



HR Manager Application Pack



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Welcome from the Principal

Thank you for your interest in this post. Choosing the right school in which to work is a very important decision, and the aim of this application pack is to provide you with sufficient information to support your consideration of whether you would be happy and motivated working with us over the coming years, to shape the future of our school and inspire our students to make academic progress that is within the top 15% of all schools nationally.



Chipping Campden School is indeed a very special place – unlike any other. What makes our school so special is its culture and ethos; something that has been grown since the school's formation in c.1440, enabling students to feel empowered in their learning and inspired to excel. The school has a very special place in my heart, having served at the school between 2003 and 2011 as a Teacher of mathematics, Head of Year and latterly Assistant Headteacher. Without doubt, having the opportunity to return to the school as Principal in 2023 is the proudest moment of my career. Having taught and led in a variety of other schools across the country, when I drive to Chipping Campden School each day, I know that I am very privileged to be coming to such a special place, with so many amazing people.

When you take a walk around our school, it is impossible not to feel a palpable buzz of excitement. There are so many opportunities for students to flourish, whether that be representing our school on the sports field, performing on stage in our state-of-the-art Performing Arts Centre, leading one of our Student Parliament Ministries or completing the Duke of Edinburgh Gold Award; our offering of co-curricular and extra-curricular activities is enormous.

We are unashamedly ambitious for all our students, enabling them to develop high aspirations and chase goals that perhaps at first, may seem a little daunting. It is only when we relentlessly pursue these high aspirations and settle for nothing less than our very best, do we enable our students to leave our school being able to successfully compete with their global counterparts, in whatever they choose to do at the end of, what for most, will be a seven-year partnership with us. As staff at the school, I believe it is our job to provide the expertise and environment to enable our students to do just that, supporting and challenging along the way.

If you decide to apply to support me in leading our school, you will be an exceptional candidate with a relentless desire to contribute to sustainable school improvement. Moreover, you will be joining a committed team of staff

who make it their business to support each other, to enable them to provide the very best educational opportunities for our students.

We are looking for a HR Manager who can lead this critical role across the school's varied operations; act as trusted advisor; be passionate about employee engagement and partner with leaders in shaping the future of our workforce and culture.

If you would like to explore the vacancy in more detail prior to applying, a confidential video/telephone conversation can be arranged with me; the application window has deliberately been constructed to allow sufficient flexibility for prospective candidates to do this. If you would like to arrange this, please contact Charlotte Crossley (PA to the Principal) by email at ccrossley@campden.school or telephone (01386 840216) to make an appointment. In addition to this, a wealth of information about our school can be found on our website.

If you would like to apply for this position, please do so by completing both parts of our application form, which can be found on our website, by clicking [here](#). Part 1 of the form (pages 3 and 4) provides a space for you to write about the relevant skills and experience that make you a suitable candidate for this post. This section is restricted to two pages (min. font 11) and should outline how your skills set and experiences to date are suited to the requirements of the person specification. The deadline for applications is **10:00am on Monday 6th October 2025**.



Interviews will take place week commencing 13th October 2025.

