



Birchwood High School



Human Resources Manager Recruitment Pack



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Letter to applicants

Dear Applicant,

Thank you for showing interest in our HR Manager vacancy. Birchwood High School is a fantastic place to work and I have great privilege to lead an inspired team of staff who are dedicated to the education of our 1400 students. It is a school where we get the balance right between academic progress, pastoral support & welfare and curriculum enrichment. This was reflected in our Ofsted Inspection (June 2019) where we were judged to be Good in all areas.

We are very proud of our inclusive and non-selective ethos, with some students progressing on to the very best universities in the country whilst other students needing significant support to help them progress. It is a 'comprehensive' mix of keen and enthusiastic students who make the days and weeks fly by.

We are seeking to appoint an experienced and dynamic HR Manager to join our team and be responsible for all HR duties including recruitment, employee relations, staff attendance and welfare, payroll admin and processing. You will be extremely well organised with an eye for detail and have excellent IT skills. Your excellent interpersonal skills will be invaluable when liaising with colleagues across the school community.

This role is advertised as a term-time plus contract. As such, based on the number of weeks and hours worked and inclusive of holiday and outer fringe allowance, the actual pro-rated salary will be around £42,100 per annum.

To apply, please ensure that when completing the online application form you include in your statement the reason for your interest in the role, what relevant skills and experience you have that will assist you in fulfilling the expectations of the role, your values and why you want to be part of the Birchwood Community.

Applications should be submitted using the [mynewterm](#) platform no later than **9.00am on Monday, 8th July 2024**. Interviews will be held soon after.

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact Louisa Atherton directly on recruitment@birchwoodhigh.org.uk.

Yours sincerely

Mr Sam Griffin
Principal



About Bishop's Stortford and Birchwood High School

Bordering the county of Essex, Bishop's Stortford is a thriving, historic and picturesque market town situated in Hertfordshire. The town is served by direct train links into London Liverpool Street, Cambridge and Stansted Airport and the M11, M25, A120, A10 and A414 making Bishop's Stortford easily accessible to Cambridgeshire, London, Hertfordshire, Essex, and Stansted Airport. With such great transport links, easy access to beautiful countryside and a wide range of excellent local primary and secondary schools, it is easy to see why this is a favoured commuter area.

Our School is located in the north-east of Bishop's Stortford, close to the town centre and the train station. It is situated in an attractive open setting within a residential area backing onto mature woodland. Converted to a Single Academy Trust in 2011, Birchwood is a well-established, attractive, all round inclusive, co-educational secondary school and sixth form.

We have a PAN of 240, and a current sixth form of 227, making us one of the biggest schools in the local area. Most students enter our school at Year 7 from primary schools within the town and surrounding area. We work hard to foster good relationships with our local primary schools and a particular emphasis is put on transition to Year 7.

We have great pride in being an inclusive school with an all-ability ethos that respects and responds to the different backgrounds and situations of all our students. We offer a broad curriculum choice and an extra-curricular programme that encompasses the National Curriculum and beyond. It is central to our ethos that the curriculum is accessible to all students and Birchwood has a strong local reputation for SEND provision.

Investment has been made in initiatives to facilitate recovery from the pandemic, these include a whole school literacy programme, now in its second year, and the development of an intervention centre to provide targeted support where it is most needed. Students, staff, and trustees have worked together on recent initiatives to champion equality, diversity, and inclusion, with a particular focus on gender equality as well as LGBTQ+, race and ethnicity, to foster a whole school culture where everyone feels welcome and safe to bring their whole selves to school.

Our school buildings and facilities are modern and well maintained. They include a light and welcoming library, dedicated sixth form centre, cafeteria and kitchens, and a full range of equipment and rooms to support our wide curriculum offer. We also have a modern sports hall and gym, a dance studio, and a dedicated drama studio. Staff have access to a large staff room and shared work area. In addition to the indoor facilities, there are well maintained grounds which include social areas, a 3G Astroturf pitch and a large playing field for grass pitches and athletics. There is also a detached playing field that offers opportunities for future development. The quality of the facilities and our outward focus means that we have an established busy community lettings programme which includes use by drama, music and sporting groups.

Trustees have recently released reserves of £400,000 to invest in improvements to our buildings and facilities. These have included updating the PC's and computer suite, remodeling our reception area, upgrading some of our toilet facilities and the Personalised Learning Centre - which is our hub for SEND provision. We have also installed new boilers and new CCTV and telephone systems.

