

HUMAN RESOURCES ADVISOR

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Welcome

We are delighted that you are thinking of applying to work at this wonderful, vibrant and historic school.

Life at St Peter's is busy and this is a place where dedicated colleagues work hard in a friendly, supportive environment. The sense of community and collegiality is often referred to as a key strength of St Peter's alongside opportunities for personal and professional development. This is a school where excellent delivery is expected and where skills, interests and values are equally important. We want our whole school community to inspire the children we educate.

St Peter's consistently achieves outstanding academic results in A Levels, GCSEs and value added but our education goes beyond just academic achievement. Our pupils are nurtured, challenged and encouraged to have a fulfilling time at school and to make a positive impact on their world. All of our staff play a part in their journey.

We hope that you are inspired to join us and look forward to receiving your application.

Kind regards
Jeremy Walker
Head Master

Executive Summary

Founded in 627 AD, St Peter's is the fourth oldest school in the world with a strong tradition of providing outstanding educational opportunities for its pupils.

Proudly located on a 47-acre riverside campus just 10 minutes' walk from the centre of York, St Peter's is an over-subscribed co-educational, day and boarding school which achieves outstanding examination results alongside an extensive co-curricular programme.

The school was named TES Independent School of the Year for 2021, as well as Pre-Prep School of the Year for a second time having previously won the award in 2018.





About St Peter's School

St Peter's was founded by St Paulinus of York on the same site as York Minster in 627 AD. In the sixteenth century, the School was given a Royal Charter by Philip and Mary and, in 1575, the School's most infamous pupil, Guy Fawkes, attended St Peter's.

The school's connection with Guy Fawkes continues, with its campus in the Clifton area of York acquired in 1844 situated on land once owned by the Fawkes family. The school continued to evolve in the twentieth century, starting with the acquisition in 1901 of St Olave's Prep School. In 1976 the first girls were admitted to the School in the Sixth Form, and in 1987 St Peter's became co-educational at all levels. In 1994 the School purchased Clifton School and Nursery, enabling St Peter's to provide a seamless, continuous education from ages 2 to 18.

Our historic links with the Minster continue. In 2020 we became the choir school for York Minster, educating the boys and girls in the choir and supporting their busy schedule of rehearsals and services, alongside everyday school life. Members of the Chapter are represented on the Governing Body and the School is fortunate to use the Minster for annual events including the carol service, major concerts and prize-giving.

St Peter's sits at the heart of the community in York and Yorkshire with extensive links and connections. We are a key member of the York Independent State Schools Partnership, nationally regarded as a leader in the field, and host a variety of other events in partnership with the University of York and the York Literature Festival, alongside our own public lecture series. Plans for the future include increasing the number of pupils receiving assistance with fees and working more closely with the City of York Council and local schools.

Today, the three sections of St Peter's (St Peter's 2-8, St Peter's 8-13 and St Peter's 13-18) work together to deliver a dynamic, all-round education that develops the abilities and enthusiasm of each of the 1,200 pupils on roll.

The Head Master has overall responsibility for St Peter's working closely with the Whole School Leadership Team (WSLT) comprised of the Chief Operating Officer, Heads of St Peter's 2-8 and 8-13, the Director of Admissions, Marketing and Communication and the Senior Deputy Head.

Aims and Ethos

Our aim is to prepare pupils to be successful and fulfilled in their adult lives, to be leaders with humility and to make a positive impact on their world. We define this as being able to make the most of their academic and personal potential, to have positive relationships in all aspects of their lives and to make an impact in their immediate communities and the wider world for the common good.

The Four Pillars

St Peter's aims are achieved through the four pillars of qualifications, skills, interests and values.

Qualifications include excellent results in academic examinations and in wider areas such as music and drama examinations and the Duke of Edinburgh Award.

Skills developed through academic subjects are complemented by a broader range of skills required for a truly successful life. We are committed to offering our pupils a wide co-curricular programme to develop those skills not always attained in the classroom.

