

An outstanding school in the heart of west London

**HR MANAGER**

*Candidate Information Pack*

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Dear Prospective Candidate,

We are delighted that you have taken an interest in a HR Manager vacancy at Holland Park: It is a fantastic school. We wish for applicants to be fully briefed about its opportunities and advantages, as well as its demands and challenges. We know that a school’s ethos, priorities and values are distinctive and that these matter enormously to a sense of professional fulfilment and satisfaction.

The key purpose of the role is to deliver a high quality and efficient HR service to the Academy and ensure that day to day operational functions are effectively managed. We are looking for somebody who can support the development and monitoring of a long-term people strategy for the Academy, and who is comfortable reporting clearly and concisely to the school Governors and the Leadership Team as appropriate.

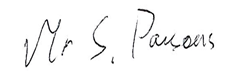
This role requires a highly focused individual that is organised and passionate about making a difference in our school and for the local community. The post holder will deliver an outstanding Human Resources provision, ensuring a high level of service that supports all staff in providing outstanding learning and progress for our students.

Applicants must be qualified and experienced in CIPD Human Resources Management, at or working towards level 7 is preferred however, we will consider candidates with suitable experience. Candidates must have excellent interpersonal and communication skills, be self-motivated and a team player.

Holland Park is currently a standalone academy but we anticipate that it will be joining United Learning, a group of schools committed to providing excellent education through which all pupils are able to progress, achieve and go on to succeed in life. We are excited about this new chapter in the school’s journey, and the successful candidate for this position will play a key role in supporting a smooth transition.

We look forward to your application.

With our best wishes



MR STEVE PARSONS

HEADTEACHER

POST | **HR MANAGER**



Start Date: As soon as possible

Salary : £40-45k

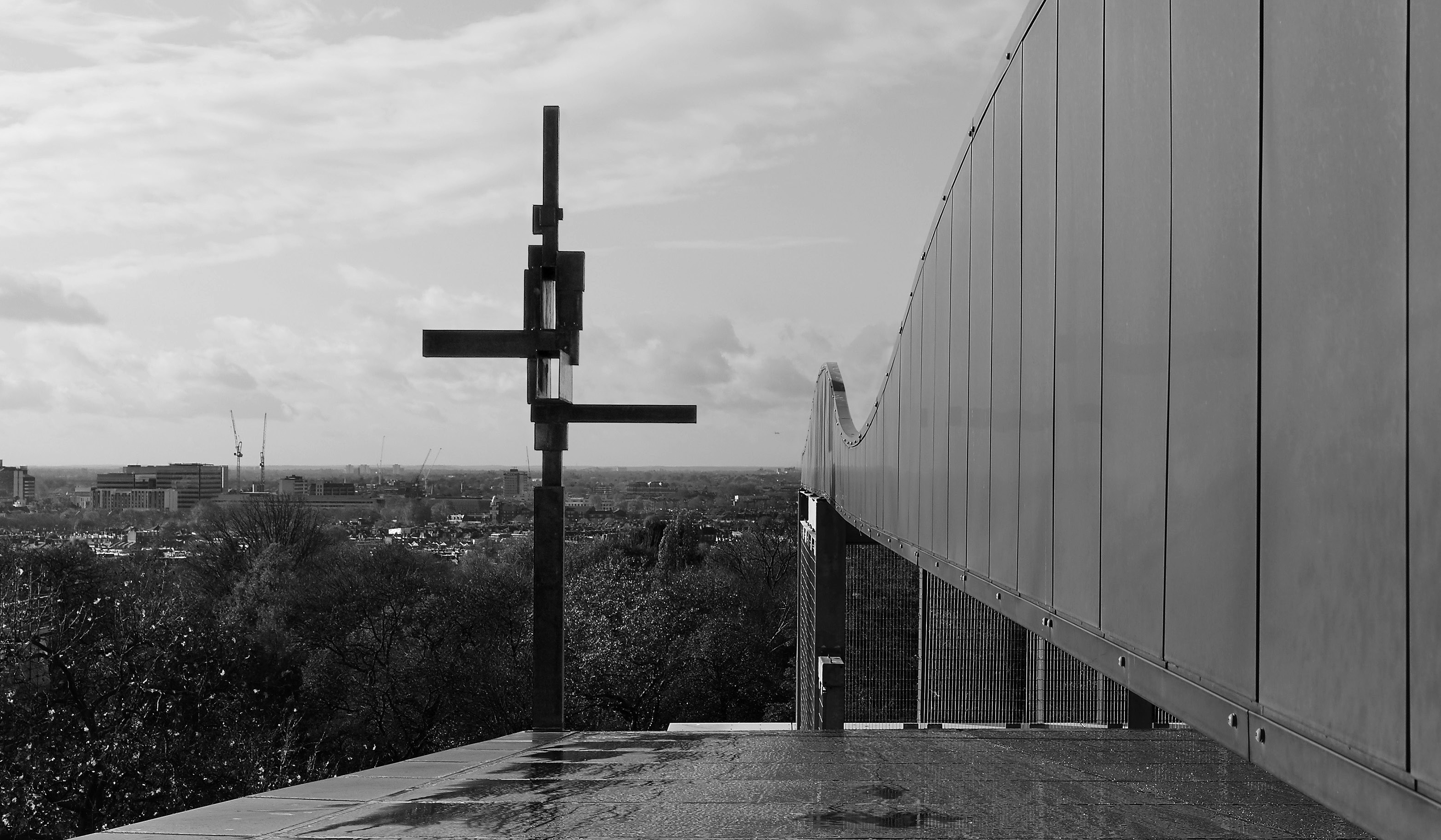
Location: Kensington, London, W8 Contract Type: Full Time but open to flexible or term time only working

