

Saint Nicholas School

small enough to care, large enough to inspire



HR Manager

Candidate Information

Dear Candidate,

Thank you for your interest in the position of HR Manager at Saint Nicholas School. 'Saint Nicks', as it is affectionately known, is a very special environment and one that I am exceptionally proud to be Headmaster of. As a school, we never stop driving forward, developing and changing so all our pupils receive a rich, engaging and challenging education that inspires them.

The successful candidate will be joining the team, at what is a very exciting period in the school's history. The school continues to benefit from strong pupil numbers and the recent opening of our Rocking Horse Nursery, which is already over-subscribed, is a marker of the school's ambitions to remain a thriving, forward-thinking, and family orientated school, that provides an exceptional education from 3 months to 16 years.

I welcome applications from ambitious, dedicated individuals and look forward to receiving your application.



Terence Ayres
Headmaster



A LONG TRADITION OF SUCCESS

Saint Nicholas School is an independent, co-educational day school in Old Harlow, Essex. With a long tradition of success, it educates over 475 children aged between 3 months and 16 years.

Since 1939 we have given children an exceptional education. Our philosophy is based upon a commitment to sound moral principles and a view of education as an all-round preparation for life. Academic work is given strong emphasis and, equally, sound guidance in personal development is seen as an integral part of a good education.

OUR PHILOSOPHY

Small enough to care, large enough to inspire.

We emphasise traditional values such as responsibility, honesty and respect for learning. Our teachers are highly

committed and work in partnership with our pupils and parents to ensure the highest standards of behaviour and academic achievement.

We believe that children learn best when they feel happy and secure and we aim to develop in our pupils a lifelong interest in learning. Visitors to the School are impressed by the friendly, positive attitude of the pupils and their energetic sense of purpose.

Our pupils enjoy a vibrant all round education that is stimulating, challenging and exciting. The curriculum is enriched by a wide range of extra-curricular clubs and activities including regular sports fixtures, drama activities and musical events that enables individual talent to be discovered and nurtured. We encourage pupils to discover their individual sphere of excellence and thus be challenged and inspired, developing their confidence and independence.

GROUNDS AND FACILITIES

With over 16 acres of land, our pupils have lots of outdoor space to enjoy. Lower, middle and upper school pupils are each housed in their own area, within close proximity of each other enabling good access to shared facilities.

The School is equipped with specialist classrooms, science laboratories, technology areas, ICT rooms, lower, middle and upper school libraries and a theatre. Sports facilities include extensive playing fields, tennis courts, heated swimming pool and a magnificent sports hall.

The School is located close to London and Cambridge with direct train access to both, as well as being a short drive from Stansted Airport and the London Underground via Epping. You can find more about the school by visiting our website

<https://www.saintnicholasschool.net/>



'A good, friendly atmosphere which creates confidence and a sense of wellbeing in the children.' - Parent

SCHOOL AIMS

The School aims to:

- Enable pupils to acquire the knowledge, wisdom and self-discipline appropriate for further education, employment and adult life.
- Ensure that all pupils have the opportunity to develop their intellectual, physical and creative gifts, across a broad and balanced curriculum.
- Provide a range of extra-curricular opportunities at lunchtime and after school.
- Promote the personal development of pupils, encouraging lively and enquiring minds, respect for themselves and others and a high regard for truth.
- Promote self confidence, integrity, social responsibility and awareness in pupils.
- Generate a happy atmosphere and offer support to all members of the school community.
- Encourage pupils to show respect and active concern for their school surroundings and for the wider environment.
- Encourage pupils to be aware of the needs of the community beyond the School and to give service.
- Provide the stability and security of continuous education on one site, spanning the age range from 3 months in our nursery to 16 years.
- Provide a stable environment in which every pupil can achieve the highest standards in all aspects of school life in preparation for the challenges of the future.

ORGANISATION

The School is a registered charity, managed by the Board and the Head.

The Board is committed and focused. It is fully supportive of the school, with many members having attended the School as pupils themselves.

The School benefits from an inclusive and supportive Senior Leadership Team.



