

HUMAN RESOURCES

OFFICER

Part time/

term time + 1 week

Required asap

Closing date: 9am, Wednesday, 16th October 2024

Interviews to follow

**Christ’s School, Queen’s Road, Richmond upon Thames, TW10 6HW**

**Tel: 020 8940 6982 e-mail: hr@christs.school**

**www.christs.richmond.sch.uk**

October 2024

Dear Candidate

Thank you for your interest in the position of Human Resources Officer at Christ’s School.

Christ’s School is a Church of England comprehensive school for 1000 young people aged between 11 and 18. Our vision is to deliver Excellence as Standard to every member of our Christ’s family: excellent leadership; excellent staff; excellent outcome and excellent partnerships.

Our school is situated on an enviable site adjacent to Richmond Park in Richmond upon Thames in South West London. We have excellent links with our feeder primary schools and the local community. We are proud to be a faith school and welcome students from Christian and other religious backgrounds.

At Christ’s School we combine our expectations for students’ excellent academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and serve and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our Behaviour for learning approach focuses on restorative practice and recognises the importance of building positive relationships with individual students. It is based on the work of Paul Dix at Pivotal Education. We are proud to be a Regional Hub School for Pivotal and have achieved their Gold Award in recognition of our work in this area.

Our results continue to go from strength to strength. We were particularly pleased with our 2021 Ofsted inspection. This was a section 8 inspection, and as such, the overall grading cannot change and so we remain a ‘Good’ school. The inspection recognised the significant progress we have made as a school since our last Ofsted in 2016. The inspectors captured our ethos and unique identity very quickly during their inspection, and the dedication our staff have to ensuring students are valued and celebrated every day, was recognised so strongly. “Pupils say being at Christ’s School is like belonging to a large family. They want to achieve their best. Pupils are happy and feel very safe here [and] are proud to be members of this school. The school welcomes and values all pupils. Pupils behave well. They respect each other and show kindness and consideration to all” and “staff are proud to work at the school”. Our SIAMS inspection report also found the school to be outstanding at meeting the needs of all learners.

Applications should be sent in the form of a completed online application form including a supporting statement. This should outline how your skills and experience fit the job and person specifications, the impact you have made in your current/most recent role and should be no longer than 3 sides of A4, font size12.

Please email completed applications to Mrs Julia Ralph - [hr@christs.school](mailto:hr@christs.school). We are looking for completed application forms (email only) to be returned by **9am on Wednesday, 16th October 2024. Interviews to follow.**

Early applications are welcome and we reserve the right to appoint before the closing date if we find a suitable candidate.

**Christ’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Christ’s School is an Equal Opportunities employer as detailed in our Equal Opportunities Policy.**

**Any appointment made will be subject to checks those details given on the application form are as stated. It will also be subject to receipt of a satisfactory medical disclosure form. Before an appointment can be confirmed a DBS enhanced disclosure will be required.**

Please visit our website where you will be able to find out more about our school, ethos, and vision. If you have any queries about the application process or would like to arrange an informal visit, please contact Julia Ralph on 0208 439 9652.

At Christ’s we deliver Excellence as Standard.  If you believe you can help us realise our vision, we look forward to hearing from you.

Yours sincerely,

Helen Dixon (Mrs)

Headteacher

**Job Description**

|  |  |
| --- | --- |
| **Job Title** | **Human Resources Officer** |
| **Reporting to:** | **HR Manager** |
| **Grade/Salary Range:** | **NJC Grade 6 - Point 16 -20**  **Salary range: £31,926 – £33,957**  **Salary: £22,500 (actual)** |
| **Hours/Weeks:** | **28.8 hours (4 days)**  **40 weeks (term time plus 1 week)**  **Time: 8.30 - 4.30** |

**Mission**

At Christ’s School we combine our expectations for students' outstanding academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and to serve, and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students, to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our ambition is that Christ’s is a community where students:

* achieve their full academic, sporting, musical and artistic potential
* have a life-long curiosity and passion for learning
* are creative thinkers, capable of taking risks in their learning and of studying independently
* are spiritual individuals, compassionate and sensitive to the needs of others and of self
* embrace diversity and have a commitment to equality and inclusivity
* are considerate, polite and always act respectfully towards others
* develop personal qualities of leadership, courage, integrity, resilience and determination
* make a positive contribution to their community and to society as a whole
* are team players, who work collaboratively to achieve shared goals
* feel comfortable socially and express themselves confidently in a range of situations.

