



Queen Elizabeth's High School

An 11-18 Grammar School. Original Charter 1589.



Vacancy Information Booklet

HR Officer

To commence as soon as possible

37 hours per week, 42 weeks per year

Grade TBC (anticipated to be a Grade 6, Points 15 – 18)

Actual salary £26,796 - £29,089

Queen Elizabeth's High School is entirely committed to safeguarding and promoting the well-being of all of its students. Each student's welfare is of paramount importance. Successful candidates are therefore required to reveal information concerning all convictions and offers of employment will be subject to an enhanced background check by the Disclosure and Barring Service (DBS)

Closing Date: 08.00am on Monday 9 December 2024

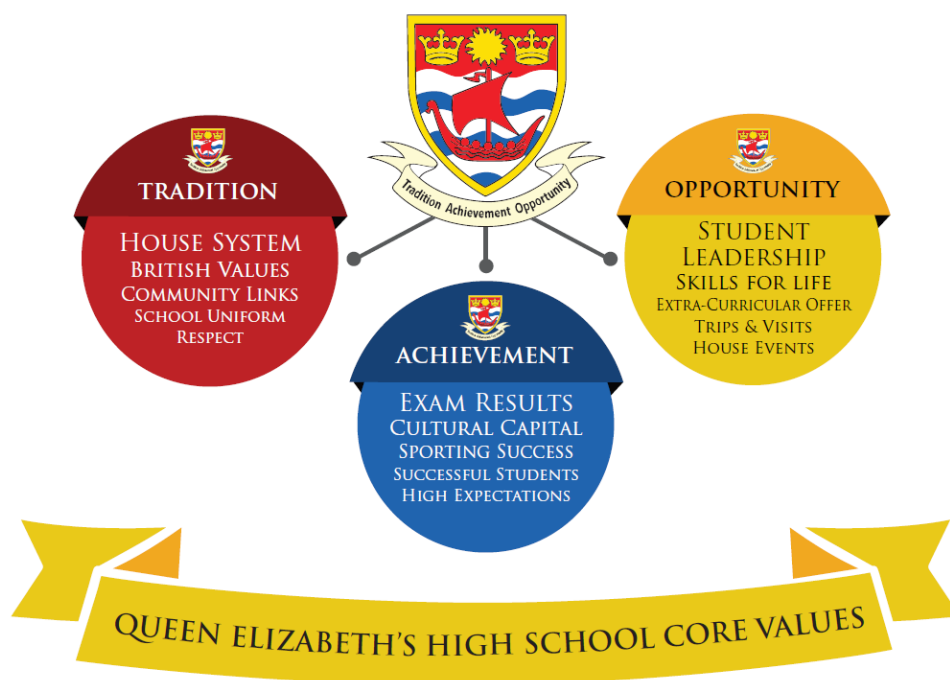
Interviews to be held on Friday 13 December 2024

School Vision

At Queen Elizabeth's High School, we aim to offer an outstanding education and to be the destination of choice for academic excellence. This is achieved by providing an environment in which students are academically challenged, well cared for, and are afforded access to a broad range of fulfilling and enriching co-curricular activities.

School Motto and Values

Tradition Achievement Opportunity



At Queen Elizabeth's High School we aim for high standards in all we do.

- We strive to fulfil the potential of each student.
- We aim to achieve this through a carefully planned, broad education in which enthusiastic teachers use a variety of teaching styles in activities inside and outside the classroom.
- We aim to maintain a friendly and caring atmosphere in which students and staff share a mutual respect.
- When they leave Queen Elizabeth's High School we want students to be well-balanced adults, inspired to continue their learning and able to contribute positively to society.
- Queen Elizabeth's High School is committed to the highest possible standards of child protection.

The selection criteria for student admission to QEHS in Years 7-11 benefits children of staff who have worked at our school for more than two years, or who are recruited to fill certain key posts. See the full Admissions Policy on our school website (www.qehs.lincs.sch.uk).

What Ofsted said.....

In December 2023, the school was inspected by Ofsted. QEHS has been graded as 'Good' in all five of the inspection categories: The Quality of Education, Behaviour & Attitudes, Personal Development, Leadership & Management, and Sixth Form Provision. Therefore, the overall effectiveness of the school is a strong 'Good'.

