



Information for Prospective Candidates



Gildredge
House

An Ofsted
GOOD
School



SEPTEMBER 24 2024

Gildredge House

Position: HR Officer. Part-time (30 hours pw)

Start date: October 2024

Deadline: Please see website for details

An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of HR Officer. We hope this pack is informative and useful but if you require any additional information or have questions, please contact careers@gildredgehouse.org.uk

Please note, applications will be reviewed as they are received, and we may interview and appoint to this role before the closing date. Early applications are therefore advised.

CLOSING DATE: Please refer to the deadline on the website
START DATE: October 2024, following pre-employment checks
INTERVIEWS: In the week following the closing date for applications
HOURS OF WORK: 30 hours per week. Permanent. Term-time plus 2 weeks in school holidays.
SALARY RANGE: Gildredge House Support Staff Scale - Grade 6 Points 14-16 (£24,703 - £25,545 FTE in 2023-24). *Actual salary range £17,329 - £17,920 pro rata.*
The salary is for 45.113 weeks per year, including paid holidays.

- Do you enjoy working in a busy and varied environment?
- Are you highly organised, effective and looking for your next challenge?
- Are you flexible, forward-thinking, resilient and able to work under pressure?
- Do you possess high emotional intelligence?
- Can you work under pressure whilst remaining calm and approachable?
- Are you a skilled administrator with strong attention to detail?
- Do you understand the importance of safeguarding young people?

If the answer to these questions is 'yes', then Gildredge House wants to hear from you.

We are looking to appoint an exceptional candidate to the post of HR Officer to work within our busy HR Department.

The HR Officer will support the Director of HR in the provision of a high quality, efficient HR service for the school. This is a customer-focused role to provide effective support across the HR function, with a particular focus on recruitment, employee records and operational HR administration. The ideal candidate will be flexible in their approach to work and be able to change work patterns to suit the needs of the school. Strong IT skills are essential to this post, with the ability to update a variety of administration software databases.

As HR Officer you will join a committed team of Support Staff within the school. You will have the opportunity to contribute your experience and ideas to the development of HR processes within school. We are moving to an increase in digital processes, so experience of working with a range of HR systems will be beneficial.

Empathy and good humour are essential, together with a desire to fully support the school's development aims, so that our students have the best possible learning experience and outcomes.

Gildredge House offers:

- continuity of education for boys and girls aged 4+
- an expectation of high academic standards
- strong discipline
- excellent pastoral care
- a range of extra-curricular activities
- parent and community involvement

As an employee of the school, you would benefit from:

- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season
- A supportive induction programme for new staff to the school
- Investment in your career development through appropriate, regular CPD
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders
- Access to a full employee assistance programme, in support of wellbeing
- LGPS Pension Scheme
- Complimentary tea and coffee in our staffroom
- On-site parking

If you would like to find out more, please get in touch. We welcome visits from prospective candidates, by appointment. Please contact us via: careers@gildredgehouse.org.uk to enquire.

If you are interested in the position, please download the Application Pack on our website.

Please complete the Application for Employment and return to careers@gildredgehouse.org.uk by 9.00am on the date indicated on the website.

If you wish to discuss the post further or visit the school, please contact careers@gildredgehouse.org.uk or 01323 400650.

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that they are not a disqualified person under the Childcare (Disqualification) Regulations 2006.

Please note that under the UK GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however, it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for Workforce which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

HR Officer

Job Description

Salary: GH Support Staff Scale Grade 6 Points 14-16

Reports to: Director of HR

Main Purpose of the Job:

The HR Officer will support the Director of HR in the provision of a high quality, efficient HR service for the school. This is a customer-focussed role to provide effective support across the HR function with a particular focus on recruitment, employee records, operational HR administration and daily cover arrangements for teaching staff.

Functional Relationships

The post-holder is responsible to the Director of HR in all matters and to the Assistant Head Teacher: Culture for Learning in relation to cover arrangements.

The post-holder also interacts on a professional level with colleagues in other departments and sections of the school. The post-holder will seek to establish and maintain productive relationships with colleagues, staff, students, and external visitors.

Key accountabilities, duties, and responsibilities:

Recruitment

1. Support the Director of HR in the recruitment of all academic and support staff across the school.
2. Place vacancy advertisements and respond to communications from candidates.
3. Track applications, prepare shortlisting packs and invite candidates for interview.
4. Apply for references and make follow-up calls to referees as directed by the Director of HR.
5. Produce and issue interview programmes, as directed by the Director of HR, and individual interview timetables for all staff involved in the process.
6. Prepare candidate welcome packs and candidate programmes.
7. Make any necessary arrangements for candidates such as visitor parking, school tours, lunches, accommodation, and reimbursement of expenses as appropriate.
8. Support interview arrangements on the day: greet candidates and photocopy ID and other documents and oversee any practical tests or assessments.
9. Support the Director of HR in checking and processing Disclosure and Barring Service (DBS) applications.
10. Support the Director of HR in the administration of new starter paperwork for successful candidates.
11. Ensure all new support staff and their line managers are issued with appropriate induction documentation.
12. Support the Director of HR in the recruitment of volunteers across the school and carry out all associated recruitment checks.
13. Liaise with the School Business Manager, the Estates Manager, and line managers to ensure that the relevant workspaces are made ready for new starters.