These include those identified in the World Economic Forum's Future of Jobs Report (2020):

- Emotional intelligence
- Leadership
- Social influence
- Creativity
- Originality
- Initiative
- Critical thinking
- Persuasion and negotiation
- Resilience
- Flexibility
- Complex problem-solving

Interests developed through the academic curriculum and the co-curricular are crucial in sustaining our pupils through their adult lives while fostering the acquisition of wider personal skills. As importantly, it makes them interesting people who add value to others.

Values are the hallmark and bedrock of a successful life, giving sustenance in times of prosperity and adversity. The values developed at St Peter's enable our pupils to make complex, moral decisions and give them the courage to carry them out.

They are:

- Friendship
- Trust
- Wisdom
- Compassion
- Endurance
- Hope
- Humility



Our School Structure



St Peter's 2-8

St Peter's 2-8, for day pupils, has its own building with use of extensive play areas, sports hall and swimming pool. Under the leadership of the Head 2 - 8, teachers use the attractive environment to maximum advantage, teaching a broad and balanced curriculum which gives a wide variety of experiences, and emphasises the importance of basic skills. The thematic curriculum is highly innovative and goes far beyond the National Curriculum, both within the school day and during the wide range of co-curricular activities and visits outside of school.

St Peter's 8-13

Under the leadership of the Head 8-13, the teaching staff provide expertise in the 8 to 13 age range, delivering dynamic and specialised teaching to challenge and support every pupil.

The curriculum is broad and challenging with expert teaching from the earliest age. There are many opportunities for recreational and competitive sports teams enjoying success both regionally and nationally. Music plays a central role in school life, involving the full range of orchestral instruments. There are numerous co-curricular activities to choose from on a weekly basis.

The Choristers of York Minster are educated at St Peter's 8-13 and combine everyday school life with a busy schedule of rehearsals and regular services at the Minster.

Boarding is an integral element of the school and junior boarders are accommodated in Wentworth, a co-educational boarding house on the main school campus.



Our School Structure

St Peter's 13-18

Through outstanding teaching, first rate facilities, high expectations and sheer determination on the part of its pupils, St Peter's 13 - 18 achieves considerable success in the curricular and co-curricular spheres.

The four vibrant and successful boarding houses for girls and boys lend vitality to the pastoral life of the school. Inspiration from living in close proximity to a cultured and historic city adds further richness to the pupils' lives. The most recent inspection of Boarding in 2017 found the school's provision to be outstanding.

The Chapel stands at the centre of the campus and regular services give pupils and staff the opportunity to reflect together on the spiritual values of the community and on the meaning and significance of what is happening locally, nationally and globally.

Music, art and drama are key to the cultural and academic breadth of the school. The sports programme is extensive, providing a wide range of choice for all pupils. Results are excellent, and St Peter's pupils' co-curricular achievements are considerable in an environment underpinned by rigour and challenge. The excellence of the teaching and facilities allows pupils to thrive.

The school's website and our most recent inspection reports can be viewed at www.stpetersyork.org.uk





Role Description

Department:	Human Resources
Responsible to:	Human Resources Manager
Hours of work:	37.5 hours per week - Monday to Friday 9.00 to 5.00 with half an hour unpaid lunch. Some flexibility on start and finish times can be offered.
Salary:	c£30,000 - c£35,000 - A competitive salary will be offered based on experience, skills and qualifications

Overall purpose of the post:

St Peter's School, York, is seeking an experienced and innovative HR Professional to work within a small HR team. The HR department consists of the HR Manager, a HR Advisor and a HR Administrator. The Department provides a full HR service to c400 staff across three schools and the role holder can expect involvement in all aspects of operational HR work. Additional support is provided from outside the department in matters related to safeguarding and maintaining the School's Single Central Register (SCR).

Currently St Peter's School is one school arranged over three sections: St Peter's 2-8, St Peter's 8-13 and St Peter's 13-18. From September 2025 we will be moving to two sections, St Peter's 2-11 and St Peter's 11-13. As a result, there will a range of exciting



HR challenges and project work over the next couple of years which the post holder will be expected to help support.

