

BRIEF FOR THE POSITION OF

HR Manager

WOLDINGHAM SCHOOL



June 2022



The school

Set in 700 acres of beautiful Surrey countryside, Woldingham is one of the UK's leading day and boarding schools for girls aged 11-18. Our vision is to provide an outstanding education that empowers women to change the world for the better.

As one of the UK's oldest girls' schools, Woldingham is proud to be a pioneer of women's education. Our single-sex environment is supportive and stimulating.

Woldingham is increasingly popular and we expect to have more than 620 students enrolled from September 2022.

Students achieve outstanding GCSE and A Level results opening doors to exciting careers. Woldingham is in the top 1% of schools for added value.

Most students leave Woldingham to take university places at prestigious institutions in the UK and overseas. Around 75% go to courses at Oxbridge or Russell Group universities. In the past five years we have had 26 Oxbridge offers. In recent years some of the most popular UK universities for students have included Bristol, Durham, Edinburgh, Exeter, Manchester and UCL. Woldingham students have

also taken up places at a range of universities overseas including Princeton, NYU and Cornell in the USA.

Academic excellence in all subject areas goes hand in hand with learning beyond the classroom. Our exceptional extra-curricular programme of sport, clubs, performing arts and outreach into our local community enables students to develop a wonderful range of skills, expertise and interests, alongside high-level academic achievement. Every student is unique. Our aim is to "write your own story" at school and throughout life.

Around 50% of students board – full, weekly or flexi. Around 40% of our students live locally, 40% come from London and 20% from overseas. Our global community is very important to us and students from more than 30 different nationalities attend Woldingham.



The Board of Governors agreed a new strategic development plan for 2019-2024, with a refreshed vision and mission underpinned by the school's Sacred Heart values of faith, community, intellectual values, social awareness and personal growth. The plan has been extremely well received and the school has made a positive start to achieve the ambitious vision.





HISTORY

Founded by Saint Madeleine Sophie Barat in 1842, Woldingham is one of the oldest girls' schools in the UK. Initially based in Acton, the school later moved to Roehampton and in 1946 moved to our current home at Marden Park. Initially a full boarding school, Woldingham now has a well-balanced mix of boarders and day students.

As the first Sacred Heart school in England, Woldingham was initially called the Convent of the Sacred Heart. It became Woldingham School in 1985 when it moved to lay leadership.

ETHOS

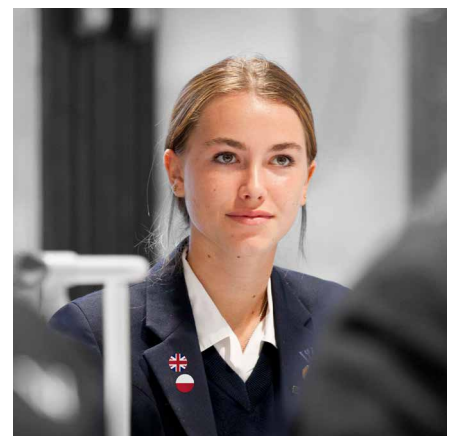
Woldingham is a happy and successful school where we develop confident, compassionate and courageous young women.

Students are encouraged to nurture respect for self, each other and for the environment. The Woldingham community is strong, forward-thinking and kind. Students leave Woldingham with academic results that open doors, values to navigate successful careers and family life ahead, and friendships that last a lifetime.

Woldingham is a Catholic school, where we welcome girls of all faiths or none. Woldingham is part of the Sacred Heart Network, which has schools in more than 40 countries around the world.

Woldingham has a strong sense of community based on a set of shared principles which are:

- Faith and living responsibly in the world today.
- Social justice and an awareness which impels to action.
- Community and sharing friendships with those outside it.
- Scholarship and a deep respect for intellectual values.
- Personal responsibility and growth in an atmosphere of wide and appropriate freedom.





ACADEMIC EXCELLENCE

Woldingham is committed to fulfilling the academic potential of every student. A selective school, Woldingham is proud to be in the top 1% of schools in the UK for 'value added education.' In 2021, 90% of A Level grades were A*-A and 62% of GCSE grades were 9-8. In 2021, 12 Sixth Formers took an EPQ and eight achieved an A*.

Teaching and learning are centred around our unique WOLD model, which sets out our expectations of every lesson.

