

**Haggerston School**

# Information Pack HR Manager



**Aspiration | Creativity | Character**

# CONTENTS



Letter from Ciara Emmerson, Headteacher.....	3
The Haggerston Way - Our Mission .....	4
Staff Rewards and Benefits .....	5
Equality & Diversity - Actively Building Opportunities for All .....	6
Safeguarding .....	6
Advert Information .....	8
Job Description .....	9
Application and Recruitment Process - Explanatory Note .....	14

Dear Candidate,

Thank you for expressing an interest in working at Haggerston School. We are a successful inner-city community school, with a very diverse student population. You would be joining us at an exciting stage of our development from a Good to an outstanding school. Our aspiration is to become one of the best schools in the country and you could play a key role in realising that vision and ambition.

We are looking for someone who has drive and energy, optimism and belief in themselves and others. Someone who believes that all children and young people can achieve excellence, given the right educational support and crucially, the highest standards of teaching. You will also bring resilience, determination and a motivation to transform the opportunities of young people in all parts of the community we serve.

Haggerston is a great place to work. There is a warm and supportive culture and staff feel valued because the school invests in their professional development and wellbeing. We focus on developing simple, sustainable systems which staff can execute well and consistently because we feel this is the key to long-term school improvement. We want our staff to be positive and energetic, with a real investment in the school so we believe in fostering a culture of healthy work-life balance and strong professional relationships. You would also be working in a Grade II listed building, designed by Erno Goldfinger, in a vibrant part of London.

If you are interested in finding out more about the opportunity to work at Haggerston School, please visit our website. To apply you will need to complete the application form which can be found at: <https://haggerston.hackney.sch.uk/our-school/recruitment/> by 9:00am on **Friday 10<sup>th</sup> July 2020**. Alternatively, you can also request and submit your application by email at: [recruitment@haggerston.hackney.sch.uk](mailto:recruitment@haggerston.hackney.sch.uk). If you would like any further information or wish to discuss this role, please contact the HR Department on **020 7749 4579** or [recruitment@haggerston.hackney.sch.uk](mailto:recruitment@haggerston.hackney.sch.uk).

I look forward to receiving your application.



Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ciara Emmerson', written over a light-colored rectangular background.

Ciara Emmerson – Headteacher

# THE HAGGERSTON WAY - OUR MISSION

## **Aspiration**

We strive to be the best versions of ourselves. We work hard every day to master the knowledge and skills we need to lead successful, fulfilled lives.

## **Creativity**

We create beautiful work to inspire others. We are independent-minded, creative thinkers and problem-solvers.

## **Character**

We are articulate, confident and determined individuals. We work to build the qualities of Resilience, Ambition, Curiosity and Community Spirit.



# STAFF REWARDS AND BENEFITS

## Incentives:

- Generous **annual leave allowance** for support staff
- **Cycle Scheme**
- **Tech Scheme**
- **Pension Scheme** - Auto-Enrolment into the Local Government & Teachers' Pension Schemes
- **Season Ticket Loan scheme** (to support with travel expenses)

## Professional Development:

- **Performance Appraisal** process enables tailored, personalised professional development
- Access to high quality in-house and external **professional training, including NPQML/SL & NPQH**
- **Annual programme of Leadership development opportunities**, including Leadership lectures and coaching
- Support to complete further academic study and professional qualifications
- Two INSET days per year devoted to **curriculum planning time** in faculties

## Lifestyle & Wellbeing:

- **Health and Wellbeing weeks** - three meeting-free weeks over the course of the year, which include wellbeing events for staff such as yoga, massages and mindfulness classes
- **Healthy Eating Options** - subsidised meals available from the canteen and a designated staff coffee shop selling healthy sandwiches, hot and cold drinks, cakes and pastries
- **Parking** - Onsite car parking facilities and bike sheds
- **Staff counselling service** - Aspace provide a professional service free of charge to staff
- **Occupational Health Service** - Medigold Health provide free health advice and support to staff
- **Access to school 3G pitch** - Staff football after school on Fridays
- **CSSC Sports and Leisure (Civil Service Sports Council)** - Staff are eligible to join for £4.25 per month and gain access to Free Entry to English Heritage sites for the member and family, half price cinema tickets, 2 for 1 Tastecard for use in a range of restaurants, 50% off theme park entry
- **Free annual Flu Vaccination available**

# EQUALITY & DIVERSITY - ACTIVELY BUILDING OPPORTUNITIES FOR ALL

Haggerston is a diverse school community; a strength we celebrate and promote. We are committed to equality of opportunity for all members of the School Community and recognise our duty under the law to oppose all forms of discrimination, including on the basis of disability, gender, pregnancy and maternity, religion or belief, sexual orientation and marital or civil partnership status. We oppose all bullying and unlawful discrimination on the basis that a person has a special educational need or learning difficulty, or because English is an additional language. These beliefs are fundamental to how we think and operate as a school, our commitment to principled leadership, and to the values we teach our students.

