

## HUMAN RESOURCES OFFICER (part time, fixed term contract)

REQUIRED FOR JANUARY 2022

This is a superb opportunity for a proactive and experienced HR professional to join our busy HR Department.

Thank you for showing an interest in this post. We hope that the following information about St Helen's and description of the School and job description will help you to decide that this is an application which you wish to pursue.



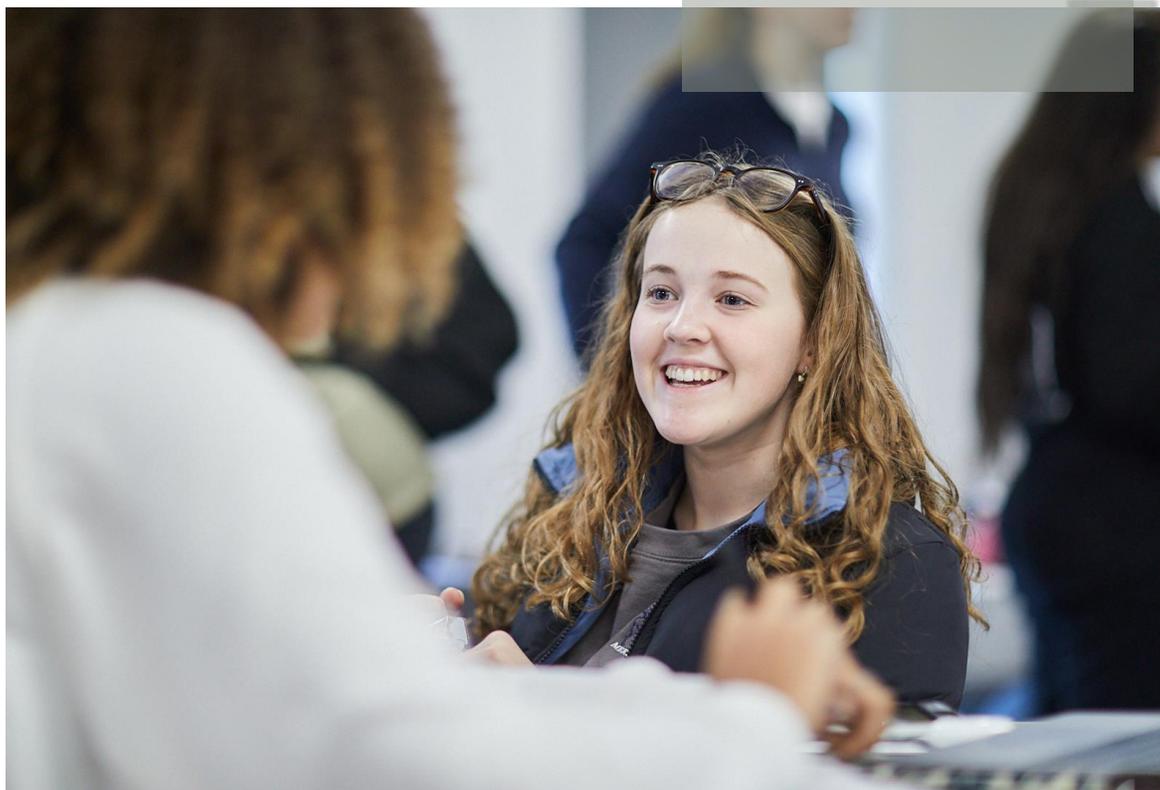
## WELCOME TO ST HELEN'S

St Helen's is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with a calm, inner resolve and a sense of fun; that she is ready to go out into the world and make a difference. St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. Our GCSE results put us very securely into the top 50 independent schools in the country each year. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our co-curricular programme is rich and varied, and our pastoral care ensures that every girl is valued and cared for.

Within easy reach of central London, our school is set in 21 acres of lovely grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested over £20 million in a building programme over the last five years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it an exciting place to work. Our staff and our girls look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey and I look forward to receiving your application.

**Alice Lucas, Headmistress**



## THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1100 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire and Hertfordshire with easy access by Underground from central London.

We aim to ensure that every pupil:

- is excited by learning and the opportunity to excel
- is intellectually curious and thinks independently
- is confident and able to lead as well as be a team member
- has integrity, celebrates diversity and respects others
- uses her talents, energy and enthusiasm for the benefit of the community
- has skills which enable her to become a leader of her community and profession

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The School is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.

## THE POST

The HR Department supports up to 400 staff and coaches (340 on payroll) at St Helen's School and its small subsidiary trading company St Helen's Enterprises. The HR Manager is also the School's Health and Safety Manager and the department is supported by a part time HR Administrator. The School is now looking to enlarge its HR team to ensure it has sufficient resources to deliver the HR strands of the School strategy.

