



## **HR Assistant - Part Time - 0.6 (21 hours per week)**

### **Term Time Only**

Required as soon as possible

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Provided as a separate document on the website:

- Application Form

## The Appointment

We wish to appoint a proactive and efficient HR Assistant to join our busy family of schools. The role is to start as soon as practically possible and will be based at Birkdale Senior School in Sheffield, but will have the occasional requirement to work across all school sites. The role would be to work 21 hours across 3 days, or work shorter hours over the full week. The role is to work during term time only and exact days can be flexible and discussed at interview stage.

The ideal candidate should have a strong administrative background, and be open to learning more about HR processes and procedures. This is a busy role, where working autonomously will be expected, and therefore the ideal candidate should have initiative and be comfortable in working alone at times.

As this is a new role within a small department, this is a HR Generalist role which covers our recruitment through to policies, and everything in between! It is a great role, to gain exposure and experience of a variety of HR related tasks and to gain an understanding and exposure of all aspects of HR.

A typical day would include monitoring the recruitment inbox and replying to queries, putting together job adverts and advertising on our websites, filing and maintaining HR records, taking notes in HR meetings, generating any HR paperwork such as changes, processing leavers and new starters. The role will work closely with the payroll team and there is opportunity to get involved with a variety of HR related projects.

This role would suit someone with an interest in getting into HR or someone who has a strong administrative background.

## Departmental Details

The HR department at Birkdale Family of Schools is relatively small, and therefore there is a real opportunity to get involved with a wide variety of work. Birkdale School recently expanded to include S. Anselm's Preparatory School and there is an opportunity to review and influence processes and policies across our family of Schools.

The School uses iSams which is an independent school focused system, and as a School we are looking at implementing a new HR system alongside iSams to facilitate efficiencies in processes, and enable a centralisation of records.

HR has not been resourced historically, and therefore the department is relatively new with potential to develop and poses an opportunity for the HR Assistant to get involved with a variety of tasks and develop with the role. The main focus for the department this coming year is to ensure policies and procedures are developed and embedded across all Schools.

The department is based at the Senior School in Sheffield, but there may be times when the HR Assistant may need to work at the Prep School, or S. Anselm's Preparatory School. The role will be supporting HR in all three Schools.

## HR Assistant Job Description

- Assist with day to day operations of the HR department.
- Provide clerical and administrative support to the HR department.
- Compile and maintain Staff records (Electronic and hard copies)
- Process documentation such as sickness forms, appraisals, changes in role etc.
- Support with HR projects (meetings, training, and induction) and take notes when required.
- Deal with staff queries and answer within the remit of the role, escalating where necessary.
- Assist in payroll preparation by providing relevant information (absences, leavers, changes)
- Support with the Schools' recruitment, including uploading roles to job websites, coordinating interviews and undertaking the relevant recruitment checks.
- Provide admin support in the staff life cycle from recruitment through to leaving.
- Process maternity, paternity and other family leave.
- Ensure filing is up to date and new employee files are created, and leavers archived correctly.
- Maintain discretion and confidentiality at all times.
- Support in the interview process by meeting and greeting candidates, giving tours of the school if required, and facilitating any assessments which may be carried out as part of the process.
- Organising and scheduling meetings.
- Supporting the administration of policies.
- Updating and maintaining staff benefit system.

## HR Assistant Person Specification

- Have a good educational background with an interest in HR, or have relevant previous HR Admin experience.
- Have at least 5 GCSE's equivalent 9-4 (A\*-C) including English and Maths.
- Be a skilled listener and ability to act with discretion.
- Have excellent communication skills and be able to empathise effectively.
- Be in sympathy with the strong Christian ethos of Birkdale School.
- Strong administrative skills with excellent attention to detail.
- A team player with the ability to work autonomously where required.
- Have some employment law knowledge or the willingness to learn.
- Ability to travel across the School sites would be beneficial.
- Be proficient in the use of Microsoft Office and familiar with Google drive, which is the IT platform that we use.
- Display commitment to the protection and safeguarding of children and young people, and be able to form and maintain appropriate relationships.
- A HR CIPD qualification would be desirable but not essential.
- Experience of working within a school environment and/ or within admin previously would be advantageous.
- Ability to multi-task is essential.

## School Information

### What sort of a school is Birkdale?

Birkdale is a very successful and friendly day school of 750 pupils from 4-18. Birkdale became a co-educational school from PP1 (Reception) to P1 (Y3) from September 2020 with girls joining the Senior School from September 2024. Since its foundation in 1904 it has grown and flourished. The school is situated in the heart of Broomhill, Sheffield and attracts pupils from Sheffield, Rotherham, the Peak District and surrounding areas.

The school has three sites in south-west Sheffield: the 11-18 (Y7 to Y13) Senior School, the 4-11 (Reception to Y6) Prep School, and the playing fields at Castle Dyke. In September 2023, S.Anselm's Preparatory School, a 3-13 (Reception to Y8) boarding and day school in Bakewell, joined the Birkdale Family of Schools.

