



St Swithun's
WINCHESTER



Candidate Brief

HR Administrator
Approx 0.5 FTE

The School:

St Swithun's School, Winchester is a leading GSA school offering day, weekly boarding and full boarding for 520 girls aged 11-18. The girls benefit from excellent teaching, sporting and recreational facilities. St Swithun's is academically selective and regularly appears in the top 30 schools in the national league tables.

There is also an adjoining IAPS Prep School for girls aged 4-11 with a co-educational nursery from age 3.



Ethos:

St Swithun's is an appropriately academic school which means that we celebrate intellectual curiosity and the life of the mind, but not to the exclusion of all else. We expect our pupils to develop individual passions and through them to acquire a range of skills and characteristics. These characteristics will include a willingness to take risks, to question and to debate, and to persevere in the face of difficulty. In the words of Samuel Beckett: "Ever tried. Ever failed. No matter. Try again. Fail again. Fail better." If a girl can immediately excel at everything we ask of her, we as educators must set the bar higher.

We want all pupils to learn about life beyond the school gates, to appreciate the rich variety of our world, to develop an understanding of compassion and to value justice. We encourage all pupils to become involved in fundraising and community work. They should appreciate how their decisions and their actions can affect those around them.

By the time a pupil leaves St Swithun's she will be well-educated, courageous, compassionate, committed and self-confident with a love of learning, a moral compass and a sense of humour.

Community:

St Swithun's was founded in 1884 by Anna Bramston, daughter of the Dean of Winchester, and Christian values underpin our approach to education. We provide a civilised and caring environment in which all girls and staff are valued for their individual gifts and encouraged to develop a sense of spirituality and of kindness. We believe that kindness and tolerance are at the heart of any fully functioning community. Our staff are friendly and supportive, and the school is committed to supporting the wellbeing and professional development of its employees.

The school is committed to maintaining the vision of its founder by offering bursaries for girls who would otherwise not have the opportunity of a St Swithun's education.

The St Swithuns Learning Community:

At St Swithun's we are committed to learning in its broadest sense and we relish trying different teaching methods and crafting opportunities in and out of lessons to challenge and excite. We are a kind and supportive community of enthusiasts who welcome newcomers. Innovation, energy and individuality, in staff and pupils alike, are considered a distinct advantage. We are a *High Performance Learning* school which means we systematically and consistently teach the skills and attitudes that enable all girls to achieve highly

Location:

The school is set on an impressive and attractive campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only a 50-minute journey from central London.

Winchester is well connected by road, rail, air and sea, allowing convenient and affordable holiday opportunities for staff. There is also easy access to the New Forest, the south coast, and the West Country.

Winchester and its surrounding areas offer outstanding local cultural, historical, sporting and entertainment opportunities in addition to fantastic access to outdoor pursuits. Southampton and Winchester University are in close proximity, as are a wide range of good state and independent schools.

Facilities:

The school offers girls excellent teaching, sporting and recreational facilities. The school buildings are modern and well equipped. As well as the normal academic classrooms and science laboratories, there is a magnificent performing arts centre with a 600-seat auditorium, a music school, an art and technology block, a sports hall and a full-size swimming pool. There is an impressive library, higher education and student guidance department and ICT facility. The grounds are spacious and encompass sports fields, tennis courts and gardens.

The senior school has six boarding houses for full and weekly boarders, with separate houses for those in their first and second years and those in the upper sixth.

The School is securely financed and this has enabled a continuous development programme over the years, which has made it possible for the School to keep pace with new requirements in terms of curriculum and equipment.

The School is registered as a Company Limited by Guarantee and as a Charity, and it has a wholly owned subsidiary company (St Swithun's School Letting Company Limited).

Further details of the School can be found at www.stswithuns.com

The role

The school is looking to appoint an HR administrator to work in our Human Resources department. This post will report to the HR Manager. The Human Resources department is made up of a HR Manager, HR Advisor and HR Administrator.

The HR department seek to embed the school's founding virtues of caritas, humilitas and sinceritas in the way we operate. Caritas means valuing the human in 'human resources', being supportive and respectful, and assuming all colleagues are acting with the best of intentions. Humilitas means recognising others' positive qualities, looking for ways to allow our staff to develop and encouraging a quiet confidence in staff at every level. Sinceritas means having integrity, creating fair policies and processes for people to work within and tackling any inconsistencies, and always being minded of our corporate social responsibility in the decisions we make.

