



WOODHOUSE GROVE SCHOOL

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APPOINTMENT OF
Human Resources Manager

APRIL 2024



An Introduction to Woodhouse Grove

Woodhouse Grove is situated on a beautiful 70-acre campus within easy reach of Leeds and Bradford. The school provides a first class all-round education for boys and girls, day pupils and boarders alike. Day pupils are drawn from a wide and well-populated catchment area both within and beyond the West Yorkshire (Leeds and Bradford) conurbation. The school runs bespoke bus services at the start and end of each school day and benefits from a railway station situated across the road from the school campus.

Since 1996 the school has grown from 750 to its current total of 1100 pupils (aged 2 to 18) and has a Sixth Form of more than 200 students. It has benefited from substantial capital investment in recent years that has significantly improved the school's teaching, sporting and performing art facilities. The most recent full ISI Inspection (March 2017) graded Woodhouse Grove as 'Excellent' in all areas; the January 2020 ISI compliance visit found the school fully Compliant in all respects. The school continues to invest in its facilities to further enhance the student experience and deliver our distinctive aims which are core to life at Woodhouse Grove.

The school has an enviable reputation for meeting the needs of a wide range of children including the top 5% of the ability cohort and those with specific learning needs. An acknowledged centre of sporting excellence, pupils from Woodhouse Grove regularly achieve places in county, regional and even national teams and recently the school's 1st VII and U16 Netball teams were placed in the top ten in country. Our 1st teams have in previous years won the Rugby Daily Mail Trophy and National T:20 Schools Cricket Championship. As well as sport, the school has a thriving and respected tradition of performing arts holding several major productions and concerts throughout the year.

Woodhouse Grove is both academically ambitious and academically sensitive. The school routinely achieves outstanding results from a selective, but inclusive intake. It meets a range of learning needs in its well established Learning Support Unit and provides an excellent academic education that means its leavers regularly succeed in their applications to the most successful universities including Oxford and Cambridge as well as preparing students for more vocational options available at colleges of further education. At A-level the school usually achieves a 100% pass rate with >80% A*-C and >60% A*-B. At GCSE the pass rate (including maths and English) usually exceeds 90% with 40% at top grades.

Woodhouse Grove's junior school, Brontë House, was opened in 1934 and the pre-prep (Early Years) department, Ashdown Lodge, was opened in 1993. Academically our results at KS1 and KS2 are consistently well above national expectations and class sizes are kept small to give the children the individual attention that they need. The junior school offers a wide range of co-curricular opportunities for all the pupils.

Founded in 1812, Woodhouse Grove School is the second oldest Methodist school in the country and benefits from its formal partnership with similar schools, including, Truro School, Culford School, Kent College, Kingswood School and Queen's College, Taunton, amongst others.



The Appointment

JOB TITLE	Human Resources Manager
RESPONSIBLE TO	Finance & Operations Director
RESPONSIBLE FOR	HR Administrators x 2
SALARY	Depending on Skills, Qualification and Experience
HOURS OF WORK	40 hours per week, over 5 weekdays – 8 hours per day. Option to work remotely up to one day per week during term time and two days per week non-term time.
HOLIDAY	Twenty days in the first instance, rising to twenty-five days after five years service. 3 Occasional days allocated by the school, which fall over the Christmas period. Holiday is exclusive of Bank Holidays when school is not in session and any other Public Holidays gifted by the Government. Option to purchase 10 days holiday, by sacrificing salary.
APPLICATION	Applications to www.eyzon.co.uk

Job Description

To support the Senior Leadership Team and Governors by leading and developing HR strategies across the school, including Brontë House and Moorlands.

RESPONSIBILITIES

STRATEGIC

- Advise and support senior leaders in strategic and operational business decisions relating to staffing.
- Develop and deliver the HR strategic plan for the school, aligned to the Whole School Development Plan.
- Contribute to the development of the school's culture in line with the school's vision, strategy and objectives to promote a positive and respectful working culture.
- Support organisational changes, reviewing and revising terms and conditions as required, including areas of restructuring and cost savings.

OPERATIONAL

- Provide consistent and credible advice, guidance and support to Senior Leaders, Heads of Department, Line Managers, Supervisors and staff across the school on all operational HR and employment matters.
- Manage all HR case work and advise managers accordingly in line with disciplinary, grievance, capability, absence management and recruitment procedures.
- Manage, review and implement all HR policies and procedures, ensuring effective and consistent implementation to select, develop and retain the right staff needed to meet the school's objectives.
- Review monthly payroll, ensuring remuneration and benefits are correct and any changes are processed and communicated to the Finance Manager.

