

Founded 1642



New Hall School

The Best Start in Life



Appointment of

HR Officer

Application closing date is:
Midday, Monday 23 May 2022

The HR Department

New Hall School is one of the largest co-educational boarding and day schools in the UK. The HR Department works in partnership with the Senior Leadership & Management Team (SLMT) to drive improvement across a number of areas in the School including the recruitment and development of staff, employee relations, staff culture, reporting and organisational change.

The HR Department currently consists of three team members; the Head of HR and two HR Administrators. In this newly created role, the HR Officer will provide HR advice and support to SLMT. The HR Officer will work closely with HR team members, the Principal and Deputy Principal, the Executive Assistant, the PA to the Principal and the Payroll Officer. The HR Officer will also be required to deputise for the Head of HR in their absence. The HR Officer is expected to keep up to date with developments in employment law, HR policies and procedures.

New Hall provides the opportunity to work in a stunning, Grade I listed historic setting. With a staff of around 320, many of whom consider New Hall 'home', this is a fast-paced, varied and rewarding environment.



Staff room (left), located next to the office of the HR Department (right), with beautiful views of The Avenue



Indoor swimming pool and Fitness Suite, available for staff use

Job Description

The following list is not exhaustive but serves as an indication of what the role encompasses. The role may evolve as the needs of the School change.

Key responsibilities:

1. Recruitment

- 1.1 to prepare advertisements and job details for new staff appointments
- 1.2 to upload advertisements on the School website and other websites
- 1.3 to ensure the recruitment pages of the School website are up to date and accurate
- 1.4 to develop and maintain partnerships to support recruitment activities (e.g. with colleges and universities, newspapers and recruitment agencies)
- 1.5 to maintain all master recruitment templates
- 1.6 to assist with the tracking of job vacancies
- 1.7 to assist with analysis of staff costs by department
- 1.8 to track applications and to prepare candidate summary sheets for interviews
- 1.9 to oversee the interview day programme
- 1.10 to ensure references are requested, prior to interview where possible, ensuring direct contact with head teachers of schools and verification
- 1.11 to check references received, highlighting any areas of concern/interest to the Head of HR/Principal
- 1.12 to draft offer letters/variations to contracts and contracts
- 1.13 to conduct short interviews with candidates to cover checks on chronology of previous employment, to clarify any anomalies/issues, to check qualification certificates
- 1.14 to ensure that pre-employment checks are complete and satisfactory prior to commencement of employment
- 1.15 to ensure that applications are retained and archived in accordance with GDPR requirements

2. Induction

- 2.1 to oversee the administration of the new staff induction process, ensuring that all new staff are invited to the scheduled induction, organising all relevant paperwork, catering and room booking
- 2.2 to liaise with line managers, ensuring they complete a thorough induction and probation process for new staff
- 2.3 to support the induction arrangements for the start of the School year, including catch up sessions for any training missed due to absence
- 2.4 to update staff records to certify induction and INSET attended
- 2.5 to ensure the probation process is undertaken for all staff

3. Employee Relations

- 3.1 to provide advice to managers and staff in accordance with School policies
- 3.2 to be a point of contact for staff queries, directing people to line managers, where appropriate
- 3.3 to ensure there is an effective system for collating information from return-to-work interviews by line managers

- 3.4 to process absence forms, monitoring all absence, and raising any areas of concern with the Head of HR
- 3.5 to assist the Head of HR with staff disciplinary, grievance, capability or redundancy hearings or appeals, advising line managers on first steps of these processes
- 3.6 to manage family friendly leave requests
- 3.7 to manage flexible working requests
- 3.8 to undertake HR projects as required by the Head of HR/HR Committee

4. Performance Management

- 4.1 to assist with the implementation of the Performance Management Policy including the annual updates of job descriptions
- 4.2 to conduct an annual audit of job descriptions
- 4.3 to ensure all staff training records are up to date, and to provide reports as required by individuals/departments
- 4.4 to provide termly records of INSET (both undertaken and future bookings) to the Deputy Principal assisting with analysis and recommendations

5. Employment policies & procedures and compliance

- 5.1 to contribute to the production of the Staff Handbook and Employment Manual
- 5.2 to assist with the completion of the School's censuses and other returns
- 5.3 to assist with providing complete documentation to aid the inspection processes
- 5.4 to provide HR advice and support to New Hall Multi-Academy Trust and its sponsored school

6. Management Information Systems

- 6.1 to assist with maintaining the management information systems (MIS) (WCBS Pass/PS People, EduCare, iSams) & SCR Online Portal for staff and workers
- 6.2 to create reports regarding absence, performance and training for analysis by the Head of HR

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (DSL).