Employee Records

1. Support the Director of HR in ensuring the staff appointment register, the Single Central Record (SCR), is kept up to date at all times.
2. Liaise with the School Business Manager and Estates Manager to ensure that Contractor details are collated and recorded in the SCR and in InVentry.
3. Ensure that all other employee records in the school's databases (SIMS, EduLink, InVentry and Access People) are accurate and updated when required.

4. Create and update employee HR Compliance files (hardcopy).
5. Update electronic staff files.
6. Record DBS information in accordance with the DBS Code of Practice.
7. General filing, administration, and shredding of confidential waste.

Cover

1. Support the Assistant Head Teacher: Culture for Learning in assigning the school's teaching cover. This includes liaising with the school's Cover Supervisors, supply teachers and agency teachers.
2. Organise cover for absent teaching staff using SIMS, including engaging external supply staff when necessary to ensure sufficient classroom staffing.
3. Maintain a teaching supply list, including sourcing new staff, to ensure sufficient quality staff are available when required.
4. Monitor the 'report' systems for absences of teaching staff (i.e. phone line and absence request forms) on a daily basis and the diary of events, planning cover in advance, wherever possible, to ensure sufficient cover is enlisted.
5. Utilise the cover rota (teaching staff) to ensure that 'extra' cover duties for absent colleagues are apportioned fairly across all teaching staff.
6. Update the school's cover notification on a daily basis.

Operational HR

1. Answer and deal with day-to-day enquiries (both internal and external) in a timely and efficient manner.
2. Deal with incoming email, post, and other paperwork.
3. Assist the Director of HR in the administration of new starters, leavers, and variations to contract.
4. Ensure all probationary periods are suitably diarised and that confirmation letters are produced once probationary reviews have been undertaken by line managers.
5. Support the preparation of documentation for internally promoted staff.
6. Assist with other HR projects where required.

Payroll

1. With the Director of HR, ensure that regular, consistent, and timely information and instruction is given to Payroll via the relevant electronic systems.

CPD

1. Under the guidance of the Director of HR, identify and complete regular and relevant CPD and training.
2. Maintain an up-to-date awareness of current employment law and HR best practice.

Safeguarding

1. Attend all safeguarding training as required by the school.
2. Understand and apply Keeping Children Safe in Education Safer Recruitment guidelines in all aspects of the recruitment process.
3. As directed by the Director of HR, attend any internal meetings on compliance and the Single Central Record.

Health and Safety

1. Carry out the duties of the post, acting in accordance with the school's Health and Safety policy.
2. Carry out duties in accordance with the school's Safeguarding policy and procedures.

Professional Development

1. Undertake relevant training to ensure that individual professional development enables further enhancement of skills and qualities to deliver support in the most effective manner.

Additional Information

All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.

All school-based staff will be subject to a full Enhanced DBS check.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the safeguarding, well-being, and care of students. It should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Executive Head Teacher from time to time, which are commensurate with the grade.

HR Officer Person Specification

EXPERIENCE & QUALIFICATIONS

Essential

- GCSE (or equivalent) Mathematics and English
- Previous experience in a generalist HR role
- Experience of undertaking a range of clerical and administrative duties, including data input and retrieval

Desirable

- Experience of school IT systems (SIMS, EduLink, InVentry, Access)
- Experience of Safer Recruitment practices for schools

SKILLS AND KNOWLEDGE

Essential

- Ability to prioritise key tasks
- Ability to show sensitivity and objectivity in dealing with confidential issues
- An excellent level of ICT skills (Microsoft Word, Excel, Outlook, OneDrive, Teams)
- Ability to create and maintain a database
- Ability to work in an organised and methodical manner
- Ability to multi-task to achieve deadlines in a busy working environment
- Ability to assist with the production of accurate records and reports as required

Desirable

- Knowledge of school policies and procedures

PROFESSIONAL SKILLS

Essential

- Highly competent in dealing with matters of a confidential and sensitive nature
- Able to reflect on and analyse own practice.
- Flexibility and desire to work as part of a team
- Good organisational skills in work-related matters
- Effective in communication at all levels
- Ability to be flexible within a post that requires different skill sets on a daily basis
- Ability to work under own initiative when required

Desirable

- A good eye for detail
- A willingness to contribute to developing and improving HR practices

PERSONAL QUALITIES

Essential

- Supportive team player
- An enthusiasm and desire to provide the best possible experience to the Gildredge House community
- Strong inter-personal skills
- A willingness to challenge yourself to improve performance
- The ability to inspire confidence in all colleagues and stakeholders
- Tactful, respectful, and sensitive to the needs of others
- Flexible and adaptable in approaching new ideas
- A problem-solving outlook

“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

The deadline for applications is indicated on the school website. If you are interested in the position, please complete an Application for Employment Form, available from the school website: <https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please return the completed Application for Employment Form to careers@gildredgehouse.org.uk by **9.00am on the closing date**.

We look forward to hearing from you.