



South Hampstead

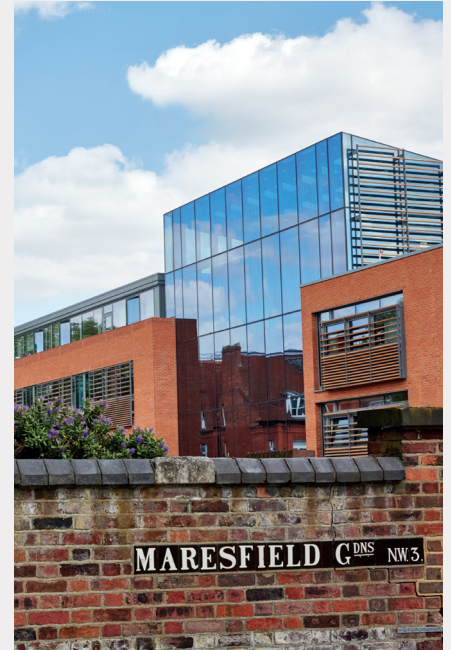
High School

G D S T

JOB APPLICATION INFORMATION

Human Resources Manager

(FULL TIME, ALL YEAR ROUND)



South Hampstead High School – an independent day school of 900+ pupils, including approximately 265 girls in the Junior School and over 140 in the Sixth Form – welcomes girls aged 4 to 18 from across London. It is a very popular school and entry is competitive at all ages. Established in 1876, it is one of 25 schools and academies belonging to the Girls' Day School Trust. Located in leafy Hampstead, with the buzz of central London's cultural life close at hand, the school is very well served by public transport and there are excellent local amenities nearby.

Excellent academic results place us comfortably amongst the country's top schools, and our pupils leave us for some of the most prestigious universities in the country and worldwide – but there is so much more to an education here than the girls' headline achievements. Pupils go on to become prize-winning authors, ground-breaking scientists, passionate campaigners, successful entrepreneurs, distinguished lawyers and trailblazing creatives.

Working at South Hampstead is stimulating, challenging and fun. Pupils are intelligent and inquisitive, energetic and engaging. We offer competitive salaries, generous employee benefits – including opportunities for sabbaticals – and a warm, supportive environment. There is a strong emphasis on Continuous Professional Development and on supporting teachers to engage with leading education research.

THE GIRLS' DAY SCHOOL TRUST

South Hampstead High School was the ninth school to be established by the Girls' Day School Trust (GDST) in 1876.

Today, the GDST is the leading network of independent girls' schools in the UK.

Since its foundation in 1872, the GDST has been at the forefront of education for girls and a strong voice in promoting opportunities for young women. Through the Alumnae Network, this continues after the girls leave school.

“When I first stepped through the doors here, I knew that it was a very special place to be – the wonderful atmosphere, dedicated staff and energetic girls, who are such a pleasure to teach.”

— South Hampstead Teacher

AIMS & ETHOS

At South Hampstead we believe that education should be a truly enriching experience. We believe in the power of knowledge as a tool for thought and creative endeavour, and a source of lifelong inspiration and curiosity.

In and out of the classroom, we want our pupils to explore the big questions; debate and discussion lie at the very heart of a South Hampstead education. We aim to create abundant opportunities for creative output and to encourage pupils to take risks. In our teaching, we do what we know works and put research and reflection at the heart of our professional development. Teaching is a noble profession and our staff are central to our success.

We aim to provide outstanding breadth of opportunity in our curricular and co-curricular programme and to open our pupils' minds to a myriad of possibilities. We believe that involvement in school life is a key factor in our pupils' happiness. But it's not just about taking part; we aim to instil in pupils a sense of purpose, pride and determination and the belief that they can compete on the biggest of stages.

We aim to create a warm, tolerant and kind community where girls can be themselves and make friends for life. We want them to play their part in our community and in the community beyond South Hampstead. The 21st century is a time of unique opportunities and challenges; we have a critical role to play in preparing our young women to live and thrive, work and lead in tomorrow's world.

TEACHING & LEARNING APPROACH

South Hampstead follows a curriculum that equips each girl with the means to develop her intellectual abilities as well as her personal and social values. Students are able to explore a deep and expansive body of knowledge, and to discover their strengths and interests via a broad, balanced range of academic, cultural and aesthetic subjects.

Pupils are intelligent, inquisitive, confident, energetic and talented. The programme of work helps to ensure that each girl is thoroughly prepared for the next stage in her life, whether it is transition into the Senior School, higher education or adulthood.