This is a one-year fixed term contract in the first instance.

Hours: 30 hours per week all year round – flexible about spread of hours

### Recruitment and Selection

- Review recruitment and selection processes to ensure they are streamlined, and software systems are utilised as appropriate.
- Extract and report ethnicity, sex and age data of external and internal candidates put plans in place as required to promote equal opportunity of selection and a diverse workforce.
- To ensure an effective resourcing and assessment approach across St Helen's by supporting management in planning and recruiting staff in terms of:
  - a) selection advice on process and job criteria and person specification,
  - b) ensuring legal obligations are met at all stages of the process including ISI compliance
  - c) ensure effective systems are in place for probation reviews and exit interviews
  - d) contribute to operational processes associated with recruitment and selection

### Employee Relations and Well Being

- To identify, assess, escalate and/or resolve employee relations issues and provide expertise in performance management counselling, disciplinary and grievance and flexible working procedures
- To provide independent and neutral 'voice' & 'counsel'
- To advise the School on financial and legal issues pertaining to all employment contractual arrangements
- To ensure individual changes to terms and conditions are notified and documented in a timely manner
- Work with the Deputy Head and HR Manager to review the Wellbeing Policy

### Pay, benefits, reward and recognition

- Work with the HR Manager and Business Director to ensure all staff are appropriately compensated based on performance, market worth and responsibilities
- Ensure the processes for managing performance related pay are implemented correctly



- Work with the HR Manager and Executive Committee to review and develop appropriate incentives
- Annually review the provision of the EAP contract and lead the market review as required
- Annually review the provision of benefit contracts and facilitate market reviews as required eg EAP. Life Assurance, PMI

**Training and Development**

- Manage electronic administration of the PDP process for all staff
- Work with Support Managers to identify training needs and identify appropriate training and development
- Manage compliance training

**Compliance and administration**

- Act as internal advisor on Part 3 KCSIE and ISI Regulations relating to HR
- Input data and regularly review the Single Centralised Register
- Input data into the payroll and HRIS
- Extract and interpret HR data to inform decision making
- Act as internal expert for the HRIS
- Contribute to all HR process including payroll and pension administration ensuring processes are reviewed and streamlined

**General**

- Assist the HR Manager & Administrator with H&S administration and management
- Promoting and safeguarding the welfare of children and young people, by adhering to and ensuring compliance with the School's Child Protection and Safeguarding Policy.
- Implementing responsibilities as set out in the School's Health & Safety Policy.
- Assuming other duties which may be reasonably required or delegated by the HR Manager, Headmistress or Business Director.



**THE PERSON**

The successful candidate will have the following qualifications, experience and personal attributes

	<b>Essential</b>	<b>Desirable</b>
Education/ professional qualifications	Member or Graduate of the CIPD  Evidence of ongoing professional development and/or experience	Degree in a business-related subject
Skills	Strong relationship building and communication skills, with ability to work within a complex multi-professional environment.  Ability to analyse complex and sensitive information (qualitative and quantitative)  Excellent communication and presentation skills  Excellent organisational skills  Able to interpret and interrogate and data  Strong numeracy and literacy skills  Highly computer literate  Excellent verbal and written communication skills	Advanced Excel skills

Knowledge	HRIS Employment law	
Experience	General HR HRIS Benefits including pensions administration Employee relations Pay and benefits HR administration	Employee relations non-unionised environment
Personal characteristics and circumstances	Forward looking and ambitious for the school Intellectually bright and adaptable Self-starter with a proactive approach to identifying and resolving issues Well organised Personable, assertive and resilient Flexible and creative A team player An effective communicator Diplomatic, discrete with personal integrity Sense of humour	

## SALARY

Circa £30,000 dependent on qualifications and experience

## HOURS

30 hours per week – flexible about spread of hours

## BENEFITS

- 50% fee remission for eligible staff children
- Pension scheme with up to 10% employer contributions
- Access to the School's swimming pool and fitness suite
- On-site parking and excellent public transport links
- Free lunch and refreshments
- Generous occupational sick pay
- A commitment to professional development
- A beautiful working environment – the School is set in a conservation site in excess of 20 acres
- Well behaved pupils committed to learning

## APPLICATION PROCESS

Closing date: 8.00am Monday 29<sup>th</sup> November

## THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the HR Manager and members of the Senior Management Team, be tested on a practical task, tour the School and meet the HR Team.

The post is subject to various recruitment checks which will include:

- Enhanced DBS clearance
- A minimum of two references obtained prior to the selection day
- Proof of right to work in the UK
- If you have any queries about this position, please contact the School at [recruitment@sthelens.london](mailto:recruitment@sthelens.london)