The inspection team rightly noted that QEHS is a school where expectations around what students can achieve are high, and that students thrive on this challenge and are successful in their academic studies. Just as importantly, it is recorded that students ‘...*get on well together and enjoy each other’s company*’ and that interactions with their teachers are similarly positive and productive. Above all, students attending QEHS were seen to be benefitting from an ambitious curriculum and ‘...*a rich educational experience*’ that serves to develop their confidence, character and to broaden horizons.

Following on from two consecutive years of outstanding examination results and a top ten regional placing in *The Sunday Times Parent Power Survey*, the findings of this Ofsted inspection serve to demonstrate just how amazing the students of QEHS truly are and the extent to which they thrive and blossom by committing wholeheartedly to the utterly unique Queenies offer.

The QEHS Learner Standards

We are committed to working together as a school to ensure that students enjoy and achieve in all of their endeavours. Learning is at the heart of our thinking as a community and we encourage students to grasp opportunities in order to broaden their knowledge, skills and understanding.

To support this we have developed the QEHS **Learner Standards**. These set out to identify three key areas of focus for learning and are used as a framework for all that we do.

The **Learner Standards** are as follows:

1. **Behaviour for Learning**
2. **Leadership for Learning**
3. **Learning to Learn**



The Vacancy

A vacancy has arisen for a highly motivated and enthusiastic HR Officer at Queen Elizabeth’s High School. This is an exciting opportunity for an experienced candidate to deliver an efficient day to day HR service.

We seek to appoint an individual with high educational standards and excellent computer skills. Previous experience in HR is essential and experience of working within a school environment would be desirable, along with knowledge and experience of using Microsoft Office package and database systems.

The post holder will be responsible for developing and managing an effective human resources (HR) function in order to provide a professional and successful people-focused HR service. Candidates should be highly organised and be able to demonstrate efficiency and effectiveness in their work. Excellent communication skills are essential.

The salary scale for this post is TBC, but is anticipated to be a Grade 6, Points 15 - 18 and the actual starting salary equates to between £26,793.00 - £29,089.00 per annum, depending on experience and length of service within LCC. Our LGPS employer contribution is currently 24.1%.

Due to the nature of this role, there will be a need for flexibility around working hours on occasions.

MAIN DUTIES:	
HR Officer:	
1	Ensure staff sickness absence is managed and monitored, with staff being appropriately supported. Undertake routine return to work meetings following staff sickness absence and escalate to formal review meetings, including line managers, when trigger points have been breached. Ensure all absences are recorded on the HR portal.
2	Contact all staff absent through sickness towards the end of their first week of absence. Advise on fit note requirements, cover requirements and make arrangements for weekly contact.
3	Maintain regular contact with those who are absent long term through sickness. Where appropriate, and in liaison with line managers and the SBD/Headteacher, support arrangements for reasonable adjustment and phased return to work programmes.
4	Manage OH referrals and share reports and progress with the SBD/ Headteacher as appropriate. Liaise with Health & Safety/ Medical Needs leads where risk assessments are required.
5	Ensure staff personal absence and holiday entitlement requests are processed accordingly, consistently and fairly. Ensure all are recorded and monitored. Advise line managers and members of staff when discretionary limits are reached or of any other causes for concern.
6	Ensure the SBD and line managers are kept informed about staff issues raised as appropriate, including grievances and conduct issues.
7	Ensure pre- and post-maternity requirements are fulfilled, as well as paternity and shared parental leave requests. Request and provide documentation as required. Undertake maternity risk assessments and liaise with Health & Safety leads/Heads of Department to arrange any required workplace adjustments.
8	Complete the School Workforce Census annually and share the report with the SBD for review.
9	Manage the recruitment process, ensuring compliance with safer recruitment procedures. Support line managers in the development of suitable interview questions, job descriptions and person specifications and maintain a database of all current documents. Coordinate advertisement of vacancies, collation and sharing of applications, provision and completion of shortlisting matrices and development of the interview schedule. Notify candidates of the outcome where appropriate and ensure all required documentation is in place for the successful candidate before agreeing a start date.
10	Manage DBS applications and authentication, section 128 checks, ID checks, online checks.
11	Maintain the Single Central Record.
12	Coordinate staff induction schedules and exit interviews. Make the School Business Director aware of any areas of concern.
13	Lead support staff probationary meetings, inviting line managers to attend. Maintain accurate records of all meetings.
14	Create contracts for all new members of staff, ensuring pay and conditions are correct.
15	Ensure the SBD is aware of required contractual changes.
16	Liaise with the school's nominated LCC HR Advisor as required in order to gain advice and ensure compliance.
17	Coordinate and support investigations, grievance and disciplinary matters in conjunction with the Headteacher and School Business Director.
18	Maintain staff CPD and performance development records.
19	Input all new staff data into SIMS and the payroll provider
20	Support the management of performance related pay progression and ensure written confirmation is sent to colleagues as appropriate.
21	Initiating and recording new starter medical assessments.
22	Organise and complete risk assessments for volunteers and Governors.
23	Ensure that the TRA teaching list is up to date by 'claiming and disowning' teachers.
24	Ensure compliance and be actively involved in the development of HR policies. Liaise with the School Business Director regarding proposed changes and updates provided by LCC and/or external HR provider.
25	Provide reports and analysis on request for the School Business Director and Governors' Welfare and Resources Committees.

