



St Augustine's PRIORY



Rated
'Outstanding'

In all categories, Diocesan Inspection 2016



Leading Catholic
Independent Day School
for girls aged 3-18 and
boys in the Nursery,
set in 13 acres of
stunning grounds

HUMAN RESOURCES & COMPLIANCE MANAGER

Applicant Information

St Augustine's Priory,
Hillcrest Road,
Ealing,
London W5 2JL



Email: hr@sapriory.com
Tel: 0208 997 2022
www.sapriory.com

Letter from the Headteacher

Dear Applicant,

Thank you for the interest you have shown in the post of Human Resources (HR) Manager at St Augustine's Priory. Our mission is to deliver excellence in all aspects of this unique school - we do this through nurturing and empowering our passionate staff, by hiring exceptional talent, by fostering a culture of ideas, energy and possibilities and by a relentless focus on developing each girl to the best of her ability and be equipped for life. To do this we need colleagues who share our ambition for excellence.

St Augustine's Priory is a Catholic, independent day school for girls aged 3-18 with boys in the Nursery. We are an all-through school and it is an enormous benefit to girls and parents that pupils who join us in the Junior School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic school we hold the care of the whole person as central to what we do. As an independent school we are subject to the Independent Schools Standards against which we are inspected for compliance. A desire to ensure excellence in Safeguarding and Safer Recruitment will be vital for the successful candidate.

The school is set in 13 acres of beautiful grounds with magnificent views. We are currently in the midst of a three phased building development programme. Here girls have the physical, mental and emotional space to grow intellectually in an environment which both supports and provides plenty of challenges. Our results are excellent and we pride ourselves on instilling in girls a love of learning. We are committed to preparing girls for life-long effectiveness and to developing the range of skills they require to achieve long-term happiness and success.

We have been in Ealing for over one hundred years and we represent a wonderful continuity of expertise in educating women of the future. Our founders were exceptional, visionary women who strove relentlessly to offer girls the best education possible; we continue in this tradition. Our girls are dynamic, ambitious and a pleasure to teach. Our staff room is happy, welcoming and supportive of the excellent contribution all our staff members make to all aspects of our busy school life.

We are looking to appoint someone who has a passion for excellence in the management of our most precious resource, our staff.

Mrs S. Raffray MA NPQH
Headteacher

Mission Statement

We are an all-through, inclusive Catholic girls' school with boys in the Nursery. As a girls' school we are committed to preparing girls for life long effectiveness and success. As part of their journey, girls will learn of intellectual risk-taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.



Job Description

Introduction

This is a critical role in the efficient management of the school. The post-holder will need to have a strategic outlook in order to plan, recruit and retain the workforce required to staff an excellent school along with the meticulous attention to detail required to ensure the absolute accuracy of our Single Central Register of essential pre-employment checks.

Line of Responsibility

The HR Manager is line-managed by the Bursar.

Performance Management and Professional Development

The HR Manager will be part of the School's Performance Management Scheme.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.

The post-holder must uphold the school's policy in respect of all matters related to safeguarding and Child Protection. The post holder may be required to perform any other tasks reasonably required of them. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

Hours of work will be based on a 9.00 am to 5.00 pm working day. The post-holder is required to work flexibly to attend evening meetings and weekend Open Days etc. for which time off in lieu will be awarded.

Core purpose of the role

- With the Headteacher and Bursar plan, recruit and retain an excellent workforce
- Maintain accurate HR record systems (paper & electronic) including the Single Central Register
- Perform tasks related to compliance with ISI and other regulations as required by the Bursar
- Provide effective guidance and support on HR policies and procedures
- Administer and maintain systems relating to recruitment and selection,

performance reviews, absence management etc. in accordance with best practice in Safeguarding

- Review and update policies and procedures in keeping with the school's needs and legislation, in order to maintain compliance
- Liaise with and support the Head's PA and communications staff as necessary

Human Resources and Compliance

- Oversee the administration of daily School Attendance and Activity Registers, check absences and follow up absentees
- Lead and deliver resourcing plans to attract candidates with potential, including, but not limited to: -
 - the production of relevant job descriptions;
 - the placing of advertisements;
 - planning a schedule of interviews;
 - producing offer letters and contracts of employment.
- Assist the Bursar in his/her role as Clerk to the Governors as required, including by taking minutes at various meetings
- Maintain and provide employee data and statistics

General

- Understand whole school procedures, organisation and structure so that work can be prioritised and synchronised with the requirements of the Headteacher and the School
- Take responsibility for own personal and professional development
- Attend relevant training, being proactive in seeking this
- Attend relevant Inset days where directed
- Comply with individual responsibilities in accordance with the role for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy

Supervision and job context

- No direct supervision - organisation of own workload and priorities on a day-to-day basis using own initiative and knowledge of work is essential.
- The post-holder provides a range of services to the School and therefore work is generated throughout the day.



Person specification

Skills required

Ability to plan and devise strategies for the recruitment and retention of an excellent workforce	Essential
Attention to the detail required for a wholly accurate Single Central Register	Essential
Excellent interpersonal and communication skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	Essential
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic in approach to tasks, with meticulous attention to detail	Essential
Proactive approach to planning and prioritising work, with the ability to use initiative appropriately	Essential
Able to maintain a high work rate and to juggle a range of tasks and competing priorities in a busy school environment	Essential
Excellent ICT skills, in particular confident and adept in use of Microsoft applications such as Word and Excel, and database input	Essential
Excellent command of written and spoken English	Essential
Good telephone manner and ability to deal with callers and visitors in a calm and courteous way	Essential
Ability to summarise discussions in writing	Essential

Knowledge base

Knowledge of what the Single Central Register is	Highly desirable
Knowledge of safeguarding issues (additional training will be given)	Desirable

Qualifications/attainment

First Aid qualified or willing to obtain qualification (training provided)	Essential
HR qualification such as CIPD or equivalent	Highly desirable

Experience

Significant experience of working with and managing an HR or administrative team	Essential
Previous experience of working in a complex, busy, service-driven environment	Essential
Experience of working in an educational environment	Desirable

Attitude/approach

A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality	Essential
Resilience, stamina and the ability to challenge colleagues appropriately as required	Essential
Honesty, energy, enthusiasm	Essential
A willingness to give generously of time to support school events and activities	Essential
An enjoyment of working with and being in the company of children	Essential
Professional but approachable demeanour in relating to all members of the school community, suppliers and other outside agencies	Essential
Dress standards and appearance appropriate to the role	Essential
Willingness to 'roll up sleeves' in an emergency	Essential



Application Process

Candidates should:

Write a letter of application, detailing how your skills, knowledge and experience match the school's requirements for the post of Human Resources and Compliance Manager.

Please send this letter and application form to - HR@sapriory.com **by midday, Monday 14th October 2019.**

Interviews will be held week commencing 14th October 2019, subject to change.

On the day of the interviews all applicants will be required to complete a written task and there will be a formal interview before the appointments panel.

The successful candidate will be asked to accept the post by telephone or in person, but only once a contract has been signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.

For an informal confidential discussion about the role please contact the Head's PA Tina Sumpter at St Augustine's Priory by email or telephone.

020 8997 2022 or hr@sapriory.com

All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within five working days of sending it, please contact St Augustine's Priory by telephone (020 8997 2022).

