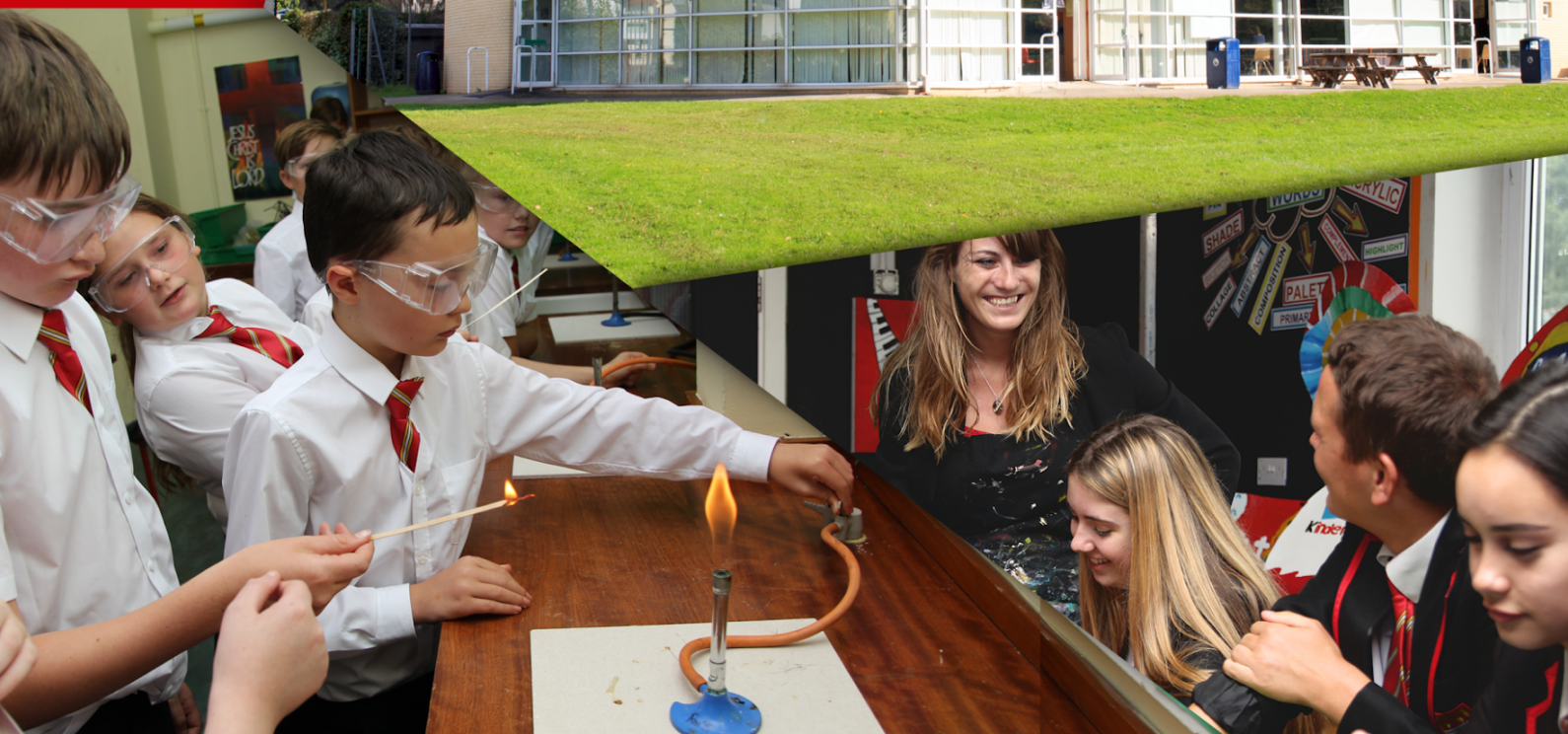




# ST. CUTHBERT MAYNE

*Joint Catholic and Church of England school*

## *Job information pack*



## Welcome to St Cuthbert Mayne School

*'Educating for life in all its fullness'*

### Welcome from the Headteacher

Thank you for your interest in the advertised post of HR officer at St Cuthbert Mayne School. This is a permanent contract starting in September 2022.

We are seeking to appoint an exceptional HR Officer to join our support services team. The successful candidate will be a well qualified, passionate and dedicated HR practitioner whose demonstrable enthusiasm for value adding HR.