26	Assist the School Business Director in managing the school's absence insurance policy and administration, ensuring staff lists are accurate, claims and evidence are submitted and reimbursements received.
General	
27	Ensure an efficient and effective customer service to students, staff, parents and outside agencies.
28	Evaluate and improve own practice, which may lead to improvements in the day-to-day running of the school and to take responsibility for personal professional development
29	The postholder will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Confident communicator.	A, I	✓	
Ability to manage varying situations with understanding, empathy but also challenge and authority as appropriate.	A, I	✓	✓
Able to think independently and be self-motivated.	A, I	✓	
Experience of report writing.	A, I	✓	
Strong interpersonal skills.	A, I	✓	
IT literate.	A, I	✓	
Good organisational skills.	A, I	✓	
Ability to meet deadlines and work under pressure.	A, I	✓	
Pro-active and able to identify improvements in HR function within the school.	A, I	✓	
Attention to detail.	A, I		✓
High levels of integrity.	A, I	✓	
Experience of interviewing and appointing candidates.	A, I	✓	
Experience of providing advice on HR to managers.	A, I		✓
A HR qualification or willingness to work towards one.	A, I		✓
Good working knowledge of Excel and Word packages	A, I, T	✓	
Experience working in an educational establishment	A, I		✓
5 GCSEs grades A-C including English and Maths.	A, I, T	✓	

A = Application form T = Task I = Interview

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

HOW TO APPLY

We believe that QEHS is a great place to work. Please read the information in this booklet, the relevant job description and have a look at our website. Should you wish to apply, application details are available on our school website (www.qehs.lincs.sch.uk) or by emailing a request to hr@qehs.lincs.sch.uk.

A letter of application is required to accompany the formal application form. This letter must be limited to one side of A4 paper and is an opportunity for you to explain how you believe your own experience equips you for the post and for you to outline how you would approach this role at QEHS.

You are also welcome to telephone 01427 612354 ext. 267 if you have any questions about the post, and / or if you would like to arrange a visit to the school.

Completed applications should be submitted by email to hr@qehs.lincs.sch.uk by **08.00am on Monday 9 December 2024**. We will contact your referees for a reference before the interviews and, for shortlisted candidates, the references will be considered in deliberations at the conclusion of the final panel interviews. **Interviews will be held on Friday 13 December 2024.**

Candidates are required to bring to interview evidence of all relevant qualifications listed on their application as well as certificates for A Level, degree, teaching and other qualifications acquired. Please also bring proof of identity, including at least one item of *photographic* evidence (current passport or new style UK driving license with associated counterpart licence). A list will be provided detailing which documents can support your application. Please be aware that at least one document should include your National Insurance number. Candidates will also be provided with a self-disclosure form. This will allow them the opportunity to disclose and fully explain any information with regard to disciplinary sanctions and/or anything they are concerned might appear on their DBS, etc.

Queen Elizabeth's High 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 subject to an enhanced DBS check.

Queen Elizabeth's High School is committed to equal opportunities and staff development. Our policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, gender, marital status, religion, disablement or criminal record (QEHS policy 17a). Members of staff are expected to set a good example in their appearance and smart office dress is a good guide for all staff.

QEHS and Lincolnshire Children Services are committed to
the highest standards of child protection and staff development.

QUEEN ELIZABETH'S HIGH SCHOOL



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HEADTEACHER: Mr R M Eastham, BSc (Hons), MEd, NPQH