ABOUT THE ROLE

HR Manager

Permanent

Part-time 24 hours a week,
term time only + 15 days

Actual salary up to £27,479 pa depending on experience

Required: November 2024 or sooner depending on notice

The position

Reporting to the Headmaster, the HR Manager will be responsible for all HR matters within this thriving and growing school. The HR role provides effective HR support and administration to the school community.

Our ideal candidate will bring professional expertise, compassion, objectivity and innovation to the role. They will provide specialist advice, guidance and support on a wide range of people management, recruitment and regulatory issues. Alongside, they will be key to creating a positive working environment where members of staff feel supported and valued.

They must have an excellent understanding of the importance of safeguarding and confidentiality within the scope of this role. They will have excellent organisational and interpersonal skills and the ability to work collaboratively with colleagues across the teaching staff and support team.

The role is part-time, term time only, plus 15 days to be split across the academic year and worked at the beginning and end of the school holidays in preparation for the new term. Working hours of 24 hours per week can be worked across 4 or 5 days during term time (can be discussed at interview).

We offer a wide range of benefits to school staff including training and development opportunities, up to 50% fee reduction for children of staff (after completing one year), contributory pension, occupational health scheme, great career opportunities and free lunches (during term time).

Closing date for applications Early application is advised as interviews will be on a rolling basis and we reserve the right to appoint immediately. **Final closing date 16th September 2024.**

All applications must be made on our official application form, which can be downloaded from the school's vacancies page:

<https://www.saintnicholasschool.net/our-community/vacancies>

Please return your completed application to Davina Marshall, HR Manager at d.marshall@saintnicholasschool.net



'My children can't wait to come to school in the morning! They love their lessons and talk enthusiastically about what they have learnt during the day.' – Parent

DUTIES & RESPONSIBILITIES

This is not an exhaustive list of duties and you may be asked to undertake other duties by the Head, Bursar or other members of the Senior Leadership Team.

RECRUITMENT

- Lead on staff recruitment including ensuring that it is carried out in line with extant DfE Keeping Children Safe in Education and wider safer recruitment practice.
- Liaise with recruiting Line Managers to review job descriptions, promote job opportunities, support short-listing, arrange and set up interview schedules.
- Be responsible for the maintenance and accuracy of the Single Central Register and presentation to the Bursar and Safeguarding Governor for periodic review.
- Ensure all recruitment checks are completed satisfactorily for all members of staff, governors, third party contractors

and volunteers, including but not exclusively Disclosure and Barring Service (DBS), ID and right to work checks, reference checking, Barred List checks and prohibition checks. Where this is not possible, undertake a full risk assessment prior to the individual's start date.

- Prepare formal job offers, employment contracts and joining paperwork.

EMPLOYEE RELATIONS

COMPLEX HR MATTERS

- Advise and support Line Managers and Senior Leadership Team when addressing complex staff issues.
- Co-ordinate and manage casework involving performance management, dispute resolutions, disciplinary matters, grievances, absence, retirement and restructures.
- Support change management within the school.



SUPPORT

- Support Line Manager to ensure that the probationary process and induction is effective and meaningful for all new members of staff.
- Support members of staff and Line Managers with requests for exceptional leave, flexible working and other variations to normal working patterns.
- Support members of staff, and their Line Managers, returning to work after a period of absence.
- Inform and support Line Managers in respect of topical issues, for example menopause, wellbeing, performance management.
- Operate an open door for members of staff and Line Managers to discuss any HR concerns.
- Represent staff interests at the Health & Safety Committee.
- Provide guidance and support in respect of staff wellbeing.
- Promote equality and diversity in the workplace.

POLICIES AND PRACTICE

- Monitor and review employment policies, procedures and guidelines and implement changes as required by a change in legislation, best practice or school policy.
- Review and update the Employment Manual annually.
- Develop and implement HR initiatives aligned with the School's development goals.
- Maintain good working relationships with the School's legal advisers and other HR practitioners in schools.

PAY AND PENSIONS

- Provide first line advice on current and existing benefits for members of staff and Line Managers.
- Work with the Bursar and Finance Office to collate and prepare variations to pay on a monthly basis.
- Advise and support auto-enrolment

for pensions.

