



## Abbey Gate College

### HR & STAFF WELLBEING MANAGER (All Year Round/Full-Time)

**Required from: as soon as possible**

#### Job Description and Person Specification

#### Introduction from the Head:



Our wonderful Senior School and Sixth Form are enviably located in the historic Saughton Grange buildings, with stunning views across beautiful countryside towards the Welsh mountains and the Cheshire sandstone ridge; and our dedicated Infants and Junior School is just down the road in the charming and picturesque village of Aldford.

Our College is a unique, inspiring, and memorable place to learn and grow, where our caring and committed teaching and support staff will do all that they can to help our pupils to be the best that they can be.

We are a safe and friendly school community, where we look out for each other and where we work with each child's individual interests, passions, and strengths; while also encouraging them to try new things, take risks, and be creative.

#### Our Vision

"To be the school of first choice for families who seek a personalised, caring, and safe educational environment, with excellent curricular and co-curricular provision, and a commitment to preserve, protect, and progress the world we all share."

#### Our Mission

"We are committed, within our safe and caring community, that each one of our pupils will become the best that they can be, and have the self-belief to go forward into this changeable world with courage and with compassion."

## Our Aims

We pursue our whole College mission, guided by 3 defining and aspirational aims:

- 1) **Self:** each pupil cares for their mental and physical wellbeing; learns and achieves to their individual potential; and is content, comfortable and confident to be who they are in our diverse and inclusive College.
- 2) **Service:** each pupil makes a positive difference to the lives of others in our College, as well as in our local and in wider, global communities.
- 3) **Sustainability:** each pupil contributes towards preserving and protecting the planet we all inherit and share, and has the opportunity to be creative and innovative; to help further humanity's progress in the future.

Thank you for taking the time find out more about us. If you feel that you could bring the right balance of care, commitment, expertise, and enthusiasm to this role, we would welcome your application.

A handwritten signature in black ink, appearing to read 'C Jenkinson', with a horizontal line underneath.

Craig Jenkinson, MA (Oxon), PGCE, MInstL, MCCT

### **The Post:**

Abbey Gate College is seeking to appoint an experienced, caring, and committed individual to join our dedicated staff as HR and Staff Wellbeing Manager. In this important role the successful candidate will be a capable and flexible leader with demonstrated ability to manage all aspects of the College's HR function, supported by external, local legal advice as well as the College's Leadership Team and Board of Governors.

At Abbey Gate College the Wellbeing of both our pupils and staff is extremely important – especially at this time of pandemic-related challenges – and this role will pro-actively initiate, plan and deliver appropriate and agreed support programmes and systems; in liaison with the College Leadership Team; to promote and benefit the Wellbeing of all employees in the College.

A demonstrated aptitude for building successful relationships with a wide variety of stakeholders across an organisation is essential, since the role covers a wide breadth from detailed, HR-related processes to being an 'open door' with time, empathy, and professional skills of listening.

### **Purpose of the Role:**

You will be responsible for leading and managing the overall HR processes and procedures for all existing and newly appointed employees, including all required procedures and administration for recruitment of new staff, volunteers and similar. Additionally, this role provides an important source of professional, emotional support for employees – complementary to the 'family-feel' of the College – and will lead provision for Staff Wellbeing, alongside the College's existing and evolving programmes and practices for pupils.

### **Reporting to:**

This role reports to the Head and works closely and directly with all members of the College's Leadership Team, as appropriate.

### **Responsibilities:**

#### **1. HR-related**

- Co-ordinate recruitment campaigns and produce recruitment documents, including: invite letters, offer letters, and employment contracts.
- Manage the end-to-end recruitment and vetting process for all new employees, Governors, agency staff and volunteers, following Safer Recruitment guidelines.
- Organise induction programmes for new staff and ensure that these are fully implemented and recorded.
- Maintain accurate and well-organised HR records and files, and take ownership of the Single Central Register for all staff, volunteers, and contractors at the College.
- Ensure that job descriptions are current and in place for all employees.
- Maintain the Employee and Staff Handbook and ensure that all staff are aware of updates.
- Be the primary liaison with the College's employment law advisers.
- Monitor and report on staff holidays and absences, including management of occupational health processes as appropriate, in line with College policies.
- Provide HR advice on change management within the College, such as re-organisations, changes to pay scales or policies, employment contract terms and conditions; whilst reviewing external markets to promote AGC as an employer of choice.
- Provide practical support, guidance, and training to the Head and the Leadership Team, and other staff as applicable, in all matters HR where necessary.

- Advise and provide direct support on employee disciplinary / grievance / performance matters, in collaboration with line managers; ensuring they actively manage their teams in line with College procedures.
- Support the Head in ensuring that effective induction, probation, and review processes are in place for all staff, and are completed in a timely manner by line managers.
- Ensure that good HR records, electronic and manual, are maintained and processed in accordance with relevant data protection legislation.
- Produce KPI and other statistical data for the Head, to formulate strategic direction of HR processes for consideration by Leadership or the Board.
- Work with the Director of Finance & Operations to provide information for payroll processes, to ensure that employees are paid correctly in line with contracts of employment.
- Undertake any ad hoc HR projects as reasonably required by the Head.

