

HR and Admin Manager

Application Pack



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THE
COTSWOLD
SCHOOL

Creating Brilliant Futures

Welcome from Will Morgan, Headteacher

Thank you for your interest in this post.

Based in the stunning village of Bourton-on-the-Water, Gloucestershire, The Cotswold School has earned an 'Outstanding' reputation as a popular and successful 11-18 comprehensive academy.

Please watch our video, Welcome to The Cotswold School, to find out more from teachers and students about what makes our school an inclusive, ambitious and happy place to learn.

I am proud to lead an incredible team of staff, who go the extra mile to provide our students with an inspiring education, fully equipping them for their future lives. The values of friendship and knowledge, symbolised on our badge, underpin all our learning and development activities and ensure that the wellbeing of our students and staff is also cared for.

At the heart of our school ethos is a commitment to excellent teaching and aspiration, which drives progress and attainment. Our students thrive academically and also personally, with opportunities to take part in musical performances and a huge range of extra-curricular clubs; writing competitions and debates; community fundraising; student leadership; and careers events.

We have an inspiring and caring school community, which includes families, local businesses, our staff, PTA and, of course, our students. Why not have a look at our website News pages, to see how we have found ways to support ourselves and others and develop our learning and talents?

Successful candidates who are shortlisted for an interview will be contacted by email or phone.

I look forward to hearing from you.

Will Morgan
Headteacher



Job advert

Role: HR & Admin Manager

Reports to: Governors and Headteacher

Contract: Permanent, Full Time or 4 days a week, equally considered

Pay: Leadership Scale circa. £50 - £55,000 per annum

Closing Date: Monday 29th July 2024 at 9am

Starting as soon as possible, we have an exciting opportunity for a qualified and experienced HR Manager to lead and manage HR, Administration and Wellbeing at The Cotswold School. Key roles include recruitment and retention of staff, employee relations, development of HR policies and procedures and provision of an efficient and professional HR service.

The successful candidate will be CIPD qualified, have exceptional communication skills and be up to date on all current employment law. Experience of working in a school would be desirable but not essential.

SUMMARY OF RESPONSIBILITIES:

- To have overall responsibility for the HR management of the school and to ensure successful HR performance is clearly linked to the schools strategic goals
- To provide operational and strategic advice to the Senior Leadership Team and to support all staff at all levels
- To take responsibility for absence management, providing support and advice to staff and training to managers
- To ensure equity through adherence with school policies and procedures
- To lead the admin team in providing an efficient administration service across the school
- Promote staff wellbeing through meetings, initiatives, regular communication and inset day
- A good communicator and team player able to work independently or as part of a team

WE CAN OFFER YOU:

- The opportunity to be part of a dedicated team within a caring school environment
- Professional development support
- Employee benefits including an Employee Assistance Programme & Cycle to Work scheme
- Membership of the Local Government Pension Scheme with generous employer contribution
- Free onsite parking including electric car charging points
- A commitment to staff wellbeing

The candidate will contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Keeping Children safe in Education (KCSIE) guidelines and Area Child Protection Procedures. The Cotswold School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, visitors and volunteers, to share the same commitment.

Job description

Job Title: HR and Admin Manager

Responsible to: Governors, Headteacher

Overall Responsibility

- Under the direction of the Headteacher, have overall responsibility for the HR management of the school and to ensure successful HR performance clearly linked to the school's strategic goals.
- Work closely with the Senior Leadership Team and Line Managers on all Employee Relations.
- To ensure HR policies are robust, fair and transparent.
- To prepare and manage the monthly payroll function for all staff.
- To lead the admin team in providing an efficient service, reviewing practices to drive down teacher workload.
- To lead the whole staff Wellbeing strategy.
- To work collaboratively as a member of the Support Senior Leadership Team (with the CFO and Estates and Compliance Manager) to ensure that the school's systems are effective and compliant with all legislation.
- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Keeping Children Safe in Education (KCSIE) guidelines and Area Child Protection Procedures.

