Administer the induction process for new staff, providing necessary documentation and school policies.
- Manage contract changes, promotions, role adjustments, and terminations, ensuring documentation is accurate and compliant.
- Oversee pension scheme administration and staff enrolment.
- Coordinate exit interviews, ensuring all departure paperwork is completed.
- Track and maintain staff qualifications, training, and CPD records.
- Organise and securely store HR-related documents in compliance with confidentiality and legal standards.



## Job description

### General requirements of all staff

- Adhere to all school policies.
- Work cooperatively with colleagues and under the direction of your line manager.
- Seek support and guidance where needed.
- Always maintain confidentiality.
- Work to promote the safeguarding of all students.
- Promote equality, diversity and inclusion.
- Complete work to a high standard.
- Support and promote the vision of the school.
- Support the school's Jewish ethos.
- Attend school events as required.
- Keep up to date with development changes and legislation in relation to your role.
- Undertake weekly duties as directed, including the supervision of students at the beginning of school, during break times and at the end of the school day.
- To follow school policies and procedures and guidelines as provided by line managers and the school's senior management team
- To attend meetings, parents' evenings and other functions, as required by the Headteacher.
- To uphold agreed standards of dress, behaviour and discipline around the school and when supervising pupils outside the school

### Reasonable requests

Main duties and responsibilities are outlined in the job description. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher and/or line manager. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. This will be communicated in advance and necessary arrangements will be made depending on staff member's role.

### Review Arrangements

These responsibilities may be amended at any time in the future by the Headteacher in order to respond to the changing demands and needs of the school, national initiatives and statutory legislation. The Headteacher/Deputy Headteacher will consult with the postholder at the appropriate time.



## Person specification

### Qualifications & experience

- Prior successful experience in an HR role, ideally within an educational setting.
- Educated to a high standard, with a relevant HR qualification (CIPD Level 3 or above) or significant experience in a similar HR role.
- Proven experience of supporting the recruitment and onboarding of staff, ensuring compliance with safer recruitment policies.
- Experience of handling employee relations issues.
- Experience working in a busy, public-sector (or education sector) environment is desirable.
- Strong understanding of HR policies, employment law, and safeguarding practices in an educational context.
- Excellent command of the English language, both written and verbal, with strong communication skills.
- A good standard of numeracy skills, with experience in payroll or HR administration.
- Proficient use of Microsoft Office and/or Google Workspace; experience with HR management software is an advantage.

### Skills & attributes

- Ability to think strategically.
- Ability to work proactively with attention to detail.
- Highly developed interpersonal skills including influential skills.
- Willingness to constructively challenge the work of self and others to continually improve own and team performance.
- Ability to manage conflicting priorities, make decisions and resolve issues in potentially stressful situations.
- Ability to work to high standards and with rigor.
- Commitment to equal opportunities.
- Commitment to the school's Jewish ethos.
- Commitment to improving the lives of children.
- Commitment to safeguarding.



## Application process

1. Complete the London Borough of Redbridge application form (CVs are not accepted).
2. Complete a personal statement of no more than two sides of A4 outlining how you meet the person specification. Please cover all the points of the person specification as this will be used for shortlisting purposes. **Please complete your personal statement on a separate document and not in the application form.**
3. Email your application form and personal statement to [recruitment@kshsonline.uk](mailto:recruitment@kshsonline.uk)
4. This vacancy will close on Friday 11th July 2025 at 8:30am. We may interview suitable candidates as we receive applications. We therefore encourage suitable candidates to apply as soon as possible. We reserve the right to close the advert at any point before the closing date.
5. Candidates wishing to visit the school or wishing to speak to a member of the Senior Leadership Team before applying should contact [recruitment@kshsonline.uk](mailto:recruitment@kshsonline.uk)



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