



HR & School Services Lead

Dear Sir / Madam,

Thank you for your interest in our "HR & School Services Lead" vacancy. I do hope that the information within this pack is sufficient. The Market Bosworth School is very proud of its students and staff. We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all.

This post is a new role for the school, adding capacity to our existing structures to fully enable the highest possible service support across the school. The successful candidate will work closely with the Senior Leadership Team (SLT), with a focus on HR, Office Management, Data Protection and wider school services such as Resources and IT.

Whilst we would expect that candidates may have a background in one of these areas, training will be available where required. We fully expect there to be a settling in period for the successful candidate, regardless of previous experience. The ability to lead and support a team, work under pressure and balance a range of responsibilities will be vital.

During our most recent Ofsted visit in 2018, inspectors commented *"You have maintained an outstanding quality of education in all aspects of the school. You are aspirational for pupils' success and hold the interests of pupils at the heart of all that you do"*. In 2019, we were named as the best state-funded school in Leicestershire by the "Real Schools Guide". This is an exciting time for The Market Bosworth School, as we build on our now established GCSE achievements of the last 5 years. For the last year of published results (2019), 89% of our year 11 students achieved both GCSE Maths and English and at grade 4 and above.

We are ideally placed for commuting from a wide area, being situated about twenty minutes from Leicester in the rural and picturesque village of Market Bosworth. Whilst the majority of our staff live within Leicestershire, we have a number who commute daily from Warwickshire, Derbyshire, and Staffordshire.

We welcome and encourage visitors to school. Please feel free to contact Katie Reynolds on 01455 290251 for an informal tour, or more information should you wish. The closing date for applications is Monday 24th January (9am). Interviews will take place on Friday 28th January.

Applications are encouraged via email where possible. Please include a covering letter, application form and completed equal opportunities form.

Thank you

Stuart Wilson
Principal

Thank you for your application; I do appreciate the time and effort taken.

Assistant Principals: John Slattery, Emma Hadkiss, Gary Marshall. **School Business Manager:** Bianca Farrell



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Job advert:

HR & School Services Lead

Term Time Only, Support Scale, Grade 11 (£32979 - to £35607 Full Time Equivalent)

The Market Bosworth School is seeking to appoint a committed and enthusiastic member of staff to help maintain the highest possible service support across the school. The successful candidate will work closely with the Senior Leadership Team (SLT), with a focus on HR, Office Management, Data Protection and wider school services such as Resources and IT.

Training will be available where required and we expect there to be a settling in period regardless of previous experience. The successful candidate will play a vital role in the success of the school and will be integral to our future development.

The Market Bosworth School is very proud of its students and staff. We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all. We have been rated as an "Outstanding" school by Ofsted 3 times in 2009, 2012 and most recently in 2018, where inspectors commented "*A sense of care and nurture permeates the school*".

In the last year of published results (2019), 89% of our year 11 students achieved both GCSE Maths and English and at grade 4 and above, with the school achieving a "Well above average" overall progress 8 score of 0.65

For further details, including pay and hours, please visit www.tmbs.leics.sch.uk
The school are happy to discuss flexible working.

The Market Bosworth School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Criminal Records Bureau.

Closing date: Monday 24th January (9am).

Interviews to take place: Friday 28th January.

Contact: Stuart Wilson, Principal, The Market Bosworth School, Station Road, Market Bosworth, Leicestershire. CV13 0JT, Telephone No. 01455 290251

"Pupils are polite, well-mannered and respectful. Low-level disruption in lessons is extremely rare. Pupils' behaviour around school is exemplary." - Ofsted 2018

Assistant Principals: John Slattery, Emma Hadkiss, Gary Marshall. **School Business Manager:** Bianca Farrell

Station Road Market Bosworth Warwickshire CV13 0JT

Tele: 01455 290251 Fax: 01455 292662 Email: office@tmbs.leics.sch.uk Website: www.tmbs.leics.sch.uk



School Overview

The Market Bosworth School is a wonderful place for students to learn and an inspirational school to work within.

Our most recent Outstanding report was in March 2018, during an unexpected monitoring inspection where it was confirmed that *"You have maintained an outstanding quality of education in all aspects of the School"*

Academic GCSE achievement and progress has consistently been within the top 10% of all schools since we first converted from an 11-14 school to an 11-16 school in 2014. Our most recent results place us well within the top 5% of all schools nationally on all key government measures. Whilst our academic results have always been exceptional, it is our commitment to the wider curriculum and personal development that we are most proud of.