South Hampstead students love to learn. The store we set by the power of ideas is evident in the quality of the conversation, both inside and outside the classroom.

Our teaching is known for its rigour and its passion. In-depth subject knowledge and expertise are givens for all our teachers, but equally important is an innate ability to inspire the very best from each student, both as scholars and as individuals. With a colourful mosaic of enrichment opportunities available – academic societies, national competitions, leadership roles, independent learning projects, incredible speakers and exciting trips – every girl has the freedom to direct her learning and to flourish. Our ambition each year is that our pupils leave us as assured, adaptable, inspired individuals, ready to make their mark on the world and lead happy, successful lives.

“Throughout the school, pupils are highly motivated, articulate and have strongly developed skills for learning... they are self-aware, reflective and show initiative.”

— ISI Report

BEYOND THE CLASSROOM

We are proud to be a busy, buzzy school with a lot going on. Each week there are well over 100 co-curricular activities for the girls to get involved in, before, during and after school. Regular guest speakers, a comprehensive enrichment programme, local and international trips, leadership opportunities and charitable endeavours combine to provide an exceptional range of experiences beyond the classroom.

South Hampstead has a well-established reputation in the creative arts. We welcome writers, poets and artists in residence and put on ambitious concerts and performances. Speaking up and speaking out is encouraged from the earliest years: we have an in-house debating coach and a strong track record in a range of public speaking competitions.

In sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual – there are over 65 sporting clubs and teams to join, with state-of-the-art facilities both on site and at our nearby 4-acre sports ground. Our aim is to cultivate a positive attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.

PASTORAL CARE

Our school is lit up by the attributes that matter most here – thoughtfulness, open-heartedness, respect, courage and honesty.

At South Hampstead we aim to encourage every girl to discover her own aspirations and to run her own race with regards to her progress and achievements. Under our unique co-tutor system, no form tutor is responsible for more than 12 pupils throughout the Senior School. They make sure every girl is thriving: supported, making good progress and feeling fully involved in school life.

Mistakes are learned from and successes are shared: each girl is encouraged to consider how she engages with feedback and to communicate her own strengths. There's plenty of experience on hand from older pupils: buddies and peer mentors provide a friendly face and practical advice, and a fun programme of intra-house activities regularly mixes the year groups, creating a real sense of togetherness and community.

Our programme of PSHE (Personal, Social and Health Education) prepares girls to go out into the world with confidence, inner strength and high self-esteem, ready to face challenges. There are also regular evening talks for parents, often reflecting the topics taught in class and as well as other issues on the minds of parents. We have a full-time nurse and counselling provision – it's completely normal for girls to sign up for sessions on any issue they like, completely free from any stigma. We understand how to educate girls, setting the feminist agenda and guiding well-rounded, well-grounded individuals to be the female leaders of the future.

THE CURRICULUM

In the Junior School, girls are taught a range of fundamental movement skills. At Key Stage 2 the girls learn Netball, Dance, Football, Gymnastics, Cricket and Athletics. In EYFS and KS1 the focus is on developing fundamental movement skills, activities include basic skills in: netball, football, gymnastics, dance, tennis and athletics. There is also a large number of sports clubs offered to the Junior School pupils, which take place before and after school. We have an extensive senior school sports coaching programme, which creates a link with junior clubs.

In Years 7 to 9, the girls have one triple and one single PE lesson per week. The curriculum encompasses many sports including Netball, Football, Gymnastics, Dance, Cross Country, Badminton, Basketball, Cricket and Athletics. In Years 10 and 11, the girls have two double lessons per week, which includes one fitness and one games lesson. In the Sixth Form, the girls have one double lesson per week in which they opt to choose their preferred activity. The range of activities is extended to include: spinning, yoga, fitness suite, trampolining, British Military Fitness, pilates and netball. Pupils are encouraged to widen their experiences and take part in a varied programme, in some cases, with specialist coaches to deliver these courses.

BEYOND THE CURRICULUM

We have a great tradition of high achievement in the creative arts. Whether in Music, Drama, Art or Design and Technology, our girls are successful both in school and outside. There are many opportunities for them to perform and to exhibit their creative work throughout the school.

Music is at the very heart of school life, with a variety of major events each year and a host of smaller-scale concerts involving our many choirs, bands, ensembles and orchestras. It is our aim that every girl who comes to South Hampstead High School, regardless of her experience, accomplishment and aspirations, will have the opportunity, and every encouragement, to flourish as a musician.

Drama is packed with opportunities for all students to be involved both on stage and behind the scenes. There are many productions each year in both the Junior and Senior School, in which girls are encouraged to take an active part. We also participate in the annual Shakespeare Schools Festival and offer a wide variety of House Drama events, film making opportunities and master class workshops with external practitioners.