Willingness

to work hard and
make mistakes

Opportunities

to maximise
all learning

Learning

is a life-long
process

Determination

to succeed

The school offers a broad curriculum with 27 A Level choices available in the Sixth Form. There is an excellent academic enrichment programme for all students, as well as a dedicated programme for academic scholars and intensive support for students applying to Oxbridge, medicine, dentistry and veterinary science.





PASTORAL CARE

Pastoral care is at the heart of the school. At Woldingham every student is known and supported as an individual by both teaching and support staff. The school supports – and expects – students and staff to be kind to each other. Woldingham's single-sex environment is supportive and stimulating. It enables students to be themselves and to grow into independent women who will make a positive contribution to the world. Relationships amongst the students and the staff are excellent. Tutors provide excellent academic and pastoral support and guidance for students, in close conjunction with Heads of Year, teaching and support staff.

THRIVE

The school's THRIVE programme promotes emotional well-being and enables every student to develop the growth mindset, resilience and self-worth to enjoy success

as well as learn from setbacks. It helps students face changes with flexibility, meet failure with resilience and manage their own busy lives calmly.

As part of the THRIVE programme, students develop study skills. Study skills are developed as girls move up through the school, with the strong foundations built in Years 7 and 8 carried on through to the Sixth Form.

THRIVE focuses on the importance of wellbeing. Students learn about handling social media, self-esteem and body image. They learn how to deal with pressure, responsibility and making the right choices. All skills needed to be successful at school and as an adult.

BOARDING

Woldingham's boarding tradition remains strong with the school providing a flexible approach to boarding to meet the needs of families today. Around half of

current students board with options including full, weekly and flexi-boarding.

Boarders live in their own year group and are cared for by a dedicated Head of Year, housemistress and assistant housemistress.

Boarders in Years 7 and 8 live in Marden and Years 9 to 11 in Main House, with individual study bedrooms from Year 10 upwards. Students in the Sixth Form live in purpose-built modern accommodation, providing the perfect transition from school to university.

There is a busy range of evening and weekend activities with students in the older years provided with greater independence.

EXTRA-CURRICULAR

Woldingham has a rich and varied extra-curricular programme with more than 80 clubs and activities to choose from. Students are encouraged to balance study with activity, and to be committed and proud of their wider abilities.

The House system fosters community across the school, with a busy programme of activities and competitions. Woldingham has four mixed-age Houses, each of which promotes a spirit of community among students of different ages and staff. Students belong to one of four Houses named after Patrons with a close association to the Society of the Sacred Heart. Houses organise a wide variety of activities including charity fund-raising events, inter-House competitions and, a highlight of the year, the House Festival in September. House assemblies are held fortnightly. Each House has its own Mass and feast where students and staff celebrate together and focus their fund-raising efforts.

Woldingham has an active outreach programme to give back to the community – both locally and more widely.



SPORT

Sport is extremely important to life at Woldingham and plays a vital role in supporting physical and emotional health and wellbeing. Sport is about enjoyment, inclusion, team spirit, fitness, competition and performance. By the time our students leave, our aim is for them to have a lifelong commitment to sport and healthy living. We rightly celebrate the achievements of our athletes, some of whom represent their county and even country, and our school teams who do well in local and regional competitions.

Woldingham has excellent sports facilities including a sports centre with a large sports hall, two squash courts, fitness studio and a dance/gymnastics studio. We have extensive outdoor courts and pitches, an indoor tennis dome, an indoor swimming pool and an all-weather pitch.

In the autumn and spring terms, netball and hockey are our major sports. In the summer we play cricket, tennis and athletics. In addition, students compete in sports such as swimming and cross country. We place great value in being part of a team as well as excelling as an individual.

The school has a busy weekday and Saturday fixture list and participates in district and county tournaments. There are strongly contested House

sport competitions throughout the year, culminating in our annual sports day. We also offer a fantastic range of sport trips within the UK and overseas.

CREATIVE AND PERFORMING ARTS

Woldingham's Millennium Centre has some of the best facilities for music and drama performance of any school in the country. The 600-seater acoustically designed Dineen Auditorium includes an orchestra pit and fully computerised sound and lighting system. The Millennium Centre also has recital and rehearsal rooms, a studio theatre, wardrobe room, dressing rooms and fantastic foyer area.