Contract Term: Permanent Responsible to: The Headteacher

Holland Park School is a large, mixed comprehensive school. It has a long history of success and holds a number of awards. The school became an academy in 2013. The school is very oversubscribed and nationally renowned, the school seeks to attract driven staff whose attitudes are focused on the achievement of the highest possible standards and who regard children as the essence of the reason for wanting to work in a school.

Closing date: **31st October2022**

Interview date: **3rd November**



***Connect*** by Antony Gormley | produced by the artist for Holland Park School 2015

# HR MANAGER| PERSON SPECIFICATION



Requirements of the post holder:

## Key responsibilities of the role

* Support and advise school leaders on best practice in employment matters.
* Provide HR advice to the school and their employees
* Provide proactive and effective HR operational support.
* Take overall leadership for the Academy HR service, in particular in relation to compliance and data.
* Ensure the Academy has an up to date and accurate Single Central Record and that this is reviewed and audited regularly to ensure it is “inspection ready” at all times.
* Produce and present HR data dashboards to the SLT and LGB addressing areas for improvement/ celebration.
* Implement appropriate systems for recording and storing confidential staff records and information in line with the Data Protection Act/GDPR.
* Manage the end-to-end recruitment process efficiently and effectively including all pre-employment checks, issuing of contracts and induction, providing oversight of demand and cost efficiencies where appropriate.
* Ensure Probationary and Performance Reviews are completed within the Academy.
* Ensure payroll processes are completed accurately and reported to the management information system.
* Ensure absence management procedures are followed and provide support in holding return to work meetings and absence management meetings with staff, as appropriate.
* Conduct maternity risk assessments, occupational health referrals and stress risk assessments where appropriate.
* Promote staff wellbeing, reward and retention, helping to make the school a great place to work.

## Personal Attributes

* Values the education of children.
* Presents a positive role model in carrying out duties and when representing the school.
* Demonstrate excellent analytical, interpersonal and organisational skills to the high professional standard required to work effectively with colleagues and the leadership team.
* Be able to work as a team, valuing the contribution of other members whilst holding people to account.
* Be able to interpret theory into practice appreciating how different contexts influence decisions made.
* Be a good listener who exemplifies to others how to be an effective reflective practitioner and life-long learner.
* Possess excellent communication skills both verbal and written.
* To play a full part in the life of the school community, to support the aims and ethos of the school, and to encourage and ensure staff and students to follow this example.

**Additional duties**

## Equality, Diversity and Inclusion

* Actively promote equality, diversity and inclusion in all aspects of the role.
* Leadership responsibility for ensuring compliance with equality legislation.

## Safeguarding

* Have due regard for safeguarding and promoting the welfare of children and young people and to follow the school’s child protection procedures.

This job description is correct at the date of publication and may alter over time as the needs of the school change. The job description will be discussed as part of the school’s appraisal policy and may be amended after discussion with the post holder

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***Candidates should demonstrate how they meet these selection criteria in their application form, their supporting statement and the selection interview***

## How can I apply?

You will need to complete the application form on our website or the online TES application form and also complete a brief covering letter explaining why you are the perfect person for this exciting opportunity. Please be aware that we can’t accept any CV’s for this post.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

Candidates who are selected for interview will be informed following the shortlisting process and full details of the interview will be provided. If you do not hear from us within 5 days of the closing date of the position, unfortunately, you have been unsuccessful on this occasion.

We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