Key responsibilities

General

- Supporting the HR Manager and HR Advisor with general administrative duties as may be reasonably required. This includes but is not limited to diary management, proof reading of documentation, internal communications and stationery ordering.
- Acting as the main point of contact for incoming telephone calls to the department, dealing with calls efficiently and effectively.
- Providing a HR 'triage' service, answering basic queries, and re-directing queries within the HR team or to other departments as appropriate.
- Working within and being mindful of expectations of staff at St Swithun's. This includes:
 - Being mindful of one's own child protection and safeguarding responsibilities;
 - Adhering to the school's code of conduct;
 - Being conscious of and adhering to individual responsibilities regarding GDPR compliance;
 - Being aware of and adhering to school policies.
- Maintaining effective filing systems (both paper and electronic), including the digitisation of staff files.
- Maintaining data systems, spreadsheets etc. containing staff details.
- To administer leaving cards, flowers etc. as appropriate for support staff (and to liaise with the PA to the Head and Prep office staff as appropriate).
- Personal detail and personnel file audits as required.

Recruitment

- Drafting recruitment packs including adverts and job descriptions.
- Suggesting a recruitment strategy for positions, and administer such a strategy once approved by the HR Manager.
- Processing recruitment enquiries and applications.
- Creating effective interview schedules.
- In conjunction with the HR Manager creating relevant skills tests, assessments and interview question sets.
- Processing rejection correspondence for unsuccessful candidates.
- Drafting offer packs and issuing to successful candidates when approved by the HR Manager.
- Drafting contracts and issuing when approved by the HR Manager.
- Managing the department's social media presence for recruitment purposes ensuring compliance with the marketing department's protocols.
- Responsibility for the upkeep of recruitment files (both electronic and hard copy) ensuring storage and deletion in accordance with the School's Privacy Policy and GDPR.
- Administration of all required pre-employment checks to ensure compliance, including the input into the school's Single Central Register and staff database (SIMs).
- Liaising with other departments as required to ensure checks are conducted for contractors, volunteers, governors, agency staff or regular visitors to the school.

- Liaising with the Head's PA in the senior school regarding teaching and boarding recruitment.

Employee relations

- Assisting the HR Manager and HR Advisor in producing HR letters and correspondence.
- Providing administrative support in preparing documentation associated with employee relations issues.
- Administration relating to diary management, room booking etc. for meetings as required.
- Providing other administrative support for casework such as minute taking or other confidential support if required.
- Assisting with the administration of content on the staff wellbeing portal.

Learning and development

- Monitoring the support staff appraisal process (from the end of an employee's first year), including following up on any training needs identified through this process and escalating to the HR Advisor as required.
- Supporting the development and maintenance of a central training logging system.
- Working closely with the office staff in both the senior and the prep school, and the central health and safety department regarding the arrangements regarding mandatory training for staff.
- Administering and logging induction training for staff with support from the HR advisor.

Pay and benefits

- Administering of the school's "gymflex" scheme (or similar scheme)
- Administering the school's private healthcare scheme including membership renewals and queries from staff.
- Generating an internal report on a monthly basis of 'starters, leavers and changes' and distributing as appropriate (including to the payroll, IT and marketing departments).

Employment law and regulatory compliance

- Being responsible for their own CPD in terms of being aware of local employment law seminars, national sector specific events, and key changes in employment legislation.
- Booking attendance at relevant CPD events for all members of the HR department as directed by the HR Manager.
- Ensuring personal compliance with the CIPD's code of practice, upholding the standards of the profession at all times.

All members of St Swithun's staff are expected to undertake other tasks and duties outside of their defined job description as reasonably requested.

Person Specification

All St Swithun's employees are expected to adhere to the school's code of conduct, and foundation virtues.

Qualifications and Experience

Essential	Desirable
<ul style="list-style-type: none"> • At least 5 GCSEs at A*-C level (or equivalent) including Maths and English. • A CIPD Level 3 Certificate, or willingness to undertake this qualification. 	<ul style="list-style-type: none"> • Human Resources work experience • Experience of working in a school environment

Key Skills and Qualities

Essential	Desirable
<ul style="list-style-type: none">• A genuine interest in Human Resources.• Excellent interpersonal skills including diplomacy, tact and sensitivity.• An enthusiasm to “go the extra mile” whenever a colleague needs help or assistance.• Outstanding command of spoken and written English, including a friendly and professional telephone manner and the ability to deal with visitors in a calm and courteous way.• A proactive and approach to planning and prioritising work and the ability to use initiative to maintain a high level of output and juggle competing priorities.• A pleasant, empathetic and calm approach.• The ability to work as part of a team and support others as necessary.• Honesty, generosity, energy, a can-do attitude and a sense of humour.• Proficiency on key Microsoft Office programs (Word, Excel, Outlook) or equivalent• Familiarity with video conferencing software (e.g. Microsoft Teams, Zoom, etc.)	<ul style="list-style-type: none">• Experience using a staff database

Terms and Conditions

This is a part time position. The proposed working hours would be Monday to Friday 9-1.