We are looking for a team player, with a proven track record of working in a fast paced environment. As well as being an autonomous HR practitioner you will have the skills and flexibility to apply yourself to a range of settings. Experience of working in education is not essential, however a clear understanding and appreciation of this sector is vital. You will be focused on ensuring that all staff are appropriately supported by systems and processes that enable the school to fulfil its vision 'Educating for life in all its fullness'.

If you would like to discuss the role or visit the school before application please contact:

Mr James Down Headteacher - [headteacher@stcm.torbay.sch.uk](mailto:headteacher@stcm.torbay.sch.uk)

### About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 965 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. We are currently in the middle of an exciting £3.6 million building project, which will significantly improve the facilities for students and staff in our school. Another £1 million of improvements will also be made to the school facilities in 2023.

It is an exciting time to join us on our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus to ensure that our children get access to the best possible teaching through a vibrant and engaging curriculum, so that they live life to the full both now and in the future. This will be a challenging but very rewarding post. The school is committed to developing all its staff through regular coaching and a wide range of professional development opportunities through the South West Institute for Teaching (SWIFT). We also work in partnership with Education South West (ESW) as part of a family of schools, to educate children so they lead great lives. If you are passionate about making a difference to the life chances of our children then we want to hear from you.

The school was last inspected by Ofsted in November 2016 and was graded as Good in every area. The statutory inspection of Anglican/Catholic Schools was also conducted in November 2016, and



graded the school Good in all areas. Both reports can be found on the school website [www.st-cuthbertmayne.co.uk](http://www.st-cuthbertmayne.co.uk).

**About this post - HR and Personnel Officer**

**Actual Salary** - £20,369.60

**Contract Type** - Permanent

**Location:** School based but a flexible working arrangement can be considered

**Hours** - 37.5hpw

**Start** - September 2022

**Application Process:**

Please complete and submit an application form. If you have not heard from us within two weeks of your application, then you have not been successful.

You are asked to complete and include the following:

1. Application Form - This can be found on our website at <https://www.st-cuthbertmayne.co.uk/support-staff-vacancies/>
2. Letter of Application/Supporting Statement no longer than 2 sides of A4 to be included with the application form. (Please use it to show how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard).
3. Submit your application to James Down - Headteacher [headteacher@stcm.torbay.sch.uk](mailto:headteacher@stcm.torbay.sch.uk) by **Friday 12th August at 10am**

Please do not submit your CV. As a school, we are committed to safer recruitment and as such can only accept applications that are on the school's application form. Please complete all sections of the form in full. **Electronic/e-mailed applications are encouraged. However, should you be invited to interview please be aware that you will be asked to confirm the details on your application by hand signing it.**

**Closing date:** Friday 12th August at 10am

**Interview date:** Wednesday 17th August (Shortlisted candidates will be informed on Monday 15th August)

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates. St Cuthbert Mayne School is an equal opportunities employer and as such we do not discriminate based on age, gender, disability, race or any other equal opportunities criteria.



## Job Description

### HR Officer

**Accountable to:** The Governors and Headteacher

**Responsible to (day to day):** Headteacher & Business Manager

**Working Hours:** 37.5 hours per week,  
Monday - Friday 8am - 4:00pm  
41 Weeks per year (38 weeks term-time, 5 INSET days plus 10 additional days)

**Scale:** F12-17

**Actual Salary:** £20,369.60

### SECTION 1 - HR Officer

#### Duties and Responsibilities

1. Work with Torbay HR Service to provide guidance, advice and support on the routine aspects of a broad range of employee relations matters; including sickness absence, flexible working requests, conduct, performance, grievance, TUPE, pay and grading, redundancy and redeployment; helping to ensure timely progression of queries and cases in line with school policies, employment legislation and best practice guidance. Communicate this to school leaders in a timely fashion.
2. Plan, organise and produce an accurate record of all formal proceedings, such as grievance, disciplinaries, appeals, hearings, and formal investigations, ensuring that they are held in a timely, efficient and effective manner.
3. Ensure that HR guidance and advice at all times reflects and reinforces employment law, good practice, customer care and the provision of a high quality service.
4. Prepare senior and middle leaders for formal employee related meetings as appropriate.
5. Liaise with the Headteacher's PA to plan and organise employee relations meetings, such as formal absence management meetings, ensuring that they are held in a timely, efficient and effective manner.
6. Maintain confidential HR Informations System (SIMS/MyView) and other personnel files to include leavers, and provide associated data upon request, ensuring legal compliance at all times.
7. All aspects of the administration for recruitment and selection (including redeployment cases) to include; adverts, job descriptions, person specifications, interviews references, screening, contracts, and new starter packs. Seek and provide advice on adherence to legislation, best practice and school policies in relation to recruitment.
8. Administer and maintain all published personnel and HR related information, including information available on the school website.
9. Work in conjunction with the Finance Officer to contribute to the provision of