## 2. Staff Wellbeing

- Work with the Leadership team and contribute pro-actively to the continuation of staff wellbeing initiatives, embedding a context of wellbeing across all departments.
- Be the main point of contact for whole school staff wellbeing strategies.
- Plan and execute whole school staff wellbeing initiatives for the College.
- Monitor existing initiatives and provide a rolling schedule of wellbeing events and initiatives for staff.
- Provide the Leadership Team with reports and data to enable informed strategic and operational decisions with regard to staff wellbeing, including: conducting staff surveys and providing one to one support to staff when required.
- Work with the Leadership team to deliver staff wellbeing strategies, and continually improve engagement levels and staff retention.
- Monitor and advise on important dates and personal events for staff (eg. births, marriages, ill health, bereavement) and organise cards, flowers, or other gifts/tokens of recognition, as appropriate and reflective of the College's 'heart'.

## Other

- Support the College's commitment to safeguarding children and promoting their welfare at a level appropriate to this role.
- Contribute to the overall ethos/work/aims of Abbey Gate College.
- Participate in training, meetings, and performance development activities as required.

Notwithstanding the detail in this job description, in accordance with the College Policies, the post-holder will undertake such work as may be determined by the Head or Governors from time to time, up to or at a level consistent with the main responsibilities of the job.

## Skills and Experience – Person Specification

### Experience:

- 1) Demonstrable ability to support colleagues professionally and empathetically, with high levels of self-awareness and emotional intelligence; whilst also able to challenge and be assertive, in relation to employees' standards and behaviours.
- 2) Proven track record in HR management and working knowledge of employment law.
- 3) Demonstrable ability to work within high performing teams.
- 4) Working within complex regulatory frameworks.
- 5) Previous experience of working in an educational setting is desirable but not essential.
- 6) Evidence of working at a high level of administrative efficiency with accuracy and attention to detail.
- 7) Able to demonstrate a continuous focus on and desire to improve HR ways of working.
- 8) Previous experience of implementing or improving a HR database and using it to examine the structure and accuracy of data to drive process improvements is desirable.

### Skills:

- 1) Awareness and working understanding of, as appropriate to the remit of this role, counselling/coaching/neuroscientific approaches to enabling individual and team efficacy.
- 2) Highly self-motivated, able to work with minimal direction.
- 3) Ability to translate complex documents / legislation into clearly defined actions.
- 4) Strong problem-solving skills, and a creative thinker.
- 5) Self-regulation that delivers results in a timely manner whilst in a busy environment.
- 6) Excellent planning and organisational skills, and determining priorities.
- 7) Ability to work alone or within a team.
- 8) Ability to deal with staff at all levels on HR issues.
- 9) Excellent written and verbal communication skills, along with strong interpersonal skills and a customer service focus.
- 10) Full understanding of employee confidentiality and data protection with the appropriate handling of sensitive information.
- 11) High level of proficiency in Microsoft Office suite of programs including Word, Excel, Powerpoint and Outlook.

### Personal attributes:

- 1) Positive, optimistic, resilient, calm, kind and friendly.
- 2) Empathetic, caring, compassionate and sensitive.
- 3) Believing in others' potential, supportive and empowering.
- 4) Authentic, with integrity.

### Education:

- 1) Educated to degree level (or equivalent).
- 2) CIPD Advanced Level qualification Level 5.
- 3) Additional training/qualifications in wellbeing-related/counselling/coaching or similar are desirable, but not essential.

### Hours:

Monday to Friday (full-time)

Hours of work: 8.30am until 5.00pm, all year round plus attendance at relevant Governor Committee meetings and other agreed College events which have different finishing times.

**Holidays:**

25 days holiday plus bank holidays per annum.

**Salary:**

The salary for this position will depend upon the qualifications and relevant experience of the successful candidate between £36,000 and £40,000 per annum.

**Child Protection:**

Abbey Gate College regards as paramount the welfare and safety of children. Whilst criminal convictions are not necessarily a bar, this safety consideration will be key to all decisions regarding the employment of staff, approval of volunteers and standards of external contractors. An enhanced DBS and barred check will be completed as part of the pre-employment checks.

**Equal Opportunities:**

We are committed to treating all employees with dignity and respect, regardless of race, gender reassignment, pregnancy and maternity, age, sexual orientation, sex, religion or belief, marriage and civil partnership, and disability. We, therefore, welcome applications from all members of the community.

**Applications:**

Candidates should complete an Abbey Gate College Application Form and submit this together with a letter, addressed to the Head, explaining their interest in and suitability for the post.

The closing date for applications is **12 noon on Monday 17<sup>th</sup> January 2022**; however, the College reserves the right to proceed before then in the event of particularly strong applications.

Interviews are expected to take place in the week commencing **24<sup>th</sup> January 2022**.

References **may be taken** up prior to interview, and applicants are advised to inform their referees, please.

**Please send your application electronically by email to Mrs Katie Simons, the Head's PA, at: [headspa@abbeygatecollege.co.uk](mailto:headspa@abbeygatecollege.co.uk)**