Currently, we have approximately 830 students and 105 staff. Our rural and pleasant village setting belies our mixed comprehensive intake. Only a very small proportion (59) of our students live in Market Bosworth, reflecting the older age demographic of the village itself. Other students travel up to 10 miles from a wide and diverse geographical area, including around 100 from Leicester City. In September 2021, we welcomed students from 30 different Primary Schools, with just 7 being our official "catchment" feeders.

Deprivation factors that influence our students are mixed due to that wide geographical intake, but many face issues that would not be expected given our school's location. For example, nearly a quarter of our students live in the worst national category (out of 10) for the "housing and services" deprivation measure. This is 6 times the Leicestershire average. The villages that feed into the school range from larger villages such as Newbold Verdon, Ibstock and Desford, to smaller communities such as Witherley and Sheepy Magna.



"Teachers have excellent subject knowledge and use this to plan activities which inspire and motivate pupils. As one pupil commented, 'We just enjoy feeding off our teacher's energy.' - Ofsted 2018"

Assistant Principals: John Slattery, Emma Hadkiss, Gary Marshall. **School Business Manager:** Bianca Farrell



Our Mission

“Educating with care to encourage success for all.”

Our Vision

- The Market Bosworth School is committed to providing the skills and knowledge that will allow learning to be part of a lifelong process, ensuring our students grow into ambitious young adults who are excited about the world around them.
- We are committed to raising standards for all our students, promoting the highest possible achievements, regardless of background or ability.
- We strive to educate with care to enable all students to realise their full potential, both academically and socially.
- We aim to work with students, staff, parents and the community to provide a safe and happy learning environment.

We set Strategic Aims each year that support our Mission and Vision. They form the basis of our annual School Improvement Plan and Self Evaluation where necessary.

We place great emphasis upon developing the whole person through the breadth, balance, and range of our curricular and extra-curricular experiences. Extra-curricular activities include residential trips to Le Touquet, Normandy, Sicily and Bormio (Skiing).

Curriculum enrichment has included debating competitions, sports festivals, Vocational Visits and theatre visits, alongside day trips to The Skills Show, Oxford University and The Big Bang Science Fair.



“The curriculum provides ample opportunities for pupils to develop their understanding of fundamental British values. They understand diversity and recognise that others may hold values that differ from their own. Pupils are provided with opportunities to develop leadership skills, for example as peer mentors. Pupils enjoy and appreciate these roles. The curriculum ensures that pupils understand how to keep themselves safe in a variety of situations.” Ofsted 2018

Assistant Principals: John Slattery, Emma Hadkiss, Gary Marshall. **School Business Manager:** Bianca Farrell



HR & School Services Lead - Job description

Job Title: HR & School Services Lead

Pay: Grade 11: (£32979 - to £35607 FTE)

The exact hours will be confirmed with the successful applicant. Generally, they would be: 37 hours per week (term time) + 2 weeks flexibly during the school holidays. Provisional hours would normally be 8.00am to 4.30pm. Approximate pay based on these hours / grade (87.37% of FTE) would be £28814 to £31110. The school are happy to discuss flexible working.