We ensure that all policies and practices comply with the public sector equality duty set out in section 149 of the Equality Act 2010. However, we want to go further than meeting our statutory duty. In recognition of the lack of diversity in leadership across the education sector and beyond, we seek to provide opportunities for career development for all staff, including those who are often under-represented, such as women, black and ethnic minority leaders. There are some practical steps we can take to support this, such as welcoming applications from staff proposing job shares, looking favourably upon flexible working and part time requests and providing a range of leadership opportunities within school, such as leadership lectures (including from successful female, black and ethnic minority leaders). We are conscious in our recruitment process to mitigate against unconscious bias and seek, wherever possible to have diverse recruitment panels.

## SAFEGUARDING

Haggerston School is committed to Safeguarding Children; we have no higher duty than to ensure student safety and wellbeing, educating students so that they can lead successful fulfilling lives. It is a responsibility shared by all staff, governors and those who visit our school.

We also work with parents, carers, local and national agencies to address concerns and keep children safe from harm and exploitation.

In executing these duties, we undertake to:

- Train all staff (including temporary staff) to develop their understanding of how to recognise the signs and indicators of abuse, to know how to respond to a child who discloses abuse and recognise signs of vulnerability to radicalisation or extremism
- Support staff who have dealt with issues around abuse
- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Encourage the development of self-esteem and resilience
- Ensure children know that there are adults in the school whom they can approach if they are worried
- Ensure there is a member of staff designated for the support of 'Children in Care'

- Include opportunities in the PSHE curriculum for children to develop the knowledge needed to recognise and stay safe from abuse
- Regularly review and update our procedures, policies and practices
- Work with parents and carers in partnership to create positive relationships that safeguard children and support families
- Work with agencies to share information and support families
- Ensure robust safer recruitment processes are in place at all times, including for temporary staff and visitors to the school site.



## HR Manager

PO4 to PO5 (up to £47,274 pa) depending on experience

Permanent, 52 weeks per year

**We wish to appoint a strategic, experienced and professionally qualified HR Manager to play a key role in the next phase of our development from a Good to Outstanding school. You will be a highly motivated HR professional, ideally with school-based experience, spanning all aspects of HR management including employee relations, safer recruitment and HR policy and procedures.**

***Haggerston School was judged 'good' by OFSTED in October 2017. The OFSTED report noted: "Staff have high morale. They are proud to work at the school and feel that leaders support them in a variety of ways."***

We are looking for someone with:

- ability to deliver a high quality, professional and efficient HR service to staff, leadership and Governors
- experience of working at both a strategic and operational level and in managing trade union relationships
- ability to maintain a high degree of confidentiality and experienced in dealing with sensitive information
- excellent interpersonal skills with the credibility to interact and influence at all levels and to communicate effectively, both orally and in writing
- high standards of professionalism and integrity

We can offer you:

- staff who are collegiate, committed to their own professional development and to improving outcomes for the students here
- an excellent physical environment refurbished and extended under BSF
- a school committed to your professional development
- work in a team where your skills, enthusiasm and hard work will be appreciated

If you are passionate about providing young people with a safe, supportive environment in which to ensure their success, we want to hear from you.

Download an application pack from the school's website or you can request one by contacting the HR Department via e-mail: [recruitment@haggerston.hackney.sch.uk](mailto:recruitment@haggerston.hackney.sch.uk)

Application forms can also be returned to HR via email.

**Application closing date: 9am on Friday 10th July 2020**  
**Interview and Assessment: Wednesday 15th July 2020**

*Haggerston School is committed to the safeguarding and welfare of young people and expects all staff to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce. All posts within the school are subject to an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.*

## Job Description

<b>Post Title:</b>	<b>Human Resources Manager</b>
<b>Status:</b>	<b>36hrs per week, permanent, 52 weeks per year</b>
<b>Indicative Grade:</b>	<b>PO4 to PO5 (depending on experience)</b>
<b>Line Manager:</b>	<b>Headteacher</b>

### **Job Summary:**

The HR Manager provides strategic vision and leadership for the human resources function to ensure the service runs smoothly, efficiently and effectively and can deliver its aims and priorities. To lead and manage by providing professional skills and technical capabilities, specialist subject knowledge (including employment law) integrity in decision making and operational activity as required for the effective operation of Human Resource management for the school community, including staff and Governors.