However, providing an equivalent (or very similar) number of hours were worked throughout the year, alternative working arrangements would be considered for the right candidate (including the possibility of either part week or part year working).

The role would include 38 days paid holiday inclusive of bank holidays based on a Monday – Friday working pattern (or a pro rata for an alternative working pattern).

The salary will be competitive and depend on experience and qualifications (circa £18,750 - £21,000 FTE). A generous contributory pension scheme is available.

Various benefits are available for St Swithun’s employees, including:

- Discount on school fees,
- Discounted corporate gym membership, and use of ‘my active discounts’
- Free membership of the school swimming pool,
- Access to the school’s staff wellbeing programme,
- Refreshments whilst working, and free meals when required to be at work over a meal time during term time.

There is a probationary period of six months and the appointment is subject to safeguarding checks including satisfactory references and clearance by the Disclosure and Barring Service.

For an informal discussion about the role and requirements, please contact Sara Hughes via HR@stswithuns.com or by calling 01962 835798

Application Process

Please send your completed application form to:

HR Department
St Swithun's School
Alresford Road
Winchester
Hampshire
SO21 1HA
Or by email to recruitment@stswithuns.com

Closing date for applications: 18th January 2021

Interviews: Interviews are anticipated to be held during the week beginning 01 February 2021.

The school reserves the right to appoint prior to the closing date and applications will be considered as they arrive.



St Swithun's is a registered charity providing education for girls aged 3-18 (and boys in the nursery) and is committed to safeguarding and promoting the welfare of children. All staff are expected to share and support this commitment and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Child Protection Statement

Every pupil should feel safe and protected from any form of abuse which, means any kind of physical abuse, emotional abuse, sexual abuse, neglect and peer on peer abuse. All children without exception have the right to protection from abuse. No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs.

The school recognises that, because of their day-to-day contact with pupils, staff are well placed to observe the outward signs of abuse, and reinforces that our approach must be that, "it could happen here". Abused children and 'children in need' are at greater risk of suffering from mental health problems in adult life so early intervention is critical. Intervention to protect children and promote their wellbeing does not just mean thinking about pupils who may be at risk of abuse, but also thinking about pupils who may need intervention as a 'child in need' e.g. a pupil suffering from mental health issues or with a disability. These responsibilities apply to all staff, members of the School Council and volunteers working in the school.

We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.

We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.

The Headmistress ensures that the recommended procedures are followed when recruiting staff.

Application Explanatory Notes

- Applications will only be accepted from candidates completing the school's application form in full. CVs will not be accepted in substitution for completed application forms.
- Candidates must be aware that all posts in the school involve some degree of responsibility for safeguarding children.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- In accordance with government guidelines, we may seek references on shortlisted candidates and approach previous employers for information to verify particular experience or qualifications before interview. In cases where this has not been done, any offer of a post will be conditional upon receipt of satisfactory references. References should be from the applicant's current or most recent employer wherever possible. If the current/most recent employer does/did not involve work with children, then the second reference should, if applicable, be from the employer with whom the applicant most recently worked with children (or engager if a self-employed or voluntary role). If the applicant has never worked with children previously, then references should be from an employment context, an academic context if this is not applicable, and finally a character reference from someone of 'good standing' in the community. Referees should never be a relative or someone known to the applicant solely as a friend.
- All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description / role outline for the position. If the referee is a current or previous employer, they will also be asked to confirm the following:-
 - the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, and disciplinary record;
 - whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
 - whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.
- The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be discussed with the applicant before any appointment is confirmed. The School may also telephone the author of a reference to confirm its authenticity or to request elaboration of answers as appropriate.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or department for education.

Interview

- Interviews, except in extenuating circumstances, will be conducted in person at the school.
- During the interview process an applicant's suitability to work with children, and for the role for which they have applied will be explored.
- Applicants will be required to provide documentation confirming their [Right to work in the uk.](#)
- Applicants will be required to provide documentation suitable for obtaining a [Disclosure and Barring Service \(DBS\) check.](#)
- Applicants must also be able to show evidence of any qualifications on which their application relies.

Conditional offer of appointment: pre-appointment checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references
- Verification of identity and qualifications
- A satisfactory DBS disclosure
- A check of the children's barred list
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- Verification of medical fitness
- Further checks, dependent on the role. For full guidance please refer to the school's recruitment policy.
- Satisfactory completion of a probationary period.