Our School Values and Ethos

Our core values are encompassed in our mission statement:

“ At Birchwood we are part of something special, welcoming all, supporting all, and encouraging all.

Enjoying together the exploration of ideas, the excitement of learning and the celebration of our achievements, in a school where we feel safe.

“your dreams, your future, our challenge”



Key facts and statistics

Location:

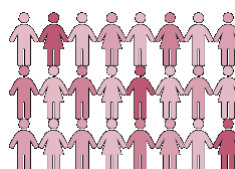
Bishop's Stortford

Status:

Single Academy Trust
(established in 2011)

11-18 Yrs
Age Range

1179
Students
Yr7 to Yr11



227
Students in
Sixth Form



Rated **good** in JUNE 2019

21%
SEND

11%
EAL

13.6%
FSM

12.4%
PUPIL
PREMIUM





PERSON SPECIFICATION: Human Resources Manager

Hours of work: 37 hours per week with a 30 minute unpaid break. Due to the nature of the role there will be some occasional hours to be worked after school which you would manage in your working week in agreement with your line manager.

Working Weeks: 41 weeks each Academic Year (38 weeks term time plus 5 Inset days plus two additional weeks in school holidays)

Salary: **Grade M2 SCP 37 (Range 37 - 40) £45,441 - £48,474 per annum plus fringe FTE**

Purpose of the Job

To oversee the functional HR elements of a school with over 200 employees including recruitment, employment, safeguarding, payroll and staff wellbeing.

Duties and Responsibilities

Safeguarding

- Keep up to date with statutory regulations with regard to safeguarding compliancy.
- Upkeep of Single Central Record for all staff, Governors, volunteers, regular visitors and contractors at the school (including DBS information, identity confirmation, qualifications, entitlement to work in the UK, prohibition and Section 128 checks). Submission for annual audit.
- Ensuring all staff receive and have read the most up to date release of 'Keeping Children Safe in Education' document, the school's Child Protection Policy and other statutory policies.
- Completion and submission to the DfE of the School Workforce Census (autumn term)

Recruitment logistics

- Be responsible for overseeing and coordination a robust recruitment process in line with DfE "safer recruitment" guidelines
- Write and review job description and person specifications, as appropriate, in conjunction with the SLT and appropriate line managers
- Organising the school's recruitment process from start to finish (compiling adverts, recruitment packs, managing the interview process and organising the interview day, circulating interviewee packs, obtaining references).
- Working with the Finance Director regarding all staffing matters relating to salary and contracts
- Organising and monitoring paperwork for newly recruited staff to ensure all safeguarding regulations are adhered to (offer letter from Principal, DBS, identity check, proof of qualifications, prohibited list check, overseas checks - where relevant, right to work in the UK check - where relevant, medical health clearance, drawing up contracts.
- Generating induction packs for support staff and ensuring the probationary period is adhered to.

Absence Management

- Pro-actively manage the Absence Management Policy, including sickness and non-sickness related absence, Monitoring patterns of absence and health-related concerns
- Compiling staff absence for the Principal at the end of each term.
- Undertaking with relevant line manager return to work meetings with members of staff off for long term periods, regular periods of absence or absence due to mental health illness.
- Contacting and arranging OH referrals
- Compiling an end of year exit report analysis, including staff turnover data for Governors and SLT.

Payroll

- Upkeep of payroll records and administration of payroll for staff on Edupay / BPS
- Ensure that new employees are added correctly to payroll
- Process monthly payroll including additional hours, unpaid leave, change to T&C's, annual pay increases/progression for both teaching and non-teaching staff



HR & administration

- Undertake administrative responsibilities for projects and casework as directed eg. Appeals, disciplinary/capability meetings, structure changes, redundancies, etc
- Ensure all documentation, including letters and employment contracts for staff with regards to all HR issues are produced and issued in a timely manner.
- Liaising with Finance Director regarding changes to staff contracts / administration around this
- Generating salary statement letters for the Principal to sign to all teaching staff (including SLT)
- Upkeep of staff data on School MIS database
- Upkeep of personnel files
- Ensure that staff complete risk assessments for vulnerable or pregnant members of staff
- Ensure staff who leave complete an exit form and meet with the individual before their last day
- Offering HR support to staff as required
- Seeking further advice from external HR specialists, as required.