### **Dimensions of post:**

This is an all year round post and the post holder will be expected to work a 36 hour week and will be expected to take their annual leave entitlement during the school holidays.

The hours of work will be 8.30am – 4.45pm Mon-Thurs and 8.30am – 4.30pm Friday, including an hour for lunch. There will occasionally be the need to work late and/or attend meetings away from the school and outside of normal working hours.

It is expected that the post holder will carry out her/his responsibilities within this framework.

### **Principal Responsibilities:**

- Provide strategic vision and leadership on all aspects of the human resources function to ensure the service runs smoothly, efficiently and effectively and can deliver its aims and priorities
- Advise the Leadership Team on the people management implications of School Policy and strategy
- Provide support, coaching and training to all managers regarding their people management responsibilities across the whole range of HR activities
- To provide efficient and effective management of all Human Resources functions within the school: including employee relations, HR policies and procedures, change and performance management, staff terms and conditions, recruitment and selection, supporting attendance management
- Effectively manage the HR Officer including being responsible for their personal development and performance management
- To be responsible for maintaining accurate personnel records in line with statutory and audit requirements and submission of statutory workforce census data
- To track and monitor staff absence and drive good absence management control in line with school policy

- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Every Child Matters agenda and Child Protection procedures.
- To ensure that the school meets its statutory employment, equality, health and safety obligations
- Liaise as and when appropriate with the Local Authority HR and legal departments, and other statutory and professional bodies
- To provide strategic advice to the Headteacher and Governing Body in the management of staffing at the school.
- To work closely with the headteacher to lead recruitment process and proactively fill vacant posts with high calibre staff
- To lead and maintain procedures to ensure that Safeguarding of children (including the maintenance of a single central record)
- Develop and maintain initiatives to support staff welfare and positive morale
- To support the cover arrangements for absent teaching staff under the guidelines and regulations related to “Rarely Cover”

### **General Duties:**

#### Recruitment

- To ensure job descriptions are updated for recruitment purposes
- To draft offer letters and ensure the relevant recruitment paperwork is completed and sent to payroll and other agencies
- To issue contracts and letters of written particulars to new staff
- To be responsible for producing a staff induction pack and ensuring new staff are aware of the expectations on them
- To ensure all aspects of staff induction are delivered
- To produce recruitment statistics as directed for the Headteacher and Governors
- To ensure safer recruitment procedures are followed to ensure Safeguarding
- To oversee and be responsible for the receipt of identification papers, appropriate work permits, DfE numbers, confirmation of NQT skills tests, health clearance, DBS clearances and any other relevant paperwork pertaining to appointments and maintain a single central record of recruitment and vetting checks
- To oversee and be responsible for the placement of adverts in the national and local press, recruitment and school websites
- To oversee and be responsible for the process of recruitment and interviews including producing and sending out application packs, co-ordinating interviews and obtaining references
- To advise on HR safeguarding issues as they relate to the school
- To shortlist and interview candidates for Associate staff vacancies as required
- Review and be responsible for processes ensuring compliance with regulations relating to immigration for staff

#### Personnel / Payroll

- To provide professional advice and support to the Headteacher and senior managers on the interpretation and application of all HR policies, and to manage a portfolio of casework including disciplinary issues up to dismissal
- To lead on all human resource matters for the school as necessary, ensuring that up to date guidance and procedures are understood and implemented at all times
- To ensure that all payroll documentation including new starters, cessations, salary amendments, overtime payments, maternity and sickness adjustments and other salary adjustments are

- authorised and dispatched to the school's payroll provider within deadline in consultation with the Finance Officer
- To quality control payroll data ensuring all instructions to the payroll provider are implemented accurately
- To provide advice and support to staff with regard to payroll issues
- To provide payroll administration cover in the absence of the Finance Officer to ensure payrolls are accurate, up to date and deadlines met.
- To produce annual salary letters for all staff
- To provide support for the preparation and completion of staff references
- To ensure computerised personnel records are maintained using the SIMS system.
- To oversee administrative support and preparation of relevant paperwork for annual Threshold, Upper Pay Spine and Leadership Team pay reviews, including the preparation of paperwork for the Governors' Pay Committee
- To authorise the monthly absence returns to Payroll To monitor annual leave for support staff
- To produce a weekly report on staff sickness absence to ensure sickness monitoring is completed
- To produce a variety of Human Resources statistics by stated deadlines for Hackney Learning Trust when requested
- To ensure exit interviews are conducted with leaving staff
- To ensure arrangements are completed for maternity and paternity leave
- To oversee that the staff list is updated and distributed
- To oversee the termly production of staffing figures and data analysis for the Headteacher and Governors
- To oversee the monitoring of annual Performance Management reviews
- To oversee the maintenance of up to date confidential, comprehensive personnel files for all contracted staff members
- To oversee the maintenance of accurate records relating to staff absences using SIMS
- To offer advice and support to staff with regard to personnel issues