Woldingham School has an outstanding reputation for drama. The industry standard facilities and specialist drama staff support students to create productions of the very highest standard. The school has high specification technical support with state-of-the-art sound and lighting run by a highly-qualified technical crew.

The Music Department is well resourced, dynamic and busy, providing many and varied opportunities for our musicians to perform. Standards and expectations are very high. In each term there is a large-scale concert and a number of informal and formal

recitals. Our musicians perform in the numerous joint productions with the Drama Department and the choirs lead the singing at Westminster Cathedral for Masses and the school carol service.

Woldingham's art facilities are outstanding with purpose-built accommodation comprising two studios, a 3-D area equipped with a range of power tools and two kilns, a dark room and a textile room. Student artwork is displayed throughout the school.

LOOKING FORWARD

The school published a new five-year strategic plan in 2019 with a refreshed vision and mission. The school's vision is to provide an outstanding education that empowers women to change the world. Woldingham's mission is to be a happy and successful school developing confident, compassionate and courageous young women.

The plan centres around six key strategic objectives: developing people; developing learning; developing ethos and community; developing infrastructure and operations; developing sustainability; and developing communications.



The role

Job title:	HR Manager
Responsible to:	Bursar
Responsible for:	HR Officer and HR Administrator

ROLE AND PURPOSE

This is a full-time role reporting directly to the Bursar. The HR Manager's key purpose is to manage the HR team and to provide an excellent service in running the HR operations of the school. The HR Manager will be a member of the School's Support Staff Management Team.

The HR team consists of a full time HR Officer and part-time HR Administrator. The HR Manager is responsible for overseeing all HR processes and procedures throughout the School, including recruitment, selection, induction, compliance, absence management, performance management and training. He/she will manage all these fundamental elements of HR management operate smoothly and effectively.

Additionally, the HR Manager will work with the HR team and wider school staff to ensure the school is fully compliant with safer recruitment legislation.

DUTIES AND RESPONSIBILITIES

Policy & Legal

- Advise on HR policy and managing HR matters throughout the School by taking a proactive approach to ensure that the School fulfills its obligation to its employees.
- Provide SLT and line managers with advice on disciplinary and grievance matters; including termination of employment or redundancy.
- Keep abreast of all legislation relating to HR and ensuring that the School is compliant with this.

- Oversee the effective maintenance of records on staff working hours, sick leave, parental leave and absence ensuring that line managers take appropriate action in line with agreed policies.

Recruitment, Compliance and Retention

- Lead the team so the recruitment processes work well; there is effective and timely recruitment of all staff to the School, ensuring that job descriptions are accurate and roles are appropriately advertised.
- Manage the appointment and contract procedures are correctly carried out in line with legal and inspection requirements and School policies.



- Develop a thorough understanding of pre-employment and compliance checks specific to Schools and ensuring knowledge is kept up to date in this critical area, in line with ISI and other key regulations.
- Ensure that the Single Central Register (SCR) is always up to date and inspection ready.
- Maintain compliance with GPDR in all aspects of HR.
- Work with the Senior Deputy Head on wellbeing for staff and updating resources and organising support for staff as required;

Training, Development and Performance Management

- Coach, train and develop the HR skills and knowledge of managers and team leaders to enable them to handle HR matters with confidence, whilst maintaining strong support throughout processes.
- Ensure all staff have completed mandatory training and accurate records are maintained.
- Oversee the effective probation review, appraisal and induction processes for all support staff.

HR, Finance and Payroll

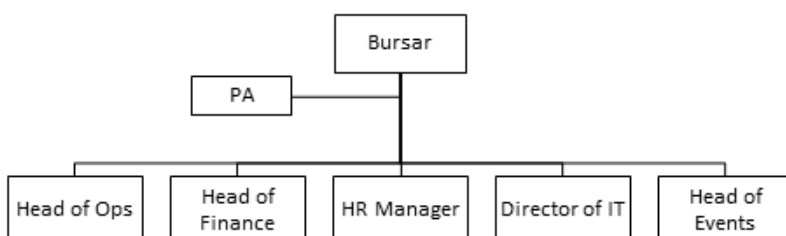
- Manage the HR budget to finance recruitment, wellbeing and staff development.
- Advise managers on appropriate salary levels that are competitive and that pay practices across the school are applied fairly and consistently; making recommendations to improve practice where appropriate.
- Providing timely information to instruct the Payroll to ensure that all staff are paid correctly and administer the pension schemes appropriately. Making certain that any changes to staff roles or pay are properly communicated and documented, including advising staff of annual pay reviews.
- Gather and accurately set out information on upcoming changes to the workforce to allow annual salary budgets to be calculated by Finance and assist in the production of forecasts.