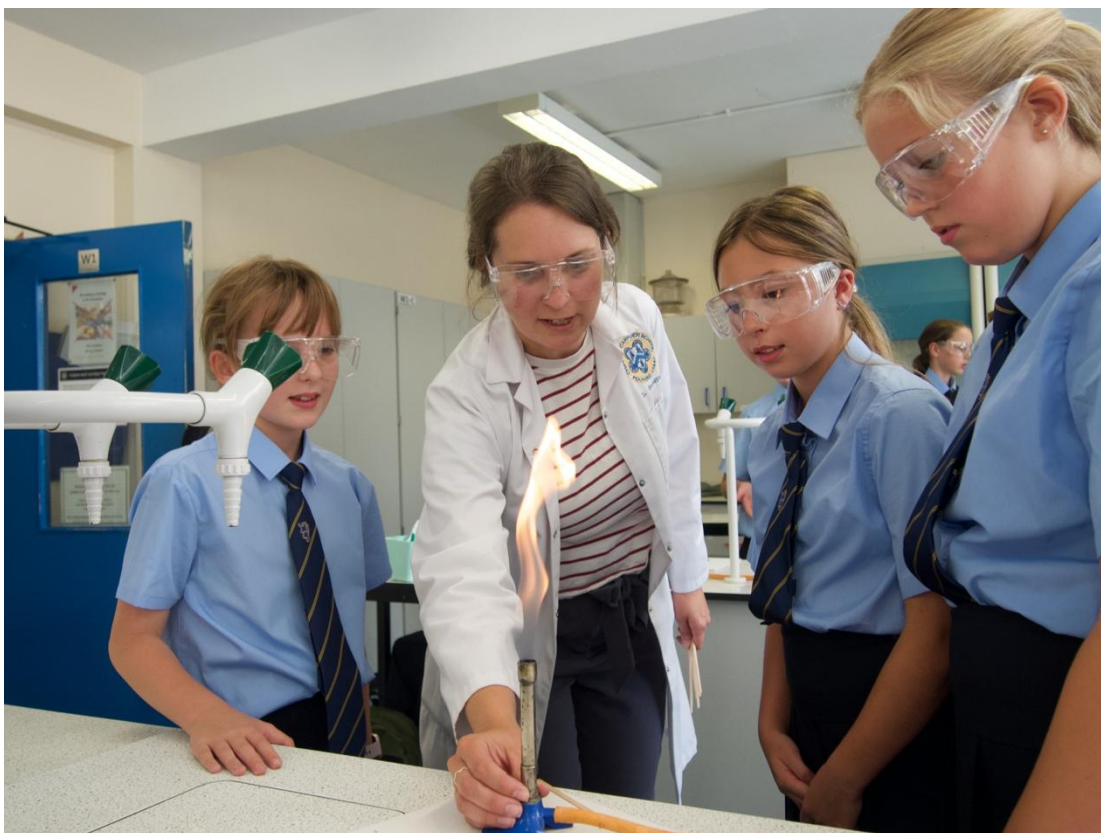
I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'Gareth Burton'.

Gareth Burton
Principal

Staff benefits

Every school is unique and ours is no exception. One of our unique selling points is the relatively high average length of service of our staff, and relatively low rate of staff turnover. Neither of these are by chance and are the product of staff feeling trusted, empowered and recognised for leading the roles they do. We feel that a mark of the outstanding school we are is symbolised by the number of staff who choose to send their children to be educated with us.



Below is a list of just some of the 'pull factors' that contribute to making our school a great place to work:

- An allocation of three, paid staff wellbeing days, where employees are not required to be in school.
- Access to a beautiful property at below market rent situated a short distance from our school (subject to availability/waiting list)
- An iPad to use in school and at home, to enable seamless remote working, using cloud-based technology.
- Commitment to staff wellbeing through a variety of internal practices, designed to recruit and retain the very best staff.
- Complimentary use of the school sports facilities, including gymnasium, swimming pool and fitness equipment.

- Comprehensive range of staff social events throughout the year.
- Cycle to Work scheme
- Freshly prepared and cooked food available on site
- Health and wellbeing support including access to our Employee Assistance Programme (EAP); that provides free, confidential, confidential counselling services and advice for employees, available 24 hours a day.



- Staff Wellbeing Group, who meet regularly to ensure that our staff wellbeing is prioritised.
- Outstanding, tailored CPD
- Pension Scheme membership (Teachers Pensions or Local Government Pensions Scheme)
- Support in completing relevant external leadership development programmes.
- The school is located within the beautiful Cotswold town of Chipping Campden, with friendly businesses, including a wide range of restaurants and pubs.

Job description

Post Title:	Human Resources Manager
Responsible to:	Chief Operating and Finance Officer (COFO)
Grade:	Grade 8, points 26 - 30 £37,280 - £40,777 p.a.
Contract and hours:	37 hours per week, all year round

Section A: Main purpose

- To lead all HR-associated activities to best support the school in achieving its strategic ambitions.
- Working with the COFO and Principal, devise, implement and monitor the school's HR strategy.
- Line management responsibility (including continued professional development) for the HR Administrator.
- Responsibility for the smooth day to day running of all HR-associated activities.
- Provide generalist HR advice and support as appropriate, and proactive HR solutions.
- Ensure that the school remains compliant with the provisions of employment legislation, and all other HR-related legislation.