#### Staff Management

- Manage and direct the HR Officer and develop his/her professional skills to ensure departmental objectives are achieved
- Give direction to and monitor processes within the HR department to ensure that responsibilities are met with regard to regulatory and audit requirements

#### Other Duties

- To administer the staff absence cover diary and stand in for the Operations Co-ordinator when absent  
To assist with managing the arrangements for the morning's cover provision. Eg. liaising with agencies to acquire supply staff, ensuring all classes are covered in the absence of the Operations Co-ordinator
- Provide advice to the Headteacher and School Business Leader on staff pay in line with the School's Pay Policy.
- To manage a range of cost centres including those of Recruitment
- To co-ordinate and oversee the school's on and off site archiving
- To be willing to undertake fire marshall training and undertake fire marshal duties as directed by the Leadership Team
- To evaluate and improve your own practice, which may lead to improvements in the day-to-day running of the school and to take responsibility for personal professional development
- To maintain professional portfolio of evidence to support the Performance Management process

- To perform any other duties, including covering the essential work of absent colleagues, commensurate with the grading of the post, as directed by the line management
- To be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
- Keep up to date with current legislation and best practice
- Liaise with training specialists, pensions services, HR and Legal advisors as appropriate
- To actively promote and embed the school's equal opportunities agenda in all school activities, with all staff and key stakeholders

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review at the direction of the Business Leader or Headteacher.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation of the post holder's professional responsibilities and duties.

The postholder will be expected to carry out all duties in the context of, and in compliance with, all the School's policies and procedures and in compliance with the London Borough of Hackney's Equal Opportunities Policies and Code of Conduct. All the above duties to be carried out in line with current Health & Safety legislation.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and learning Trust policies.

Signed:..... Date .....

Headteacher

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date .....

HR Manager

## PERSON SPECIFICATION Human Resources Manager

### Qualifications/Knowledge

- Educated to degree level or equivalent (E)
- CIPD qualified (or working towards) (E)
- Proficiency in Microsoft Office software, including Word and Excel (E)
- Up to date working knowledge of employment law and its practical application (E)
- Knowledge of Health and Safety legislation and practice (D)
- A working knowledge of SIMS (D)

### Experience

- A proven track record of significant successful staff line management (E) and human resource management (E) ideally in an educational environment (D)
- A proven track record in the provision of high quality HR advice (E)
- A proven track record in payroll administration (D)
- A proven track record in personnel data management (D)
- A proven track record in absence management (D)
- A proven track record in effective recruitment and selection (D)

### Skills

- Effective staff management knowledge and skills. (E)
- The ability to manage, organise and motivate staff (E)
- The ability to work to agreed quality levels and service standards (E)
- Accurate and efficient word processing skills (D)
- Ability to prioritise and delegate tasks appropriately and effectively (E)
- Good interpersonal skills and the ability to communicate effectively orally and in writing (E)
- The ability to manage highly confidential information (E)
- The ability to assimilate information quickly (E)
- Excellent communication, interpersonal and customer care skills (E)

### Personal Attributes

- Ability to work co-operatively and sensitively with others, both independently and as part of a team (D)
- Committed to equal opportunities and working in a multi-cultural environment (E)
- Enthusiastic and self-motivated (E)
- Ability to display a calm, tactful and responsible attitude (E)
- Flexible approach and the ability to adapt to change within the working environment (E)
- Ability to give and take instruction in a professional manner and work on own initiative (E)
- Ability to attend meetings off site and outside of normal working hours, e.g. occasional evening Governors meetings or events (D)

## APPLICATION AND RECRUITMENT PROCESS - EXPLANATORY NOTE

### Application Form

- Applications will only be accepted from candidates completing the enclosed application form in full.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- The successful applicant will be required to complete an enhanced Disclosure from the Disclosure and Barring Service (formerly known as the Criminal Records Bureau).
- We may seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any safeguarding (child protection) allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although he/she may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you are selected, and possible referral to the police and/or the Disclosure and Barring Service.

### Invitation to Interview

- If you are invited to interview this will be conducted in person and will explore any safeguarding issues and suitability to work with children as well as your previous employment record.

### Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been received)
- verification of identity and qualifications
- Barred List Check

- a satisfactory enhanced Disclosure and Barring Service check
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- verification of medical fitness in accordance with DCSF Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of a probationary period

### **WARNING**

Where a candidate is:

- found to be on the Barred List, or the enhanced Disclosure and Barring Service disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children,

The facts will be reported to the Police and/or the Disclosure and Barring Service.