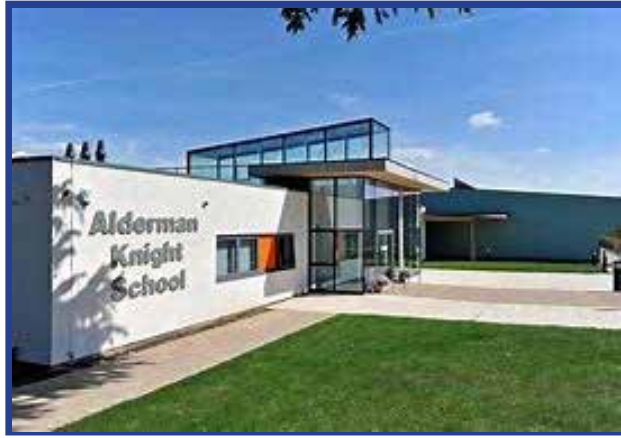


Candidate Information Pack

HR & Admin Manager



Closing date - 18th August 2024

Start date - September 2024



Alderman Knight is a remarkable school with a very strong school community. Working together we have achieved outstanding judgements in our last four Ofsted inspections, the last of these being in April 2024. Please [click](#) to read our latest inspection report.

Alderman Knight is a maintained special school for children and young people with a range of needs, aged 7 to 19. During the last 13 years the school has undergone a complete new build for all phases and we are lucky enough to have a truly exceptional learning environment.

We are expecting approximately 230 pupils to be on roll and almost 100 staff in September 2024. Please review the school website as this provides a wealth of information about the school including the Post 16 provision.

Everyone at Alderman Knight works exceptionally hard as we are all committed to ensure the provision offered gives our young people an enriched and extended curriculum, tailored to their individual needs.

Each of our pupils and students are supported to achieve their learning potential as well as develop their self-esteem and confidence. The environment we have created allows them to feel safe and happy to learn, and as a result they flourish.

Alderman Knight School is a very special place to work. If you feel you would like to be part of our team and could bring additional and different expertise as well as passion, enthusiasm and a desire to make a real difference to our community, we would welcome your application.

Best wishes

Clare Steel

Clare Steel
Headteacher





Closing Date: 19th July 2024

Interview date: 24th / 25th July 2024

HR & Admin Manager

Start date: 1st September 2024

Salary: Grade 8 Points 26 to 30 (£34,834 - £38,223)

Hours: 37 hours per week, 8am to 4pm Monday to Thursday, 8am to 3.30pm Friday, Term time plus 5 weeks, including inset, 3 weeks to be worked during the summer holiday

Contact: Permanent

To support the continuing growth of the school, the Governors are looking to split the current role of the School Business Manager into two roles. One of which will be responsible for the HR function of the school and one to manage the finance function of the school. We are therefore looking to appoint a HR & Administration Manager to manage all aspects of HR and work with the Finance Manager to manage the administrative functions of the school.

The person appointed will work with the school's external HR suppliers to provide high quality HR support to the Headteacher. They will take responsibility for the HR function of the school reporting to the Governing Body. In addition, the successful candidate will jointly be responsible for the line management of the administration team and implementing policies and procedures to ensure the smooth running of the school office.

This is a fantastic opportunity for someone with a background in HR and office management, who is looking to develop their career in a school environment. We require someone who can work effectively and efficiently under direction and pressure. Accuracy and attention to detail is also crucial in this role, as is the ability to work on own initiative, produce work of the highest standard and meet deadlines. The hours are 37 per week, Monday to Friday and will be office based. The working weeks will be term time plus inset days, plus 5 additional weeks, ideally 3 of which would be in the summer holiday, although this is flexible.

At Alderman Knight we try to ensure all staff can work to their strengths. However, it is important to us that all our staff feel confident in their roles and also in providing general support to our pupils, students and staff on a daily basis, outside their key role. Therefore, we provide plenty of opportunities to help develop knowledge and skills, through the provision high quality CPD.

So, if you are looking for a new, exciting and immensely rewarding role, please have a look at what we can offer – we might just be that next step in your career, that you are hoping for!

Obviously, a visit to our school and an opportunity to meet our children and staff is the best way to find out more about us and whether this could be the post for you. If you would like a visit to school, we will try our best to accommodate you.

Please contact hr@aldermanknight.gloucs.sch.uk with your request.

The job description gives an overview of the main purpose of the role and the key areas of responsibilities. The person specification demonstrates the experience, knowledge and skills that we require for the post.

If you decide you would like to be considered for this role, please submit an application form through Eteach, along with a covering letter. Your choice of referees should include your present or most recent Headteacher / employer.

If you are selected for interview, we will request references prior to the interview. This could be both verbal and/or written.

Please note Alderman Knight is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts will be subject to an Enhanced DBS check. It is now also a requirement for the school to carry out social media checks on any person short- listed for interview.

Copies of our Safeguarding and Safer Recruitment Policies can be found within the Eteach advertisement and on the Vacancies page of our website for you to read.





Job Description

Post title:	HR & Admin Manager
Salary:	Grade 8 Points 26 to 30 (£34,834 - £38,223)
Hours:	37 hours per week, 8am to 4pm Monday to Thursday, 8am to 3.30pm Friday Term time plus 5 weeks, including inset, 3 weeks to be worked during the summer holiday
Contract:	Permanent
Reporting to:	Headteacher

Key Roles and responsibilities of post holder

- To support the Headteacher with managing all aspects of HR.
- To jointly (with the Finance & Admin Manager) lead and manage the school administration function.