In Art, girls are encouraged to experiment and take risks while working within a fine arts framework. Students work with a range of media including textiles and sculpture. They also acquire skills in areas such as photography, filmmaking and animation.

Design and Technology is varied and very hands-on. Our older girls are regular award-winners in a number of competitions such as Young Inventor of the Year, Young Designer of the Year and Young Engineer of the Year.

Evidence of the talent we have here is displayed all around the school – paintings, sketches, photographs, sculptures and design projects that were created by our students are always on view.

In Sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual, during regular lessons at our four-acre sports ground and in the gymnasium, or as part of our co-curricular programme. We currently offer a total of 20 different sports and in excess of 60 sporting clubs across the Junior and Senior Schools. There are regular overseas sport and music tours and overseas expeditions, as well as the more usual school visits at home and abroad. In the Senior School, girls typically spend three hours a week in Sport; in the Junior School, at least two hours. Specialist coaches work with the girls on occasion, and there is a Going for Gold programme for our most talented sportswomen.

The 4 acres of playing fields, squash courts and dance studio are some 10 minutes' walk away. Our aim is to cultivate a positive attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.

CO-CURRICULAR

The PE Department runs a full and varied co-curricular programme, which promotes sporting opportunity and challenges each individual to achieve their potential in sport. Clubs take place before and after school and during the lunch break. Fixtures (for Years 4 to Sixth Form) take place regularly against local schools in Netball, Gymnastics, Football, Tennis, Athletics, Cross Country, Dance and Cricket. We often participate in Saturday tournaments in netball. We regularly enter teams into Girls' Day School Trust (GDST) rallies, Middlesex County tournaments, the London Youth Games and Borough championships. We currently have students representing their county or even nationally in a number of sports, supported by our Going for Gold programme. The Gym and Dance Shows, for both the Junior and Senior School pupils, are an annual highlight.

The Role

We are seeking to appoint a highly-organised individual oversee the HR function in the school.

This is a very customer focused role and as such requires excellent verbal skills and strong organisational and influencing skills.

Job purpose:

The HR Manager will work closely with the Head, DFO and the SLT. The HR Manager will be fully responsible for compliance with ISI regulatory policy and GDST process and policy in respect of all HR functions. This candidate will manage on a day to day basis the on-site HR function, including recruitment, performance management, retention, talent management and employee relations. The job holder will provide an operational service to line managers on a range of HR functions.

A key priority for this role will be to manage the Single Central Register for SHHS to ensure compliance in line with ISI Regulations. The candidate will be supported by a GDST HR Business Partner.

Start date November 2021 or as soon as possible.

Specific Accountabilities

HUMAN RESOURCES

- Implement and promote GDST HR policies and practices in line with current legislation across the whole school, in consultation with the Senior Leadership Team.
- To provide best practice advice and guidance to the Senior Leadership Team, managers and members of staff on day to day employment matters and to ensure compliance with GDST policy to enable an effective and fully compliant working environment.
- Advise Senior Leadership Team on routine employment issues as appropriate
- Refer HR related matters to the GDST HR Business Partner as appropriate
- To act as the HR school leader for South Hampstead High School and build an effective working relationship with the GDST HR team.
- To be responsible for the HR database and People XD system ensuring that all personnel files, records and HR documentation are accurately maintained and in line with best practice
- Working with the Deputy Head (Academic) to manage the appraisal process, ensuring that appraisers are allocated to all staff and that paperwork is completed to agreed deadlines.
- To provide advice and support to line managers in managing employee absence in line with the GDST Sickness Absence and Ill Health Policy.
- To provide advice and support to line managers through disciplinary and grievance issues in consultation with the Head, DFO and GDST HR Business Partner
- To work in conjunction with the Deputy Head Academic to organise a programme of staff induction for all new starters and guide managers in the probationary review process.
- To oversee the issuing of all employment related documentation ensuring compliance with all relevant GDST policies and procedures.
- To maintain personal and professional development to meet the changing demands of the job, participating in appropriate training and development activities.
- To participate in meetings at the school which relate to whole-school issues, advising managers and staff on GDST policy/ procedure changes and their impact on the School
- To participate in staff meetings to enhance a positive working environment and develop a well-informed workforce.