Duties

A. Strategic

- To develop and maintain a comprehensive people strategy that aligns with the School Development Plan and includes regular reviews of organisation structures to ensure they meet the current and future curriculum plan and other needs
- To keep up to date with the latest legislation, guidance and best practice within the HR sector, including Employment Law
- Lead in the creation, implementation and development of HR policies ensuring they remain relevant and compliant.
- Provide regular reports to Governors regarding staff data to help inform decision making in line with the operational needs of the whole school
- Liaise with external stakeholders to ensure the smooth running of the HR function
- Establish effective networks with peer groups across schools to ensure HR developments and changes to legislation are shared and best practice is implemented effectively.

B. HR procedures

- To manage the HR systems and contribute to their continuous improvement, including payroll, SIMS, SCR, training, DBS checks etc.
- To propose improvements to systems and procedures to enhance service delivery.
- To be the point of contact for all staff on any HR matters with a solution focused approach.
- Manage, promote and ensure all staff are aware of HR policies.
- Ensure the regular update of staff lists and organisational structure charts.
- To participate in any meetings within the school advising Managers on staff matters and relations.
- Attend Senior Leadership Team Meetings, twice a week and give advice specifically on HR and staffing matters, but also contributing to discussions on the general running of the school.
- Produce staff salary data information to the Headteacher prior to annual pay increments.
- Prepare documentation and evidence packs to support with investigations relating to discipline and grievance casework.
- Provide information as required by the schools external finance audit team in relation to any HR matters.
- Work with the Assistant Head (T&L) to ensure that performance management processes are conducted for all teaching and support staff.
- Work with the Assistant Head (T&L) to identify any CPD staff training and to ensure all training is booked efficiently, providing relevant information to staff as necessary.
- Keep an up-to-date skills audit list to help inform future staff planning
- Work collaboratively with the schools Union reps and communicate and involve them on any staffing, HR changes or issues
- Work with the Headteacher on any staffing restructures in line with ACAS and school policy guidance

C. Employee Relations

- To provide efficient and compassionate support to all staff on HR issues, as and when required
- To provide advice and support to staff in line with HR policies in a clear and concise manner
- To manage and resolve employee relations issues ensuring fair and consistent treatment
- To implement, monitor and report on staff attendance in line with school policies escalating cases for external support or formal meetings if necessary
- To be responsible for the accurate management of holiday and absence records
- Work with staff who require Occupational Health services or Health Assured (Employee Assistance Programme), instigating referrals and making workplace adjustments as necessary
- Manage all aspects of maternity, paternity, adoption leave and family leave in line with statutory requirements and school policies
- Communicate with all staff on staff benefits and initiatives

D. Contracts and Payroll

- Manage the full payroll process by maintaining the staff payroll system, liaising with the GCC payroll provider, working with the CFO to ensure accurate staff budgets and forecasting
- Create contracts of employment for all new staff
- Provide new contracts of employment to existing staff with changes in role, hours etc
- Administer all payroll claims monthly ready for authorisation by the CFO
- Provide timely and accurate support to staff with payroll and pension queries, liaising with GCC payroll departments as necessary

E. Recruitment, Induction and Retention

- To be responsible for the full recruitment lifecycle from advert to appointment to induction
- Identify vacancies with Headteacher
- Work with Line Managers to create a 'Candidate Information Pack' which includes an advert, job description, person specification, department information etc
- Ensure Safer Recruitment processes and best practice are adhered to
- Be responsible for all employment verification processes including an accurate Single Central Record
- Liaise with the finance department regarding reimbursing candidates for interview expenses
- To be responsible for the successful induction of all new staff, including organising the New Staff Induction Day annually
- Undertake salary and benefits bench marking to support staff recruitment and retention of staff
- Identify and implement any staff retention strategies
- Analyse exit survey data to inform areas of improvement

F. Reporting

- To provide regular feedback to Governors, Headteacher and SLT on any HR cases currently being undertaken
- To maintain employee records in a safe and confidential manner consistent with the schools GDPR requirements
- To prepare HR reports using the HR system by collecting, analysing and summarising data and trends
- To ensure accurate recording of all HR work and record keeping, including HR files, minutes, emails, letters, witness statements etc