Section B: Key responsibilities

Management and Compliance

- Develop review and implement HR policies to ensure best practice, legal compliance and operational efficiency.
- Raise and process paperwork, ensure contractual documentation is fit for purpose.
- Oversee the maintenance of personnel records for all staff (paper based and on the school's Management Information System)
- Advise and support leaders in effective management in connection with all employee related matters, for example, attendance, wellbeing, conduct, grievance etc.
- Case management of specific issues such as ill health, reasonable adjustments and any associated referral to Occupational Health
- To provide advice and support to Trustees, Principal and SLT including preparatory work in respect of HR matters
- Organise exit paperwork and undertake exit interviews as required with feedback to the Principal

- Advise on DBS processes and ensure the maintenance, accuracy and completeness of all aspects of the Single Central Record (SCR)
- To be aware of changing employment legislation and impact on HR practices, implementing changes and communications as required
- Ensure prompt and timely provision of all paperwork relating to salaries and payroll
- To complete any statutory returns, for example school workforce census

Payroll

- Oversee the monthly claims payroll and sickness absence administration
- Liaison with payroll provider, pensions and employees on any payroll matters and queries
- Advise payroll on starters/leavers, maternity, variations to contract and notification of pay/salary/appointment/incremental progression

Recruitment and Induction

- Lead on the safer recruitment practice for all appointments ensuring compliance with legislation and best practice.
- In consultation with the appropriate leader, produce and keep up to date job recruitment literature, adverts, interview packs. Arrange for publication of vacancies across a range of recruitment channels.
- Ensure that appropriate DBS vetting and pre-employment checks are undertaken
- Ensure all members of staff have the appropriate job offer and contractual paperwork
- Complete on-boarding and induction of new staff members

Performance and Training

- Analysis of HR data and information to challenge and offer solutions for example on attendance and retention.
- Advise on performance related matters
- Prepare management guidance and training in people related practices
- Review CPD opportunities for non-teaching staff
- Assist SLT in the organisation of any statutory training required

Supervision

- Supervise the HR Administrator in the completion of any HR duties
- Support the HR Administrator in undertaking CIPD qualifications, acting as training mentor and supervisor.

Section C: Additional

- The duties in this job description may be modified by the Principal, in consultation with the postholder, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Person specification

Education and qualifications	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
CIPD qualification, level 5	E	A
Evidence of Continuous Professional Development activities undertaken	E	A
Safer recruitment training	D	A
Other professional development qualification(s) relevant to the post	D	A
Professional knowledge and experience	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Experience in a range of HR activities with minimal supervision	E	A/I/R
Able to build effective professional working relationships	E	I/R
Sound employment law knowledge, able to provide timely and accurate advice on HR practice across all areas	E	A/I
Able to organise, manage and prioritise HR tasks effectively	E	A
Able to support leaders through stages of informal and formal action, including liaison and consultation with trade union representatives	E	I
Able to develop policies and lead on HR practice	E	I
Management of organisational change	D	I
Experience working in an educational setting; knowledge of local government and teacher's terms and conditions	D	A/I
Analyse legislation and other complex documents, summarising required actions for multiple audiences.	D	A/I/R
Traits and competencies	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Committed to and good understanding of Safeguarding and Child Protection practice and procedure	E	A/I
A positive role model, promoting the school's values	E	I
Objective, fair, diplomatic and discrete	E	A/I
A 'self-starter' with the ability to motivate self, prioritise effectively and meet deadlines	E	I/R

A confident communicator with excellent written and verbal skills and active listening skills	E	I/R
Able to work effectively with people at all levels and build effective relationships	E	I/R
Positive attitude and emotionally resilient	E	I/R
Someone who: <ul style="list-style-type: none"> • is reflective, with high levels of personal resilience and able to accept constructive feedback from others in order to further improve performance • prioritises 'the team' above 'self', and contributes wholeheartedly to the life, culture, spirit and ethos of our school, thrives on challenge, with the necessary drive and determination to get a job done. 	E	I



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