COMPLIANCE

- To be responsible for maintaining the Single Central Register

in line with ISI Regulations to ensure the school is compliant with 'Keeping Children Safe in Education' and ready for inspection/Safeguarding Audits. To report any areas of concern immediately to the DFO

- To work with the GDST, DFO and other key members of SMT, to ensure regulatory compliance in a variety of key areas in the school.
- To undertake Prohibition from Teaching and Barred List checks for new staff/volunteers
- To stay abreast of ISI regulatory developments in HR and changes and ensure that all members of SMT and relevant staff members are aware of these.

RECRUITMENT

- To manage the process for whole school recruitment activity ensuring candidates are secured in line with GDST and best practice guidelines.
- Prepare interview schedules
- Host candidates on interview days
- Oversee recruitment activities to ensure the process is effective and efficient, including completion of relevant safeguarding paperwork and DBS applications
- Monitor the probationary process for new staff, working with relevant line managers and producing letters for the Head, confirming staff in post on completion of probationary periods
- Manage induction programmes and processes for new staff
- To plan and manage the recruitment budget as directed by the Head/DFO and ensure that all recruitment offers value for money.

PAYROLL

- To manage all monthly payroll submissions, using GDST's People XD system, ready for authorisation by DFO
- Work closely with the DFO on all pay related matters and checking of monthly payroll returns
- Collate records for staff absence and holiday leave using People XD, including annual leave for members of support staff
- Oversee recording of staff absence
- Oversee processes for staff leavers

The post holder may be required to undertake additional duties to the above which might reasonably be expected and which form part of the function of the post. This post and its associated role will be subject to review on an annual basis, or:

- As a result of a change in Strategic management.
- As a result of significant changes in operational requirements.
- As a result of agreed staff development/career review needs/objectives

TRAINING AND DEVELOPMENT OF SELF AND OTHERS

- Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- Ensure that training needs within the services for which responsible are identified, appropriately met, and that all members of staff are active in their own personal and work-related development.

SUPPORTING THE WORK OF THE GDST

Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST schools and support other staff in participating in GDST work, in order to develop and share best practice.

GENERAL REQUIREMENTS

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

REVIEW AND AMENDMENT

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

GENERAL INFORMATION

This role is a full time, all year round position. The hours are 36 hours per week and we offer a generous 30 days' annual leave per annum.

This role is paid on the Grade 5 scale which gives a salary range of £39,000 to £52,000.

We offer an excellent free lunch during term time.

The School is part of the GDST, the UK's leading network of independent girls' schools. We offer a variety of benefits, such as:

- Competitive salaries and pay progression
- Access to extensive professional development opportunities
- Training grants for qualifications
- Generous pension schemes
- Free life assurance benefit
- Interest free loans for training, computer purchase loans and travel season ticket loans
- A Cycle to Work scheme
- Competitive terms and conditions of employment
- A discount of up to 50% on fees for children at GDST schools

APPLICATION PROCEDURE

To apply please go to the [GDST Recruitment Portal](#) or via the [GDST website](#) and complete the online application.

Closing date is Wednesday 6th October at 9am.

Interviews week commencing Monday 11th October.

It is the post-holder's responsibility to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. You will adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead (Deputy Head) or to the Headmistress. Candidates should be aware that they will be asked to undergo a DBS check.

SKILLS REQUIRED

Excellent interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	Essential
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic in approach to tasks, with attention to detail	Essential
Evidence of a pro-active approach to planning and prioritising work, with the ability to show initiative appropriately	Essential
Be able to establish and maintain administrative systems and records	Essential
Excellent ICT skills e.g. confident and adept in use of SIMS, Microsoft applications e.g. Word, Excel and database input	Essential
Sufficient numeracy to deal with statistical data, and manage budgets and money	Essential
Excellent command of written and spoken English	Essential

KNOWLEDGE BASE

Knowledge of office administration processes	Essential
Knowledge of HR policies and procedures	Essential
Knowledge of safeguarding issues	Desirable
Good understanding of basic employment legislation	Essential
Good understanding of health and safety policies and procedures	Desirable

QUALIFICATIONS/ATTAINMENT

CIPD qualified or equivalent by experience	Essential
Good Degree or equivalent by experience	Desirable

EXPERIENCE

Experience of working in an educational setting	Desirable
Evidence of substantial secretarial and administrative experience in a complex organisation	Desirable

ATTITUDE/APPROACH

A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality.	Essential
Honesty, energy, stamina, enthusiasm	Essential
An enjoyment of working with and being in the company of young adults	Essential
Professional, approachable demeanour in relating to all members of the school community, suppliers etc.	Essential
Willingness to 'roll up sleeves' in an emergency	Essential
A willingness to give generously of their time to support school events and activities	Desirable