



HORRIS HILL
SCHOOL

JOB DESCRIPTION

HR and Compliance Manager

Horris Hill School is one of the UK's leading boarding and day independent preparatory schools for approximately 120 pupils aged 4 to 13. It has an excellent reputation for delivering an outstanding all-round education, including successful entry and scholarships to many of the country's top senior schools. It is an exciting time of change and growth for the school, as it looks to extend its offering by opening a 50 week nursery from September 2022 for children aged 2-4 years. Girls will also be able to benefit from the education and care that the school provides and are delighted to offer them the opportunity to join in nursery and reception from September 2022.

Our staffing team are critical to the school's continued success and the school has made some excellent recent appointments. We are delighted to be welcoming our new Headmaster, Mr Rob Stewart to the school in September. He has an outstanding track record including being an Eton Housemaster as well as the head of a leading Prep School. We have also hired an experienced bursar who will join the school in September.

Horris Hill is part of Forfar Education, a specialist school investment and advisory business, which partners with and manages schools across the world, supporting them to become outstanding centres of excellence for pupils of all ages to learn and grow. Forfar Education is committed to working in close partnership with school leadership for the benefit of all pupils, celebrating each school's identity and strengths.

Location

The School is set in 65 acres of beautiful Berkshire common land just south of Newbury, yet close to the M4 and only an hour from Heathrow airport. The School has continuously occupied the site for over 130 years.

Facilities

The School is a blend of older buildings dating from 1888 and modern facilities. The School has recently opened a new, state of the art theatre which is a tremendous asset for the School and the local community.

Pastoral care

The School is renowned for its nurturing ethos and the care of each individual pupil, an approach that underpins the success that pupils show in all areas. Our highly dedicated staff aim to produce happy, polite and academically successful pupils.

Co-curricular activities

We offer a wide range of activities for boarders and day pupils, with options for wrap-around care to meet the needs of modern families.

Destination of leavers

About 25 pupils leave the School each year after Common Entrance at 13 years old for some of the top Public Schools, with many going on to Eton, Winchester, Marlborough, Radley, Harrow and Sherborne.

The Role

Job Title: HR and Compliance Manager

Reports To: Bursar

Working Hours: 37 hours per week with 1 hour for lunch. 8 week annual leave allowance

Main Duties and Responsibilities:

HR Management

- Oversee the HR function for the School
- Manage staff recruitment: Preparing and placing of adverts for academic and support staff; shortlisting; interviewing; making oral and written offers; drafting contracts of employment and other variations to terms and conditions of employment, obtaining written references
- Maintain accurate records of salary and responsibility allowances providing payroll with accurate and timely information affecting pay, including starters, leavers, absences, changes in contracts or salaries.
- Providing support to the Bursar with the payroll
- Maintain a staff training database and training records for academic and support staff
- Ensure an appropriate training and development programme is in place for all staff
- Book individual courses and arrange collective training, as required
- Prepare confidential HR correspondence including salary changes, disciplinary decisions, job offers and contract changes
- Maintain the Single Central Register of Appointments
- Carry out DBS checks and other pre-employment checks
- Responsible for overseeing staff handbook, sharing with all staff and ensuring an annual update is conducted alongside the Bursar
- Maintenance of all personnel files
- Record staff absences
- Manage new starter and leaver processes, including ensuring induction training is delivered and completed
- Support SMT and line managers with probation reviews.
- Support the School's performance management process, analysing training needs identified in performance reviews and from other sources
- Attend Safer Recruitment Training
- Support SMT on employment issues eg investigations, disciplinary, grievance and capability issues

Compliance

- Develop, maintain and review the School's register of policies on an ongoing basis and ensure statutory policies are in place and up to date. Co-ordination of School policies with the respective authors to include drafting and staffing for approval
- Ensure policies are reviewed by authors, the Headmaster and Bursar, as appropriate, and are provided to Governors for review at the appropriate meetings
- Manage the policy review framework to meet the compliance requirements of the School and ensure that this is regularly updated in collaboration with senior leaders
- Maintain electronic copies of final versions of policies, updating central records and website as appropriate and required
- Publish new or updated policies to the relevant stakeholder groups including staff, peripatetic teachers, volunteers, sport coaches and ISI via appropriate medium such as website or ISI portal
- Attend ISI Training and seminars
- Complete and submit in a timely manner the required census data on behalf of the school
- Keep abreast of ISI inspection frameworks and ensure practice and policies are updated accordingly

- Ensure that all changes to and updates on relevant legislation, regulations and current guidance are brought to the attention of appropriate parties
- Circulate ISI compliance updates
- ISI compliance review in line with updates
- Act as custodian for all inspection documentation as prescribed by the ISI

Health & Safety

- Support the Bursar with Health & Safety compliance throughout the School
- Liaise with the School's Health & Safety consultant
- Secretary to the Health & Safety Committee
- Attend the ISBA sponsored ROSPA course

Office Administration

- To willingly provide administrative support to the broader school operations team where required to ensure the whole operations team is working cohesively and professionally
- To assist with school events where required, such as Horris Hill Day, Open Days and Sports Day

General Responsibilities

- Ensures the safety and well-being of children at the School by adhering to and complying with the School's Child Protection and Safeguarding Policy at all times. Horris Hill School is committed to safeguarding children and promoting the welfare of children and young people and expects all employees, workers and volunteers to share this commitment.
- Attends training and staff INSET sessions organised by the School.
- Adheres at all times to Health and Safety legislation, and all school policies and procedures, to ensure their own safety and that of colleagues as well as pupils and visitors.
- Carries out any other reasonable duties as requested by members of the Senior Management Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Person Specification – HR & Compliance Manager

Experience

- 3-5 years experience of both HR and compliance, ideally in a school setting
- Track record of delivering generalist HR advice and support, with a customer centric approach
- Experience of dealing with inspections, either within or outside of a school environment
- Experience of working in a high volume environment with demonstrable ability to prioritise work and meet deadlines

Qualifications

- CIPD qualification preferred but not essential
- Ideally degree educated with GCSE Mathematics and English at Grade C or above

Skills, Knowledge and Ability

- Excellent interpersonal and customer-facing skills with a warm and friendly manner, together with an ability to foster good working relationships with staff, pupils and parents/guardians.
- Be a team player, show initiative and work autonomously
- Excellent verbal and written communication skills
- High attention to detail and ability to consistently enter data and information accurately.
- Ability to work on own initiative to a high standard and to deadlines.

- Ability to maintain confidentiality at all times.
- Ability to be pro-active and make suggestions for improvement and change
- Organised, flexible and professional approach with enthusiasm, energy and commitment.
- Proficient in Microsoft Office packages, especially Outlook, Word, Excel and Mozilla Firefox / Internet Explorer with fast, accurate typing skills
- Ability to use databases. Training on the School's management information system will be provided.
- Someone with a current Enhanced DBS would be preferred

Appointments

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

Recruitment Process

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website www.horrishill.com/vacancies.

You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

Applications will be considered as they are received therefore early applications are encouraged. Short-listed candidates will be contacted and asked to attend an interview soon after. Employment will commence, subject to the satisfactory completion of all pre-employment checks, as soon as possible after this.

Further Information

If you require any further information please don't hesitate to contact Mrs Debbie Power, HR & Compliance Manager on 01635 30323 or email d.power@horrishill.com