G. Wellbeing

- To lead the whole school Wellbeing strategy.
- To manage and organise one inset day per year dedicated to whole school Wellbeing.
- To arrange and lead termly wellbeing meetings to all staff, producing agendas and minutes.
- To liaise with SLT on feedback from Wellbeing meetings and to address any action points resulting from these meetings.
- To produce the annual Workload and Wellbeing Staff Survey and analyse results, identifying trends and reporting to Governors
- To promote and recognise staff achievements and landmarks.
- To promote 'celebration days' across the whole school.
- Attend Governors Workload and Wellbeing Committee Meetings.
- To report to Governors with data and feedback on whole staff wellbeing.
- Manage the Wellbeing budget.

H. Collaborative Working

To be part of the Support Senior Leadership Team to:

- Assist in the development of appropriate HR/admin/ICT systems to support the aims of the school.
- Work with the CFO to ensure there is an effective payroll and HR system that complies with all legislation.
- Work with the CFO to identify any cost saving strategies
- Work with the CFO and Estates and Compliance Manager on all staffing issues relevant to their teams

I. Safeguarding

- To manage the Safer Recruitment process in line with KCSIE for all recruitment in school
- To manage and maintain the Single Central Record to ensure the school is compliant and ready for inspection and safeguarding audits
- To be responsible for providing staff with all mandatory training requirements, keeping up to date records, details of training outcomes and staff feedback to improve future processes and staff knowledge

J. Personnel Management – Administration Staff

- Directly line manage the administration staff to include recruitment, training and development, performance management and professional conduct matters.
- Oversee and balance the distribution of tasks and projects within the admin team
- Identify any training or development opportunities within the team or the wider school
- Set a good example in terms of personal presentation, attendance and punctuality.

K. Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the school's implementation of all current statutory requirements, e.g. Equality Act, Access to Work, Equal Opportunities, Child Safeguarding and Protection.

L. Continuing Professional Development – Personal

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the school Improvement Plan taking full advantage of any relevant training and development available.
- Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.
- Maintain a professional portfolio of evidence via SchooliP to support the Performance Management process - evaluating and improving own practice.

M. Confidentiality

- Ensure that confidentiality is maintained in line with agreed policies and protocols.

The Cotswold School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, visitors and volunteers, to share the same commitment.

This position is subject to an enhanced DBS check, satisfactory references and checks regarding suitability to work with children. This post is in regulated activity and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, amended 2013 & 2020).

The successful applicant will be subject to all necessary checks and be required to provide evidence of identity, right to work in the UK and professional qualifications (where relevant). In line with KCSIE 2023, we will conduct an online search for all shortlisted candidates. Any relevant information will be discussed further with the applicant during the recruitment process.

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.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Person specification

Qualifications and Experience		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> • A professional HR related qualification at degree or CIPD level or substantial relevant experience within a comparable organisation • Experience of working in a standalone role or as part of an HR team where you have dealt with the full breadth of HR from administration to strategic projects • Have provided professional advice to support senior managers, interpreting HR policies, procedures and conditions of service • Experience of producing reports for senior management on HR issues to improve staff performance • Experience of managing sickness absence • A highly effective communicator both in writing and verbally 	<ul style="list-style-type: none"> • Experience of using SIMS to manage school personnel/payroll records • Experience of working within a school environment • Experience of reporting to a variety of audiences including presenting to SLT and Board of Governors • Experience of managing other staff and their workloads • Natural desire and willingness to promote whole staff wellbeing 	<p>Application form Letter of Application References Interview Certificate/s (to be available at interview)</p>
Knowledge and Skills		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Excellent up to date knowledge of employment law • Good commercial/business awareness and understanding 	<ul style="list-style-type: none"> • An understanding of School Teachers' Pay and Conditions, Teachers' Pensions and Local Government Pay Scales and Pension Scheme 	<p>Application form Letter of application References Interview</p>