This is very much a hands-on, operational role and the role holder will:

- Assist the HR Manager with the smooth running of the Human Resources Department and the development, implementation and monitoring of HR processes and policies.
- Take a lead in the provision of operational HR support across the School ensuring a professional, high quality and customer focused HR service to managers and staff as well as job applicants and other external contacts.

St Peter's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Child Protection and Safeguarding Policy and Procedures at all times. The successful applicant will be required to undergo statutory pre-employment checks, including a Disclosure and Barring Service check.

Key responsibilities:

1. To build effective working relationships with staff at all levels, providing advice and guidance on a range of HR policies and HR related issues.
2. To lead in all operational matters relating to staff recruitment across all three schools including preparing recruitment documents (including job descriptions and person specifications), drafting and placing adverts, organising recruitment timetables, and sitting on recruitment panels when required.
3. To manage the day-to-day workload of the HR Administrator.
4. To ensure the timely preparation and issue of contractual documentation and ensure that the School complies with safer recruitment (and wider safeguarding) practices and regulations including the completion of appropriate pre-employment checks.
5. To assist with the administration of the Single Central Register. This will require keeping up to date with regulatory employment compliance in schools.
6. To ensure the maintenance of all electronically and manually stored HR records ensuring all data is accurate and up to date. This includes carrying out regular HR Audit checks to ensure integrity of data is maintained and compliance with Safeguarding and Data Protection legislation.
7. To produce a range of HR reports, with analysis and commentary as appropriate.
8. To ensure a proactive approach to absence management including effective monitoring of sickness absence and taking appropriate action in accordance with the School's policy.
9. To assist in the development of HR policies and procedures, including researching best practice and disseminating and publicising HR policies to ensure colleagues are aware of new policies and changes to existing documents.
10. To assist with a range of HR project work
11. To assist in the provision of HR support to line managers on staff disciplinary, capability and grievance matters (referring more complex issues to the HR Manager).
12. To deputise for the HR Manager as required.
13. To undertake other tasks, commensurate with the grade of the post, as required.



General

- Health & Safety - You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to, St Peter's School's Health and Safety policy.
- School values - You have a duty to ensure your work, communication and approach conforms to the school's core values and mission. You will need to be aware and comply with school rules, policies and procedures at all times including, but not limited to, those relating to safeguarding, conduct, equality and data protection.

St Peter's School strives to be diverse and inclusive. We encourage applications from people who identify as Black, Asian or from a Minority Ethnic background, who are underrepresented at the school. The school is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The post holder is expected to always comply with the provisions set out in law and the St Peter's policies on equality and diversity. The school is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit.

Note: This job description is not intended to be a comprehensive list of duties and responsibilities associated with the post. The post holder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description. The job description may be amended at any time following discussion with the post holder.

Personal Specification			
Criteria	Essential	Desirable	Assessment
Experience	<ul style="list-style-type: none"> Professional HR experience within in a similar office environment 	<ul style="list-style-type: none"> HR experience within a school environment Safer Recruitment in schools including Keeping Children Safe in Education and related safeguarding legislation 	Application form /interview /references
Qualifications	<ul style="list-style-type: none"> Professional HR Qualification - minimum CIPD Level 3 Foundation Certificate in People Practice (CIPD Foundation Member) 	<ul style="list-style-type: none"> Degree in Human Resources or similar CIPD Level 5 (Associate Diploma) Qualification IT qualification 	Certification
Skills / Abilities	<ul style="list-style-type: none"> Proficient user of HR databases and management information systems, including the ability to enter data accurately An eye for detail with the ability to produce accurate and detailed documents and reports Experienced and proficient user of MS Office, especially Word and Excel Excellent working knowledge of HR legislation and best practice 		Test/Interview
Personal Attributes / Competencies	<ul style="list-style-type: none"> Excellent team player with a proactive approach to the duties and responsibilities associated with the role and the ability to balance conflicting demands Outstanding customer service skills with a friendly manner and excellent communication skills (verbal and written) A commitment to safeguarding and protecting children and young people Able to work flexibly to meet the requirements of the post 		Interview/References

Employee Benefits

We are a happy, thriving 2-18 co-educational day and boarding school community that combining a high quality, all-round education with a forward-looking and exciting approach to learning.