DUTIES & RESPONSIBILITIES

Human Resources Management

- Act as main liaison between the school and the school's HR service providers.
- Work with the external HR suppliers to provide high quality advice/information for the Headteacher and Governing Body, on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other HR matters.
- Oversee the school's payroll provision with Gloucestershire County Council.
- Ensure that all HR related policies, including recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.
- Produce quarterly reports for the Governing body, including staff absence, CPD analysis, staff leaving and new appointments.
- Prepare contracts and other documentation related to the employment of members of staff.
- Assist with the coordination and planning of interviews.
- Set up all new members of staff on relevant systems such as SIMs, Arbor and Eforms.
- Process all contract changes.
- Work with line managers to support and manage absence, including return to work discussions.
- Advise and support with requests for time off, in accordance with the school's Annual Leave Policy.
- Preparation and submission of workforce census.
- Advise on and manage Occupational Health Referrals.
- Maintain confidential staff records.
- Oversee the Single Central Record, DBS, medical clearance and induction for new staff, and to issue contracts of employment.
- Support Governors with staff exit interviews.
- Work with the senior team regarding staff Performance Management process.
- Support with New Staff induction processes.
- Book all staff training courses.

- Manage staff CPD records ensuring accurate records on National College.
- Produce CPD analysis reports, linking CPD to the School Improvement Plan.

Administration Management

- Work with the Finance Manager to:
 - ◊ Lead and manage the whole school administrative function.
 - ◊ Oversee and implement internal office procedures and processes necessary for the smooth running of the school office.
 - ◊ Line manage administrative staff, including performance management reviews.
 - ◊ Ensure all pupil data on Arbor and archive folders are accurate, up to date and relevant records are kept in-line with GDPR.
 - ◊ To oversee the systems in place for communicating with parents and having an overview of correspondence being sent.
- Ensure that the school pupil census is completed accurately and within the statutory time-frames.
- Take responsibility for the setting up of all parent's evenings through School Cloud.
- Take responsibility for the production and distribution of all parents evening letters and end of year letters.
- Oversee school reports, ensuring that they are produced accurately and distributed within given deadlines.
- Keep appropriate records and be responsible for record retention and archiving, in accordance with LA and government policies.

Continuing Professional development – Personal

- In conjunction with the Headteacher, take responsibility for personal professional development, keeping up to date with research and developments related to efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

Additional Duties for this Post

- Any reasonable request made by the Headteacher, SLT or Governing Body.

Supervisory Responsibility

- Be responsible for the line management of the Office Administration Team.
- Be responsible for the supervision of visitors on the school premises.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HR and Joint-Admin Manager will carry out.

The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head teacher

July 2024

Person Specification

	Qualities
Experience, Qualifications and training	<p>Essential</p> <ul style="list-style-type: none"> • Level 5 CIPD Certificate or similar HR Qualifications such as HNC/HND in Human Resources Management or degree level qualifications. • At least 3 years working in this sector. <p>Desirable</p> <ul style="list-style-type: none"> • Level 7 CIPD Certificate or similar advanced HR Qualifications. • Over 5 years working in this sector.
Experience & Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Experience of working in a similar role. • Experience of implementing change in a fast moving environment. • Excellent knowledge of HR processes and statutory compliance requirements. • Good knowledge of Microsoft packages such as Word and Excel. • Experience of line managing staff, including performance management. • High level of written and oral communication and excellent attention to detail. • Understanding of data protection and confidentiality. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working in an educational setting. • Knowledge of employment legislation. • Knowledge of health & safety legislation. • Knowledge of school's MIS systems such as Arbor. • Knowledge of School systems such as Weduc, ParentPay & School Cloud.
Personal Qualities	<p>Essential</p> <ul style="list-style-type: none"> • Loyal and trustworthy. • Clear understanding and respect for confidentiality. • Ability to build effective working relationships with staff. • Ability to work under pressure, to tight deadlines and prioritise effectively. • Flexible and adaptable. • Embraces change well. • Ability to work in a team and alone. • Positive attitude to personal development and training. • Excellent communication skills. • Ability to make decisions. • Ability to resolve conflict.



Mission Statement:

“Learning and Achieving Together”

Vision Statement:

The school wishes to be recognised as a dynamic, vibrant, centre of excellence that is an integral part of the local community and county’s provision for pupils with special educational needs and wholly committed to ensuring they grow up to lead safe, happy, healthy and successful lives.

The Aim of the school:

‘To provide a supportive learning community that enables all children to thrive’

To achieve this, the school will ensure:

- Pupils are provided with an enriched and extended curriculum, tailored to individual needs. This will help them develop positive feelings of self-worth and confidence and will enable them to make a successful transition to adulthood and be active and responsible citizens.
- Parents, carers and families are encouraged and enabled to engage in their children’s learning. They will be consulted and involved in decision-making processes and this will enable the school to ensure provision both for their children and themselves is accurately matched to need.
- Staff will have their individual needs recognised and will be helped to build on their strengths and enabled to develop their skills further through appropriate professional development opportunities.
- It works together with its local community of schools to extend the opportunities for all pupils to develop their individual strengths and potential.

Where you can find us

The school is located just off [Junction 9 of the M5](#). Both the main school building and the Post-16 Centre are new, attractive and spacious buildings being built in 2013 and 2017 respectively. Our third phase of our building project, Knight View was completed ready for September 2021. The learning and working environments are second to none.



Contact Details

Alderman Knight School
Ashchurch Road
Tewkesbury
Gloucestershire
GL20 8JJ

Main Reception - **01684 295639**

Email - hr@aldermanknight.gloucs.sch.uk

Website - www.aldermanknight.gloucs.sch.uk

Applications can be submitted through Eteach using the following link:

<https://www.eteach.com/job/hr--and--admin-manager-1437356>

To contact Alderman Knight School to arrange a visit or for further information please email:

hr@aldermanknight.gloucs.sch.uk