- Maintain a good working knowledge of pay, pensions and other benefits in support of the Pay and Pensions Working Group.

PROFESSIONAL DEVELOPMENT

- Review, develop, support and evaluate the Performance Development Review (PDR) process for support staff to drive personal and organisational improvement.
- Co-ordinate training needs for the Support Team.
- Promote and encourage training and development opportunities amongst the Support Team including apprenticeships and other professional training.
- Maintain own Continuous Professional Development.

HR ADMINISTRATION

- Maintain timely, accurate and complete staff records that are compliant with current employment law, ISI requirements and GDPR.
- Review, develop, support and evaluate onboarding and induction for all new member sof staff.
- Produce timely, accurate and relevant HR documentation including pay review letters, auto-enrolment and contractual changes for all staff.
- Liaise with the Finance Officer to manage maternity, paternity, adoption and parental leave administration.
- Liaise with the Finance Officer to maintain staff absence records, follow up on GP reports, liaise with Occupational Health where appropriate.
- Review, develop, support and evaluate processes for leavers including exit interviews.
- Provide data and trend analysis in respect of key HR indicators for example absences, salaries, gender pay gap, diversity, to support wider decision making.

- Provide HR based references where appropriate.

QUALIFICATIONS, EXPERIENCE & PERSONAL CHARACTERISTICS

- Educated to degree level (or equivalent).
- CIPD Level 5 (or equivalent experience).
- Previous HR experience (i.e. as an HR Advisor/HR Manager/ HR Business Partner)
- Evidence of continuous professional development.
- Experience of working in a dedicated HR team providing support and advice across the full range of people management matters.
- Current knowledge of employment legislation and practice alongside real-life experience of its application within the workplace.
- Outstanding interpersonal skills, ability to empathise and buy-in to a coaching culture.
- Experience of working in support of others.
- Experience of working in a school desirable.
- Ability to be proactive, work independently and meet deadlines.
- Strong organisational skills and confidence in managing multiple work streams concurrently.
- Flexibility in approach and commitment to work collaboratively in support of the School's needs.
- Ability to think creatively and strategically in order to find workable resolutions in the best interest of the individual and the School.
- Experience in acting as an advocate for others.
- Ability to maintain confidentiality and act with discretion and diplomacy.
- Excellent verbal and written skills are essential.
- Ability to use IT and MIS as effective

tools – good working knowledge of Word and Excel is essential.

Personal Attributes

- Integrity, empathy and sensitivity
- Approachability
- Discretion
- Motivated and proactive approach
- Committed to drive for improvement

We offer a wide range of benefits to school staff, including:

- Training & development
- up to 50% fee reduction for children of staff (after completing one year)
- Contributory pension
- Free lunches

We would love to hear from you if you are looking to join a supportive and enthusiastic team in beautiful rural surroundings. We respect the hard work and commitment demonstrated by everyone at Saint Nicholas School and we are proud of the caring and mutually supportive atmosphere. Saint Nicholas School is fully committed to safeguarding and promoting the welfare of children, young people and other vulnerable groups and expects all staff, parents and volunteers to share this commitment. All staff and volunteers, where appropriate, will be required to complete our safer recruitment checks including qualifications; references; enhanced DBS and barred list; proof of identity; right to work in the UK; overseas, EEA and prohibition checks. New employees will be required to submit a Staff Self Declaration form (referring to disqualification under the Childcare Act 2006 as amended in 2018).

SAFEGUARDING

Saint Nicholas School is fully committed to safeguarding and

promoting the welfare of children, young people and other vulnerable groups and expects all staff, parents and volunteers to share this commitment. All staff and volunteers, where appropriate, will be required to complete our safer recruitment checks including qualifications; references; enhanced DBS and barred list; proof of identity; right to work in the UK; overseas, EEA and prohibition checks. New employees will be required to submit a Staff Self Declaration form (referring to disqualification under the Childcare Act 2006 as amended in 2018).

EQUALITY AND DIVERSITY

Saint Nicholas School aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented as detailed on the application form.

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St Nicholas School
Hillingdon House
Hobbs Cross Road
Old Harlow
Essex CM17 0NJ

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