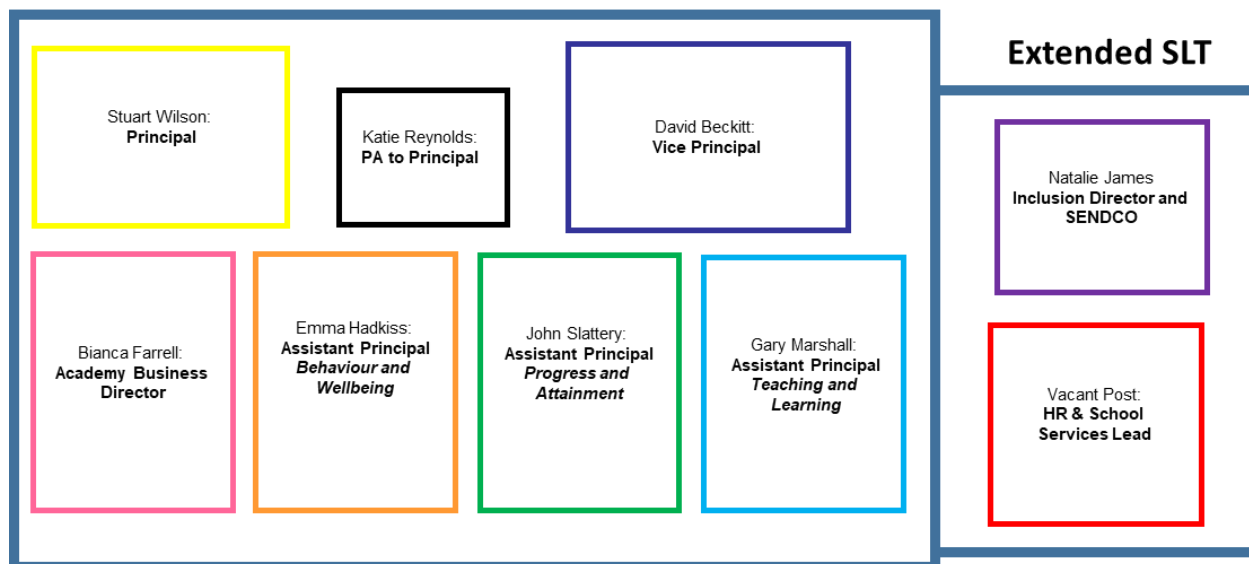
Responsible to: Principal / Headteacher

Responsible for: Office Staff, Shared Line Management for wider school services (e.g. Resources & IT)
Key Relationships/Liaison with: Support Staff Team, SLT, Academy Business Director.

Job Purpose: To support the Principal and Senior Leadership Team in the effective running of the school. To have responsibility for HR, Office Services, Data Protection (including being the school's named DPO) and wider school support services such as Resources and IT.

Role Structure: The HR and School Services Lead will work closely with members of the SLT and form part of the School's "Extended SLT"

Senior Leadership Team (SLT)



Assistant Principals: John Slattery, Emma Hadkiss, Gary Marshall. **School Business Manager:** Bianca Farrell



Main duties, Key Tasks and Responsibilities:

Human Resource Management

To ensure that all staff records (electronic and manual) are accurate and that contract changes, absence information and any other HR related details are processed, recorded and reported correctly, with supporting documentation where relevant.

Manage the payroll services for all school staff including the management of pension schemes and additional payments (e.g lunchtime claims). To reconcile the monthly payroll reports in a timely manner, dealing with any wage queries promptly as soon as they arise.

To ensure that any changes to contracts / pay are processed in a timely manner to meet payroll deadlines.

To record and monitor staff absence, ensuring that medical certificates are requested where necessary, absence information is reported to payroll and absence insurance claims are submitted in accordance with the requirements of the policy.

To liaise with the cover manager to ensure supply staff are appropriately used, monitored and costed.

To support the Principal in strategic HR management, leading the review and development of HR policy and procedure. To contribute to decision making with regard to staffing structure, staff deployment and staff development.

Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements and that all necessary pre-employment checks are satisfactorily completed.

Ensure the school's equality policy is clearly communicated to all staff in school.

Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff. Monitor the way policies and procedures are actioned and provide support where necessary.

To support the Principal and the SLT with HR management issues, including seeking and taking account of advice and guidance from HR professionals where necessary.

Evaluate the school's strategic objectives and obtain information for workforce planning to inform the school SLT.

Manage appraisal and development for all line managed staff.

At the direction of the Academy Business Director, assist with the preparation of the school budget, forecasting staffing costs and funds needed for essential / compulsory services and providing information on historic spend across the entire school.



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Administration Leadership

To ensure the provision of efficient and effective administration support services to all.

To lead the school office team, ensuring effective lines of communication with all staff, visitors and parents / carers. To review procedures to take account of latest regulations / guidance and developments in technology.

To lead the office and reception area on a day to day basis, including the management of first aid processes.

To complete statutory and non-statutory returns / logs, ensuring that they are accurate and are submitted in a timely manner (e.g. accident logs, school workforce census, monthly absence returns, etc.)

To manage systems and link processes that interact across the school to form complete systems.

To develop, review and revise administrative systems within the school, ensuring that any changes to existing processes are communicated effectively to those affected.

To maintain and manage electronic and manual records, use appropriate software (database / spreadsheets) and develop tools as required in order to process data and produce, analyse and interpret reports in order to support decision making and/or make recommendations to senior leaders and governors.

To plan and prioritise the work of others within the office team and deal with/respond to a wide range of enquiries and issues.

To source suppliers and obtain quotes for office purchases and wider school administrative needs, after determining requirements from relevant staff.

To manage ordering processes within the office team to ensure that resources are available when required and that ordering is tightly monitored in line with school procedures.

To assist the Academy Business Director in the review and development of financial procedures and systems within the office and wider school.