Our staff are the key to our success. It is their expertise, enthusiasm and commitment that is reflected in our high standards and in the continued excellence of our outcomes. In return, we offer all our colleagues a competitive package.

Annual Leave

Employees on all-year round contracts are entitled to a basic entitlement of 25 days paid annual leave each year plus public holidays (public holidays occurring when the school is in session are working days). Part-time or term time employees receive a pro-rata allowance of annual leave. This rises to 27 days after 5 years of service. Additional holiday days may be given at Christmas.

Pension

Eligible support staff are automatically enrolled into the St Peter's School Pension Scheme. Those who do not meet the government criteria for eligibility will be given the option to join/opt in. The school pays a contribution of 12% of the monthly salary and the employee is required to pay 6%.

Sick Pay

Where employees are unable to attend work due to sickness, there is a provision for sick pay. The duration of sick pay increases according to the employee's length of service.

Maternity, Paternity and Adoption Pay

Subject to qualifying criteria, the school offers enhanced allowances for Maternity, Paternity and Adoption Pay for all staff

Employee Assistance Programme (EAP)

The school provides all staff with access to an Employee Assistance Programme.

An EAP is designed to help you deal with issues that may be affecting your home life, work, health and general well-being. It offers free confidential expert advice on a range of issues 24/7, 365 days a year.

Free School Lunches

Staff can enjoy a free meal during the lunch period in the School Dining Room. Lunch is provided on normal working days during term time. A selection of hot and cold food, beverages and sandwiches are available. The common rooms at all three Schools are well supplied with refreshments throughout the day.

Cycle to Work Scheme

Eligible employees can join our Cycle to Work Scheme (a salary sacrifice arrangement) that allows tax and National Insurance savings on the purchase of a bicycle (and related equipment).

Parking

There is free parking available to staff on the school site.

Sports Facilities

All staff can use the school sports facilities free of charge when they are not in use by the pupils. This includes a gym and swimming pool.

Training and Development

Our employees are encouraged to develop their skills and knowledge continually. Training and development opportunities may include gaining a professional qualification and other formal learning opportunities.

Living in York

York is often voted as one of the best places to live in the UK by The Sunday Times and with St Peter's School just 10 minutes' walk from the city centre, it is ideally placed to enjoy everything the city has to offer. York has tremendous connectivity with London less than two hours by train, Edinburgh just over two hours away and the moors, dales and coast within easy reach.

The city of York has much to offer. Its long history is evident through the Minster, medieval walls, Roman and Viking remains and many more sites of interest. There is a vibrant cultural scene with two theatres, galleries, museums and exhibitions. With two universities and a rapidly growing science park, the city is firmly on the academic map. Head offices for financial services, manufacturing, rail and government departments help to maintain a strong economy and plans are underway for the next phase of development in central York. There is a wide variety of excellent restaurants and shops, leisure facilities and sporting activities. Equally importantly, there is a strong community giving the combined advantages of a city and feeling like a small town to its residents.





Application process

How to Apply

To apply for this post, please submit a completed application via the link on the St Peter's School Website.

For an informal discussion, please call Paul Hewitt, HR Manager on 01904 527404

The closing date for applications is Thursday 9th May at 10.00am. Interviews are likely to be held shortly after.

How to find us

You can find St Peter's School, York, at YO30 6AB. The school is less than fifteen minutes on foot from York Railway Station.

By Car

From York City Centre: Take the Thirsk Road (A19) at the Bootham Bar traffic lights. The school is 700m on the left, immediately after the footbridge.

From the A64: Take the Northern Ring Road (A1237). At the A19 roundabout turn towards the city centre. The school is two miles on the right, 300m after Clifton Green. Turn right into the school immediately before the footbridge that crosses the road.

Parking is available on site.



St Peter's School
YORK