Responsibilities continued...

LEGAL AND REGULATORY

- Keep up to date with changes in employment law, statutory legislation and compliance, including (with Designated Safeguarding Lead) *Keeping Children Safe in Education* (KCSIE) and Independent Schools' Inspectorate (ISI) guidance. Identify and communicate relevant changes to senior leaders and managers ahead of implementation.
- Ensure compliance of the Single Central Register of pre-employment checks, in line with statutory and inspection guidance.

EMPLOYEE ENGAGEMENT AND DEVELOPMENT

- Review staff benefits, introduce new initiatives and promote staff wellbeing initiatives.
- Manage the recruitment and hiring process with all relevant senior leaders and work with Deputy Heads, Assistant Heads and Support staff line managers to ensure effective induction, onboarding and training for all staff.
- Ensure the effective management and implementation of the annual appraisal process.

GENERAL

- Ability to work flexibly on a regular basis.
- Any other assistance as may be reasonably required from time to time by the Headteacher or other senior manager in order to facilitate the efficient running of the school.
- Occasional travel to Brontë House School and Moorlands School.
- This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher.

I am an individual, yet I am part of something incredible.

I am Grovian





Person Specification

QUALIFICATIONS & ATTAINMENTS

- CIPD qualified
- Educated to degree level, or equivalent.
- A post graduate management or leadership qualification would be useful, or alternatively sound leadership experience.

EXPERIENCE & KNOWLEDGE

- Demonstrable experience of operational and strategic HR delivery.
- Detailed experience and knowledge of HR best practice, employment legislation and case law.
- Experience of effectively managing, motivating and leading a team.
- Experience of leading the review and revision of systems and processes effectively.
- Experience of working closely with senior leaders to help shape the organisation's culture, contribute to strategic planning and support organisational change.
- Desirable but not essential – Safer Recruitment, experience of working in a school, and/or knowledge of KCSIE.

SKILLS & QUALITIES

- Ability to build effective working relationships at all levels, with strong interpersonal skills.
- High levels of written and verbal communication skills, including strong attention to detail.
- Ability to lead and motivate through periods of change.
- Excellent planning and organisational skills with the ability to prioritise demanding workloads.
- Self-motivated, focused and driven, with the ability to work independently.
- Confident in IT skills with the ability to manage data.
- Sound decision making skills with the ability to think laterally to solve problems.
- The confidence and skills to deliver presentations and training to staff, as required.

VALUES & ETHOS

- Commitment to child protection and the promotion of a safe environment for children and young people to learn in.
- Commitment to the school's policy on, and promotion of, Equality and Diversity.
- Supportive understanding of the ethos of independent education, with a commitment to the school and its success.
- Openness to new ideas and practices, adaptable, with a positive 'can do' attitude.
- Commitment to continuous personal development and to develop others to their potential.



When you nurture a child's confidence, achievement follows.

Benefits of working at Woodhouse Grove

- **Holiday.** You'll get 20 days plus 3 occasional days and Bank Holidays, after a qualifying period you'll be able to purchase up to an additional 10 days leave
- **Pension.** We know how important it is to save towards your future, that's why we'll contribute 6% into your pension.
- **Wellbeing.** Positive health and wellbeing enables you to thrive as an individual. When you join us you'll have access to our Employee Assistance Programme with a range of health benefits and support to suit your lifestyle.
- **Life Insurance.** When you join us we will provide death-in-service life insurance of 3 x your basic salary.
- **Go Green.** Colleagues have the opportunity through salary exchange to participate in our cycle to work scheme and we have onsite EV charging.

Further information

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self-disclosure form prior to interview. Any positive disclosure will be discussed at interview. For further information on which offenses should be disclosed please visit the following pages:

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/>

Unlock - <https://www.unlock.org.uk/contact-us/>

Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website www.gov.uk/dbs.

Equal Opportunities Employer

Woodhouse Grove School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact HR. Should you require reasonable adjustments at application or interview stage, please also contact HR.

Child Protection and Safeguarding Policy

Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Safeguarding Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

As part of the shortlisting process, online searches on shortlisted candidates will be carried out as part of its due diligence.

I am the very best of me...

I am every teacher who has inspired me.

I am every lesson that has opened my eyes. I am every maths problem

I have solved. I am every book that has captivated me. I am every science experiment that has surprised me.

I am every sports tour that has motivated me. I am every drama class

that has transformed me. I am more than just academic. I am everything

I want to be. I am prepared. I am gracious and generous. I am resourceful

and resilient. I am ambitious and committed. I am understood. I am my

unlocked potential. I am an individual, yet I am part of something incredible.

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