To assist the Assistant Principal (Teaching and Learning) to procure and manage student uniform.

To ensure that all monies collected by the office team are recorded in accordance with school procedures.



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School Services, Information and Communication System Leadership:

To take a lead role in the strategic management of non-academic IT infrastructure /functions within the school (including Site entry systems, printers / copiers, phones, CCTV, Management Information Systems).

Liaise with key staff (eg Data Manager, IT Network Manager, Premises Officer, SLT) to ensure a holistic approach to school services, centred on the desire to maximise the education and experience of students.

Ensure that the school has a strategy for using technology aligned to the overall vision and plans for school, ensuring value for money.

Ensure relevant policies, including Data Protection, CCTV, E-Safety and IT acceptable use policies, reflect best practice and are implemented successfully / regularly reviewed.

Consult with the IT Network Manager and other relevant people to introduce new IT technology or improve existing technology for different purposes. In conjunction with the IT Network Manager ensure contingency plans are in place in the case of technology failure.



Ensure resources, support and training are provided to enable work colleagues to make the best use of available IT and maximise their effectiveness.

Establish systems to monitor and report on the performance of technology within the school.

In conjunction with relevant staff, ensure accurate equipment asset records are kept and regularly updated.

Act as the named school Data Protection Officer (DPO) and ensure data compliance in line with GDPR. Train members of staff who are involved in processing data, and carry out regular security audits.

To ensure the school has a robust and up to date approach to data consent and security e.g. Photo consent use, cyber security response.

Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

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Principal: Stuart Wilson
Vice Principal: David Beckitt

General:

To uphold the values of the school and ensure the students remain at the heart of our provision. To contribute to the ethos of the school as a caring, supportive institution where an Outstanding education for all is the goal.

Operate at all times within the stated policies and practices of the school, promoting their use at all times.

Establish effective working relationships with all school stakeholders and set a good example through personal presentation and professional conduct.

Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.

Take responsibility for personal professional development and duties in relation to school policies and practices.

Undertake other duties / additional responsibilities, commensurate with the grade, for which the post holder has appropriate skills / training, as may be required from time to time.

Dignity at work:

To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, their age, gender, ethnicity, sexual orientation, disability or religion) and assist in ensuring equal access to education opportunities for everyone.



This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

The job description sets out duties of the post when it is drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. It is vital to the ethos of the school that the post holder is flexible in taking on additional tasks, willing to offer help, and treats co-operation and support for colleagues as a top priority.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

SIGNED _____

Post holder

DATE _____

Assistant Principals: John Slattery, Emma Hadkiss, Gary Marshall. **School Business Manager:** Bianca Farrell

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Person Specification – HR & School Services Lead

	Essential	Desirable
Qualifications		
Degree or equivalent level qualification.	✓	
Qualification or evidence of professional learning relevant to the role.		✓
Knowledge, Skills and Experience		
Experience in either HR, IT, or Office Administration within an educational or commercial setting.	✓	
Experience of leading and managing staff.		✓
Comfortable working with students aged 11-16.	✓	
Knowledge and awareness of data protection.	✓	
Experience of working with external partners / suppliers.		✓
An understanding of the Equality Act 2010.	✓	
Other Skills/Attributes		
Strong organisational skills with an ability to manage a varied workload and meet deadlines.	✓	
Ability to communicate effectively, considering the views of others, including effective verbal and written communication and excellent presentation skills.	✓	
Willingness to adopt new working practices, implement and adapt to change.	✓	
A willingness to undertake additional training.	✓	
A positive, 'Can Do' attitude.	✓	
Ambition, energy, enthusiasm, determination and drive to develop the role.	✓	
Reliability, professionalism and integrity.	✓	
Excellent working knowledge of IT including MS Office.	✓	
Able to work flexibly, on occasion being able to work overtime or evenings at short notice.	✓	

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The Market Bosworth School

An Outstanding Leicestershire Academy

Principal: Stuart Wilson

Vice Principal: David Beckitt

Application details and Interview dates:

Closing date: Monday 24th January (9am)

Interviews to take place: Friday 28th January

Please complete an application form and send this, together with a covering letter to:

Stuart Wilson, Principal,
The Market Bosworth School,
Station Road,
Market Bosworth,
Leicestershire.
CV13 0JT

Applications are preferred via email to office@tmbs.leics.sch.uk

If posting via royal mail please ensure you add sufficient postage for your application.

For further information, please contact Katie Reynolds, PA to Principal, on 01455 290251

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