

# Richard Hale School



400 YEARS OF EXCELLENCE

## Application Pack

## Human Resources and Office Manager

September 2021



# Richard Hale School

## Human Resources and Office Manager

Start date: September 2021

Thank you for your interest in the post of Human Resources and Office Manager. The application pack consists of an application form and the following information contained in this document:

- Information about the school
- Information on the role
- Job Description

Please note:

- **Closing date:** – Closing date for applications is **noon on 26<sup>th</sup> April 2021**.
- **Electronic version of the application form**  
The application form is attached for completion and guidance notes are provided to assist you.
- **References**  
Please ensure that you provide **email addresses** for all your referees as we will request references by email. A **mobile number** for them would also be useful. Referees are likely to be contacted after shortlisting, but before the interview stage.
- **If you have any queries regarding this post**  
For general enquiries about the recruitment process, please contact Mrs K Dart, PA to the Headteacher, on 01992 583441 ([kda@richardhale.co.uk](mailto:kda@richardhale.co.uk)). If you require information about the department and role please contact Mrs J Beacom (Deputy Headteacher), by email to [bm@richardhale.co.uk](mailto:bm@richardhale.co.uk).
- **How to apply and where to send your completed form**  
Please complete the application form and return it to the school as soon as possible, together with a letter of application, on no more than two sides of A4, which outlines the skills and abilities you could bring to the post. Please forward these by email to Mrs Dart at [kda@richardhale.co.uk](mailto:kda@richardhale.co.uk). Please accept our apologies as we may not be able to notify all candidates of the outcome of their application.
- **Criminal Declaration Form**  
All applicants invited to interview will be required to complete a Criminal Declaration Form prior to interview. This is available on the website under the vacancies tab.

We look forward to reading your application, and thank you for your interest in our school.



## **Richard Hale School**

### **Information about the school**

Richard Hale School, called after its original wealthy benefactor, has stood on its present site since 1930. It was founded as Hertford Grammar School in 1617 on a site behind All Saints' Church nearer the town centre, and changed its name in 1974 when it became a comprehensive school. A door from the original school can be seen in the main foyer when you enter the school giving that sense of history that we are very proud of.

Richard Hale is an 11 - 18-year-old boys' comprehensive school with a six-form entry in Year 7. The school has 1200 students with 180 in each year group and over 300 in the sixth form. We are heavily oversubscribed.

Year 7 students are drawn from approximately 50 primary schools with admissions based on the post coding of traditional parishes. The intake comes from a large area of East Hertfordshire, particularly Hertford, Ware and the surrounding villages. The Sixth Form has continued to grow since becoming co-educational in 2005. It is now one of the largest in the area, attracting boys and girls from further afield than the immediate locality.

As a comprehensive school we take students of all abilities, however the ability of the students on entry is higher than the national average.

The school's buildings have been improved extensively over the years. Facilities include a Sixth Form Centre with tutorial rooms and a large study room, complete refurbishment of all Science laboratories, and a major programme of roof and window replacements. During 2017 a 3G all-weather football pitch was added to provide improved sport facilities for the students and we are working on building our Sports Hall. We play Rugby games at Hertford Rugby Club, this provides a real experience for the students playing in front of a good crowd and under floodlight during the winter evenings. We run a complete set of Saturday morning fixtures in rugby, football and cricket over the year.

Underpinning all the work done within the school is a steadfast commitment to develop our students into thoughtful, respectful and focused individuals who are able to make a positive contribution to the community and wider world.

We are a Good School as Ofsted confirmed in our recent Ofsted Inspection. The feedback and report reflects the many strengths of the school. The report is available on the website but the following quotes really show what the school is like, "Pupils are proud to tell their friends that they attend the school. Parents typically say, 'My son loves coming to school. We are proud that our son is a Richard Hale pupil,'" and "Staff and pupils explained to inspectors that they feel like they are part of a large, supportive family."

## **The School curriculum and extra-curricular activities**

Our curriculum is traditional in principle, but also provides innovation where possible. Some key characteristics:

- We teach KS4 over three years so we can develop skills and enrich the students' learning experience alongside the increased content the new qualifications require.
- Large numbers of students take a modern foreign language and individual sciences at GCSE.
- Our Design and Technology provision includes Engineering, we have a garage on site allowing the students to experience motor engineering, this is alongside the other D&T disciplines.
- We offer a broad and balanced curriculum which provides a range of opportunities for our students catering for all interests and aspirations.
- Students in the Sixth Form have access to two learning pathways, academic or vocational. The Advanced Level offer is extensive with 21 subjects taught on site, expanding to over 30 through the local Federation of secondary schools. BTEC Business, Science and Sport provide students with a more focused vocational curriculum.

At KS5 we teach a linear syllabus with students sitting examinations at the end of the two-year course. Our destination data is strong with all our students achieving offers for university, many of these from the Russell Group, or successful entry into apprenticeships or employment.