All staff must ensure confidentiality of information, including the safeguarding of information about current, past and prospective employees; to ensure the privacy and confidentiality of personnel information, subject to any legal rights of employees in respect of information relating to them. HR staff must abide by the Code of Professional Conduct set by The Chartered Institute of Personnel and Development (CIPD).

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

Person Specification

	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> • Educated to degree level (or equivalent professional qualification) • CIPD Level 5 (or equivalent qualification) 	<ul style="list-style-type: none"> • Legal/HR training • Compliance training, e.g. in Health & Safety, GDPR
Experience	<ul style="list-style-type: none"> • Previous HR experience as an HR Assistant/HR Officer/HR Advisor or other HR position 	<ul style="list-style-type: none"> • Experience working in an HR role within an educational establishment • Experience of the independent education sector
Skills and Aptitudes	<ul style="list-style-type: none"> • Excellent spoken English • Excellent writing, proof reading and editing skills, including the ability to tailor content and format to different stakeholder needs • Excellent IT skills • Strong organisational skills and the ability to prioritise effectively 	<ul style="list-style-type: none"> • Confidence using Management Information Systems
Disposition and personal qualities	<ul style="list-style-type: none"> • Understanding of, and a commitment to, the aims of a Catholic independent school • Integrity and ability to give clear and consistent witness to the values embedded in the School's Catholic ethos • Understanding of the importance of promoting and safeguarding the welfare of children • Self-starter, highly motivated, proactive and keen to learn • Approachability, confident demeanour and ability to empathise • Discretion and sensitivity, including an understanding of professional confidentiality 	

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. Applications from practising Catholics are particularly welcome. The Equal Opportunities Policy can be found on the website.

School Tour

Click [HERE](#) to view our Open Day virtual tour.

Salary & Benefits

Salary

The salary range for this post is £44,887-£48,988pa (NHC46-50).

Hours

Your normal hours of work will be 8.30am-6.00pm, Monday to Friday, in term time. You are permitted a one-hour unpaid meal break each day. During the School holidays, the hours of work will typically be 10.00am-5.00pm, Monday to Friday. Support staff generally work an average of 40 hours per week over the course of a calendar year but in view of the seniority of the role, you may be required to work additional hours for the proper performance of your duties, for which no further remuneration will be paid. A degree of flexibility is required.

Holidays

The HR Officer will be entitled to 30 days' holiday, including bank holidays (rising to 35 days' holiday after five years of service). New Hall closes for two days between Christmas and New Year and for bank holidays; staff must set aside annual holiday entitlement to allow for these closures. Holidays may be taken in term time by agreement with the Head of HR. Holidays may not be taken at the following times: Lent Term, including February half term, the last week of the summer holiday, the first week of the Michaelmas Term and the first week of the Easter holiday.

Pension

Support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life, subject to meeting the qualifying conditions. Pension contribution rates are 5% for employees and New Hall currently matches employee contributions up to 4%.

Bursaries

Means-tested bursaries up to 100% of Preparatory and Senior Divisions' School fees are available for support staff.

IT Equipment

The HR Officer receives a School laptop. An iPhone is provided for work purposes and so that you are contactable both in and out of term time.

Lunch in Term Time

Currently, all staff are provided with lunch without charge during term time. This is subject to annual review.

Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets. Funding for CPD qualifications is available, following the successful completion of the probationary period.

Sport Club Membership

As an employee, you will be able to make use of an annual membership for the New Hall Sport Club (currently £20pa plus £5pa for family members), with effect from your start date. Membership includes Club time use of:

- 25-metre, 6-lane indoor swimming pool
- 10 floodlit tennis/netball courts
- Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- Athletics track
- 12 golf practice bays

Senior Leadership & Management Team (SLMT)



Mr James Alderson
Head of Sixth Form
DSL Sixth Form



Mr Paul Bray
Director of Studies



Mrs Lynne Baines
Nursery Manager
DSL Nursery



Mr Andrew Fardell
Deputy Principal



Mr Stuart Hall
Estate Manager
Health & Safety Officer



Mrs Alison Hilder
Director of Learning &
Teaching
DDSL Prep Divisions



Mrs Katherine Jeffrey
Principal, Governor
& CEO for NHMAT



Ms Francesca Martin
Head of HR



Mrs Suzanna Minnis
Head of Girls' & Boys'
Divisions, *Lead DSL*



Mrs Elizabeth Murphy
Executive Assistant &
Clerk to Governors



Mr Julius Sidwell
Vice Principal (Boarding &
Operations)
DSL Boarding



Mrs Rachel Tagoe-Torkornoo
Head of Pre-Prep Division
DSL Pre-Prep Division



Dr Paul Tiffen
Vice Principal (Curriculum,
Growth & Innovation)



Mrs Samantha Twomey
Head of Preparatory
Division (*designate*)
DSL Prep Division



Miss Maria Webb
Head of Theology