**Job Purpose:**

* To assist with the day-to-day operations of the HR functions and duties

providing clerical and administrative support to the HR Manager

**Key Accountabilities:**

**HR Operations**

* To maintain data systems are up to date so that accurate staff records are maintained, including job descriptions and staff contact details.
* To maintain staff lists for the staff handbook and website
* To manage maternity, paternity, adoption and parental leave processes and queries
* To liaise with pension services providing current staff info and signpost staff to the relevant pension provider
* To monitor and maintain staff absence processes including Return to Work meetings
* Assist with the secure/confidential maintenance of records including filing/shredding/archiving
* Produce the annual salary statements for Teachers and Support Staff

**Recruitment**

* To prepare effective recruitment materials including job descriptions, person specifications, advertisements and information packs for candidates which reflect the school in a positive light.
* To advertise vacancies internally and on appropriate platforms
* To monitor applications liaising with applicants and senior staff
* To prepare and provide interview schedules and information packs for the panel including requesting references and candidate screening
* To manage the new entrant process from offer letter through to induction including volunteers and casual workers
* To maintain induction and probation records for all new support staff so that these are completed in line with school policy.
* To create personnel files for new entrants so that all documentation is present and correct.
* To organise exit interviews and paperwork with senior staff for all leavers and archive files
* Support the HR Manager to maintain the Single Central Record
* Liaising with agencies to secure temporary or long-term cover requirements

**Additional Information:**

**CPD**

Under the guidance of the HR Manager, identify and complete regular and relevant CPD and training:

* Maintain an up-to-date awareness of current employment law and HR best practice
* Safeguarding - particularly in relation to safer recruitment
* Understand and apply Keeping Children Safe in Education guidelines in all aspects of the recruitment process

**Other**

* Assist with any other HR projects as required
* Develop good, co-operative working relationships with staff, candidates and external agencies

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. Additional/alternative reasonable tasks may be required by the school at the discretion of the Headteacher.

**Christ’s School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers through the Disclosure and Barring Service.**

**Christ’s School’s Equality Statement**

Christ’s School is committed to positively tackling discrimination in all its forms and works to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular those that are currently underrepresented in our workforce: we are respectful of all individuals’ race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background

**Person Specification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CRITERIA | Essential / Desirable | |  | Assessed by application / interview process | |
|  | E | D |  | A | I |
| QUALIFICATIONS AND REQUIREMENTS |  |  |  |  |  |
| 5 GCSES including English and Maths. | √ |  |  | √ |  |
| Post 16 study | √ |  |  | √ |  |
| In sympathy with the Christian values of the school | √ |  |  | √ | √ |
| CIPD qualification level 5 minimum |  | √ |  |  |  |
| A commitment to the protection and safeguarding of children and young people | √ |  |  | √ | √ |
| A commitment to working to our safeguarding policies regarding Keeping Children Safe in Education | √ |  |  | √ | √ |
| EXPERIENCE |  |  |  |  |  |
| Experience of having worked in an HR environment |  | √ |  | √ | √ |
| Experience of working in the education sector |  | √ |  | √ | √ |
| Experience in administration of electronic HR and payroll systems |  | √ |  | √ | √ |
| KNOWLEDGE AND UNDERSTANDING |  |  |  |  |  |
| Knowledge of best practice and procedures for safeguarding children |  | √ |  | √ | √ |
| Knowledge of administration of electronic HR and payroll systems |  | √ |  | √ |  |
| SKILLS AND APTITUDES |  |  |  |  |  |
| Well developed oral, written and communication skills | √ |  |  | √ | √ |
| Able to plan and organise effectively | √ |  |  |  |  |
| The capacity to make decisions based on sound judgements | √ |  |  | √ | √ |
| Ability to work independently and as part of a team | √ |  |  | √ | √ |
| Able to work under pressure in a busy environment | √ |  |  |  | √ |
| Experience of dealing sensitively with confidential issues | √ |  |  | √ |  |
| Ability to work to, and meet, tight deadlines | √ |  |  | √ | √ |
| Ability and willingness to learn, and take on, new tasks quickly and accurately | √ |  |  | √ | √ |
| PROFESSIONAL QUALITIES |  |  |  |  |  |
| Committed to the development and maintenance of good relationships with staff, parents, students, governors and the community | √ |  |  | √ | √ |
| Understands the importance of confidentiality and discretion | √ |  |  | √ | √ |
| Communicates with enthusiasm and energy | √ |  |  | √ | √ |
| A reflective practitioner who is committed to, and can evidence, own professional development | √ |  |  | √ | √ |