- a comprehensive payroll, pension and administration service, providing cover as necessary.
10. Ensure data management legislation is adhered to at all times, including GDPR.
  11. Manage the administration for staff appraisals.
  12. Maintain own continuing professional development, keeping up to date with legal and HR developments.
  13. Provide new employees with a comprehensive induction, to include teaching and non-teaching staff; providing orientation through school information, policies, gathering payroll and other information, explaining pension programs, and obtaining signatures for documents.
  14. Be familiar with and actively promote the safeguarding policies of the school, completing all essential training in this area.
  15. Actively challenge and seek to eliminate any directly or indirectly discriminatory practices or behaviours.
  16. Implement and monitor safer recruitment policy and practice, including the Single Central Record, and ensure all safeguarding requirements are met, to include managing the DBS process for new employees, governors, volunteers and any other relevant parties.
  17. To work in partnership with the Finance Team to ensure the successful completion of the annual staff census.
  18. In liaison with the Finance Officer, manage all Pupil Premium budgetary requests, ensuring accurate and comprehensive record keeping.
  19. Manage the administration for all staff absences, including Occupational Therapy referrals, and liaise with the relevant personnel in conjunction with this area.
  20. Prepare and share with the Headteacher an up to date and accurate personnel report in advance of governors' meetings.
  21. Liaise with the School Business Manager to ensure legal compliance in relation to GDPR regulations.
  22. Liaise regularly with the Business manager and Headteacher to update on current HR activity.
  23. Administer the spreadsheets for support staff hours
  24. Act as the internal verifier for the Duke of Edinburgh Award
  25. Attend, participate and minute Staff Wellbeing meetings.
  26. Coordinate online staff exit surveys for the Headteacher and governors.
  27. Provide administrative support to the Governing Body where a conflict of interest may be considered between the Clerk and Headteachers' PA .
  28. Any other duties as assigned by the Headteacher.

## **SECTION 2 - Line Management of Reception Team**

1. Ensure effective and efficient administration supports the strategic aims and day to day operation of the school.
2. Coordinate and chair fortnightly line management meetings, providing guidance and support, and ensuring effective working practices are carried out.
3. Provide strategic direction needed for the office to develop successfully.
4. Assist in the development of the administrative infrastructure of the school.
5. Provide short term support in reception in the event of an absence within the team.
6. Organise long term cover in the event of absences within the reception team of a week or more.

### **SECTION 3 - Continuing Professional Development**

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with current HR legalities and processes.
2. Undertake any necessary professional development as identified by the Headteacher.
3. Maintain a professional learning log and portfolio of evidence to support the appraisal process - evaluating and improving own practice.

### **SECTION 4 - Health and Safety**

1. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
2. Cooperate with the employer on all issues to do with health, safety & welfare including this as a standing item on departmental agendas.
3. Ensure regular risk assessments are carried out as per school policy and referred to relevant parties.
4. Assist with evacuation processes in the event of a fire by registering support staff; keeping up to date records of support staff hours and ensuring that all relevant individuals are accounted for.

### **SECTION 5 - School Ethos and Values**

All staff are required to uphold and maintain the Christian ethos of St Cuthbert Mayne School and support the Joint Church nature of the school.

1. To conduct oneself in a manner befitting a teacher at all times, ensuring behaviours that display positivity to others.
2. To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the school.
3. Promote the health, welfare and emotional well-being of all students.
4. Promote equality of opportunity for all students and staff.

#### **Review:**

This job description will be reviewed annually and incorporates the responsibilities implicit in the professional standards for teachers at core or post threshold, according to the post holder's status. 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.