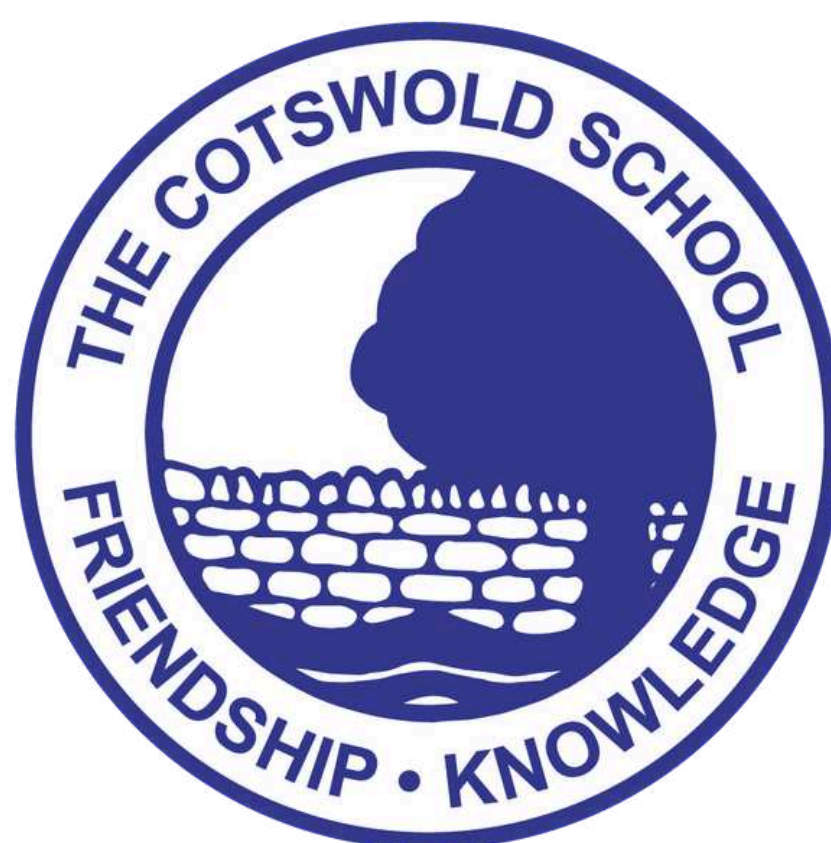
Personal Qualities		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> • To work collaboratively as a member of the Support Senior Leadership Team (with the CFO & Estates & Compliance Manager) • The ability to lead, manage and supervise an administration team • Excellent organisational and administrative skills and the ability to prioritise work and meet deadlines • The ability to communicate effectively with senior staff and Governors • Professional integrity and confidentiality • Resilience and calmness • Approachable and diplomatic manner • A strong customer focussed approach to all 	<ul style="list-style-type: none"> • Ability to influence and motivate staff, if necessary, in difficult circumstances • Assertive but have the ability to listen with empathy and not to pre-judge situations or outcomes 	<p>Application form Letter of application References Interview</p>
Safeguarding		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Subject to Enhanced DBS clearance • A commitment to the safeguarding, welfare and achievement of the pupils 	Essential	Essential

Notes to applicants

- Please do not use the TES or Gloucestershire County Council application form. Please use The Cotswold School Application Form which can be downloaded via our website
- Please complete the application form in full to ensure that full consideration can be given to all candidates and to comply with legal requirements relating to recruitment in schools
- Please do not include a CV or write 'see CV' in any sections on the form
- Please ensure that you include the title of the post that you are applying for (Section 1)
- Please provide an explanation for any gaps in chronological dates relating to education and employment history (Sections 4,5 & 6)
- If you are not writing a covering letter to submit with your application, then please complete Section 10, in full
- Please provide full details of two referees (Section 11)
- Both declarations (Sections 15 & 16) must be signed and dated
- Once completed, please return your application form by email to Mrs K Collett, Headteacher's PA, admin@thecotswoldschool.co.uk
- If returning by post, please send to Mrs K Collett, The Cotswold School, The Avenue, Bourton on the Water, Cheltenham, Gloucestershire GL54 2BD
- The closing date and time must be strictly adhered to
- All information given will be treated as confidential

The Cotswold School is committed to being an Equal Opportunities Employer and welcomes applications from people with disabilities. If you require additional help with our recruitment process, please contact Mrs K Collett, Headteachers PA (contact details above).





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