Our aim is to create a learning environment in which all students can develop their learning, intellectual and personal abilities, both inside and outside the classroom. To this end we provide an extensive extra-curricular programme, with the school excelling in sport, music, drama, science and engineering competitions. Our Duke of Edinburgh's Award programme is strong with large numbers of students taking bronze or gold awards. The School's ethos is one of encouraging the participation of students in the wider school community through a diverse range of opportunities at all levels.

Much of the school activity is centred on the House system. Each pupil is allocated to one of the six houses (Cowper, Croft, Hale, Kinman, Page, Wallace) and throughout their school lives enjoy and compete in many activities, mainly organised by themselves and supported by the Heads of House. These range from sport, music and drama competitions to chess and other types of activity.

Further information on the school and its history and achievements can be found on our website at [www.richardhale.herts.sch.uk](http://www.richardhale.herts.sch.uk).



# Richard Hale School

## Job Description: Human Resources and Office Manager

### Job Title

Human Resources and Office Manager

### Job Purpose

To support the Headteacher in ensuring HR provision is effective across the school, to support staff and to manage the office and reception areas of the school effectively.

### Principal Responsibility Areas

- To effectively lead and manage the HR processes in school.
- To support the Headteacher in implementing the HR processes in school.
- To manage the Office and Reception within school effectively.

### Human Resources

- To effectively manage the recruitment and selection process for all staff.
- Understand and implement all necessary safer recruitment processes, ensuring school is compliant with the requirements of KCSIE for safer recruitment.
- Manage all pre-employment checks to ensure safer recruitment is practiced across the school for all staff, volunteers and contractors in accordance to statutory responsibilities.
- To be responsible for HR administration including the maintenance and updating of staff data on the SIMS network.
- To create staffing reports and data for the Headteacher as required.
- Liaise with the School Business Manager to ensure all contract and payroll changes are accurately reflected in the budget and forecasting.
- Manage contracts for all employed staff, ensuring staff on short term contracts are aware of end dates for their contracts.
- Liaise with staff in confidential matters. Support the Headteacher with the management of staff issues as directed by the Headteacher.
- Liaise with the schools HR provider where advice and guidance are needed and as directed by the Headteacher.
- To monitor staff attendance and address concerns with line managers and staff as required, referring staff to the Occupational Health Provider and liaising with them to ensure appropriate action is taken.
- To keep up to date with the latest HR information provided by the schools HR provider.
- Assist the Deputy Headteacher in the appraisal process as required.
- Be responsible for the preparation and submission of the annual School Workforce Census, ensuring all data is correct in line with the DFE guidance.
- Organise and process Right to Work/Certificate of Sponsorship as required.
- Work with the Headteacher to ensure all HR policies are updated in line with employment law and requirements.
- To maintain confidentiality at all times with regard to all records and personal data relating to staff.

## **Office Manager**

- To manage the school office and reception so that it meets the needs and requirements of the school.
- To line manage office and other support staff as designated.
- Delegate tasks to members of the office and reception team.
- To act as a member of the administrative team and provide appropriate support and cover for administration duties as required by the school.
- To manage the reception area so that visitors to the school are welcomed and follow the safeguarding processes in place.
- To support the management of the First Aid Processes in school.
- To attend briefing and keep staff informed on key messages.
- To assist members of SLT with a range of administrative support as required.
- To assist Heads of Year and Departments as required with administrative support where this is needed.
- To liaise with outside agencies as required by the school.
- To review and adapt practice in the Office and Reception so that it operates effectively and efficiently.

## **General**

To be responsible for your own self-development, undertaking training as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Responsible to:** Deputy Headteacher

**Grade:** H9, Point 28 - 31

**Hours:** 37 hours per week, Monday to Friday

**Weeks:** Term time plus three weeks

**Salary Range:** Approximately £29,600 - £31,900



# Richard Hale School

## Person Specification: Human Resources and Office Manager

<b>Knowledge, skills and attributes</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrate a good standard of spoken and written English	<b>Y</b>	
Excellent computer skills including knowledge of Microsoft Office, SIMS and other software.		<b>Y</b>
Experience of managing staff, completing appraisals and supporting staff CPD.		<b>Y</b>
Experience of working in an office environment	<b>Y</b>	
To be approachable and personable in order to get the best from people	<b>Y</b>	
An ability to manage difficult situations across the school community	<b>Y</b>	
Experience of HR processes		<b>Y</b>
Safer recruitment awareness and willingness to keep up to date with the latest safeguarding requirements concerning HR.	<b>Y</b>	
Understanding and knowledge to apply and support the safeguarding policies and processes in the school.	<b>Y</b>	

<b>Personal qualities and attributes</b>	<b>Essential</b>	<b>Desirable</b>
Ability to build and maintain effective relationships with staff and students.	<b>Y</b>	
Ability to communicate effectively to staff, parents and students, orally and in writing	<b>Y</b>	
Ability to work in a team, enthusiastically and deliver stated aims and vision	<b>Y</b>	
Ability to manage conflict	<b>Y</b>	
Ability to prioritise, plan, manage time effectively, and to organise self and others	<b>Y</b>	
A clear sense of professionalism, and a commitment to upholding standards and to setting an appropriate example	<b>Y</b>	
Loyalty, enthusiasm and a sense of humour	<b>Y</b>	