General

- Manage the complex and busy workload for the HR department and coach them.
- Help the Senior Leadership Team (SLT) strengthen a collegiate working approach across the school.
- Provide support to line managers and staff on all HR matters including managing and advising on complex employee relations or restructuring issues.
- Ensure that the school, in its practices, complies with all current employment legislation.
- Regularly review all HR policies and procedures to ensure they are legally compliant, appropriate and in line with current best practice.
- Manage key HR processes such as maternity / shared parental leave.
- Monitor sickness levels and manage absences across the school, taking action as appropriate.
- Perform any other tasks as reasonably required by the Head or Bursar.

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the School in relation to the post holder's professional responsibilities and duties.

Staff Management Team Structure





SKILLS AND EXPERIENCE

- Five years + in a similar role
- MCIPD desirable
- Has achieved, or is working towards, CIPD Level 7
- Ideally the successful candidate will have experience of working in schools.
- Excellent people management and communication (oral and written) skills.
- Capable of multi-tasking under pressure and establishing clear priorities for self and team.
- Able to manage issues clearly and logically to effective resolution.
- A good understanding of, and experience in, generalist HR matters, i.e., management practices, drafting policies and guidance, and HR information systems.
- A good knowledge and experience in the practical application of employment law.
- Excellent ICT skills

PERSONAL BEHAVIOURS

- Have a professional approach to work and conduct yourself with integrity and respect for confidentiality
- Experience of running a HR team.

ETHOS AND WHOLE SCHOOL VALUES:

- Committed to operating as part of the School community and has sympathy with independent education and the values of the Catholic nature of the school.
- Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.

SAFEGUARDING AND PASTORAL:

- Committed to safeguarding and promoting the welfare of children and young people.

- Salary: Competitive
- Start date: ASAP/August 2022
- Working hours: This is a full-time role, Monday to Friday, 37.5 hours per week, 52 weeks of the year although flexibility in these working hours will be required to meet the demands of the role.
- Holiday: The holiday entitlement is 5 weeks per year plus public holidays. It is expected that holiday will normally be taken in school holidays.
- Pension: The HR Manager will be auto enrolled into the School's pension scheme, which includes life assurance.
- Lunch: A free lunch is available in the dining room each working day when the kitchens are open.
- Parking: There is free parking on site.
- Gym and Pool: There are staff sessions for use of these facilities.
- Fees: School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.





How to apply

WOLDINGHAM SCHOOL IS RECRUITING A NEW HR MANAGER

The closing date for applications is 9.00am on **Monday 27 June 2022**.

Interviews will take place on **Monday 04 July 2022**.

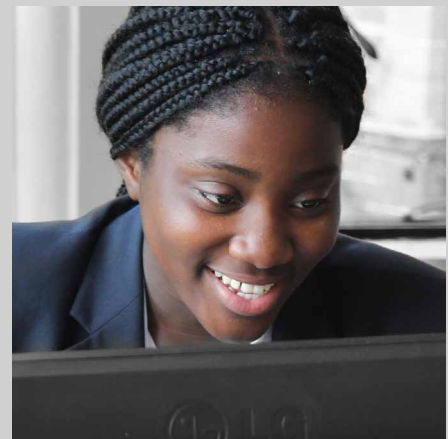
To apply please submit your completed application form to hr@woldinghamschool.co.uk with a supporting letter.

PROFESSIONAL DEVELOPMENT AND STAFF WELFARE

Our professional team of staff is Woldingham's greatest asset, and we want to ensure that everyone is supported to work in an effective, enjoyable and fulfilling way. Staff Development is a high priority, with induction and mentoring programmes for Newly Qualified Teachers and new colleagues, plus an annual cycle of Personal Professional Development planning for all colleagues and new leadership programmes that have been established since September 2021.

Staff are welcome to use our range of outstanding facilities including the gym, squash and tennis courts and the swimming pool. Our Staffroom Committee organises regular social events, and a range of wellbeing initiatives support staff in their working life.

Woldingham School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.





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