Other duties:

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required.
- Undertaking any other duties commensurate with the level of responsibility that may be allocated from time to time by the Principal, Deputy Principal and Assistant Principal.
- This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.

PERSON SPECIFICATION: Human Resources Manager

	Essential	Desirable
Qualifications and experience:	<p>Minimum of 4 GCSEs or equivalent in a broad range of subjects with English and Maths at 4 – 9 (A* - C)</p> <p>CIPD qualified or equivalent</p> <p>Recent experience of working in an HR role</p>	<p>Experience of working in an educational setting</p> <p>Safer Recruitment trained (or a willingness to train for this qualification)</p> <p>Previous experience of administering a monthly payroll</p>
Knowledge and skills:	<p>An understanding of the principles of employment law.</p> <p>Proficiently use office computer software including MS 365, MS Teams databases and internet systems.</p> <p>Excellent verbal and written communication skills appropriate to the need to communicate effectively with all stakeholders.</p> <p>High levels of literacy and numeracy as well as accuracy and diligence</p> <p>Willingness to develop professionally and to participate in further training offered by the school, to further knowledge</p>	<p>Working knowledge of school and staff policies, codes of practice, legislation and employment law.</p> <p>An understanding of how schools are led and managed</p> <p>An understanding of safeguarding responsibilities within schools</p>
Personal qualities:	<p>Effective time management skills, well organised with the ability to plan and prioritise to meet deadlines</p> <p>Be creative and show independence as well as a team-player.</p> <p>A person who is quick to learn with an enthusiastic and positive attitude.</p> <p>High level of integrity with discretion to deal with sensitive and confidential information.</p> <p>Effective people-skills and an ability to be empathetic and confidential.</p> <p>Able to deal with, and react to, demanding situations with calmness and flexibility due to the diverse responsibilities of this post</p> <p>Sharp eye for detail and consistency</p> <p>Demonstrate a 'can do' approach and who is willing to make a significant contribution to the life of the school.</p>	

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check (DBS) will be carried out for all successful candidates.

Completing your application pack

Application Form

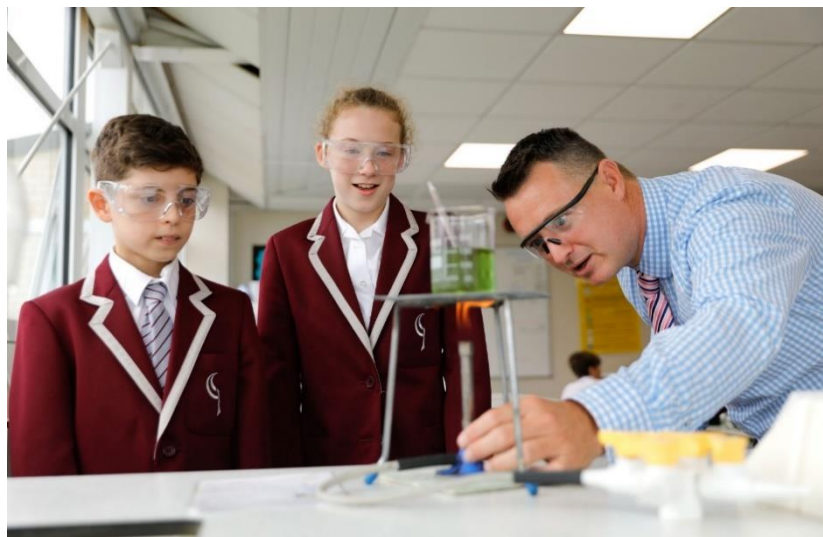
Applicants must apply through the **mynewterm** portal (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education

Person Specification and Personal Statement

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact.



Important Information

Salary:	Hay Scale M2 SCP 37 (Range 37 – 40) £45,441 – £48,474 FTE plus fringe allowance
Start date:	As soon as possible
Hours of Work:	37 hours per week with a 30 minute unpaid break
Working weeks:	41 weeks each Academic Year (38 weeks term time plus 5 Inset days plus two additional weeks in school holidays)
Closing date:	Monday, 8th July at 9.00am
Interview dates:	Interviews will be held soon after

Any questions, call our HR Manager	01279 756376
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Birchwood High School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks, including an online check, outlined in Keeping Children Safe in Education (September 2023).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.



The ABC of being a Birchwood student:
Achieve, Belong, Conquer!



Birchwood High School
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