Birkdale is the only HMC (Headmasters' and Headmistresses' Conference) school in South Yorkshire and the Head is also a member of the Society of Heads. The Heads of the Preparatory Schools are members of IAPS (The Independent Association of Preparatory Schools).

### Birkdale's Values and Vision

At Birkdale our mission is to deliver a strong academic education through outstanding individualised teaching, inspiring all pupils to achieve their personal best. Our rounded education enables pupils to pursue a wide range of interests which will equip them with skills and values to live a successful, fruitful and fulfilling life. All of this is underpinned by a strong Christian ethos, where everyone is treated with care and respect.

### Academic Excellence

To provide the best academic education for each individual pupil, which will enable them to achieve their full potential and equip them for the rest of their life. At Birkdale there is a dedicated team of outstanding academic specialists that deliver high quality expert teaching in a wide range of subjects in an aspirational and supportive environment.

### Rounded Education

At Birkdale there is a strong emphasis on enabling pupils to develop their whole selves, with the help of a broad range of activities that extend far beyond the academic curriculum. Birkdale's vision is that each pupil is educated as an individual, including spiritual, moral, social, and cultural development, enabling them to be well-equipped for life.

### Christian Ethos

Birkdale is a Christian school that warmly welcomes both Christian and non-Christian staff and pupils. The Governors and Senior Leadership of the school seek to lead under the authority and love of Jesus Christ. They actively promote and expect all staff and pupils to live by the School's values which are drawn from the Christian faith: Respect; Humility; Integrity; Courage and Compassion. The Christian ethos of the school manifests itself in the particularly friendly and supportive atmosphere.

**Please see the school website for additional information.**

## Key Terms and Conditions

- This role is working term time only, which is 35.6 weeks per year, inclusive of 2 inset days,
- **Salary** will depend on experience and qualifications, and will be between point 21 and point 23 of the Birkdale non-teaching pay scale which is between £24,111 to £25,463. The salary will be pro rated to take into account the role being term time only and part time to £11,462 to £12,105.
- Working 21 hours per week- which can be flexible across Monday to Friday.
- **Pension:** Birkdale offers an attractive private pension scheme APTIS with Aviva which is open to all staff.
- **Sick pay:** The company sick pay scheme, provides ex-gratia sick pay at the full rate for up to 3 months in any 12 months, with 50% income protection for extended sickness
- **Additional Benefits:** Death in service and access to additional wellbeing and health support including unlimited, 24/7 remote GP appointments, Unlimited mental health support, Physiotherapy, Personal training, Nutrition consultations and more.
- Staff are entitled to a **remission of school fees** amounting to 67% for full-time staff and pro rata for part-time staff.
- During term time, lunch is provided to staff on site.
- Car parking is available on site.

## Application Procedure

1. A cover letter **addressed to Alicia Webster, HR** of no more than one side of A4 explaining why you would like this role and the skills and experiences you can bring to it (minimum font size of 11)
2. A completed Birkdale School application form which includes the names, addresses, e-mail addresses and telephone numbers of two referees

**Closing date for applications – 2nd August 2024 (12 noon)**

**Interviews – Week beginning 5th August 2024**

**Email your application to: Alicia Webster at [Recruit@birkdaleschool.org.uk](mailto:Recruit@birkdaleschool.org.uk) by the closing date of Friday 2nd August 2024 (12:00 noon).**

For an informal discussion regarding the role and part time hours please do not hesitate to contact Alicia on 01142 66 8408 ext 646

Applicants who do not provide a Covering Letter and Application Form, as stipulated, will unfortunately not be considered. If you have any difficulties in providing this, please do not hesitate to contact the HR team at [Recruit@birkdaleschool.org.uk](mailto:Recruit@birkdaleschool.org.uk)

Due to Safer Recruitment in Education guidance, it is necessary that all applicants for any of our roles in School, complete an application form.

### **Pre-employment checks:**

The Birkdale Family of Schools are committed to safeguarding and promoting the welfare of our children and young people. All applicants must be willing to undergo the relevant pre-employment checks relevant to the role.

Current legislation applying to this post includes the The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2008 and the Asylum & Immigration Act 1996. Therefore, the successful candidate will be required to prove their eligibility to work in the UK and undergo appropriate criminal record checks, including an application for an Enhanced Disclosure from the Disclosure and Barring Service. Details of the documentation etc needed in connection with all the above requirements will be sent to the shortlisted candidates. Prior to taking up appointment, we will then request a declaration about medical fitness, and proof of qualifications from the successful candidate.

Under the guidance set by KCSIE Birkdale School will conduct an online search for all shortlisted candidates.

### **Equal Opportunities Statement:**

At the Birkdale Family of Schools, we strive to create a supportive and nurturing environment for all individuals. We are dedicated to promoting equality and diversity, providing a level playing field for all of our staff and pupils. We aim to foster an inclusive culture, where diversity is celebrated and where everyone feels empowered, and encouraged to reach their full potential. We are *stronger together*.