



Clifton High School

CANDIDATE INFORMATION

RECRUITMENT AND HR COORDINATOR



CONTENTS

INTRODUCTION TO OUR SCHOOL **PAGE 3**

JOB DESCRIPTION **PAGE 4-7**

PERSON SPECIFICATION **PAGE 8**

CLIFTON HIGH AS A BUSINESS **PAGE 9**

BEING A CLIFTON HIGH EMPLOYEE **PAGE 10**

OUR VALUES **PAGE 11**



BEYOND A SCHOOL, a place to belong



AN INTRODUCTION TO OUR SCHOOL

Clifton High School is a forward-looking school set in beautiful surroundings in the heart of Clifton. We are a mid-sized, all-through, independent school, educating boys and girls from 3-18 years. 'Realising Individual Brilliance' is more than just a tagline at Clifton High, it is something we truly believe in and see exemplified in many ways, every day at our School. Each child's unique talents and qualities are nurtured and celebrated, in ways bespoke to them as an individual.

Clifton High School is known for its strong pastoral and family ethos. The safety and wellbeing of each pupil is our priority. We are a School that ensures a child's emotional and personal development is given the same level of importance as their academic achievements. Parents comment on the excellent relationships between staff and pupils - relaxed but always respectful. The rapport, encouragement and support available to every single child, pupil and student create an atmosphere where children and young people can develop happily and progress successfully



JOB DESCRIPTION

Job Title: Recruitment and HR Coordinator

Department: Business Support

Reports to: Head of HR

GENERAL QUALITIES

The key purpose of this role is to work closely with the Head of School and other stakeholders in the management and coordination of staff recruitment for Clifton High School (from advertisement through to appointment), to manage onboarding and other pre-employment tasks, and to uphold all 'Safer Recruitment' processes. The post-holder will also support the Head of HR and develop their own HR experience in a range of on-going or one-off HR activities.

This is a full-time role (37.5 hours per week), all year round.

Core hours will be 9am to 5pm, with a 30-minute unpaid lunchbreak, however flexibility is essential. For example, there will be occasions when an earlier start is required, particularly on recruitment days. In return, the post-holder will be able to finish work earlier or accrue time in lieu which can be taken at quieter times in the school holiday periods. Specific arrangements will be made in discussion with, and agreement from, the line manager.

In addition to the normal bank and public holidays, the post-holder is entitled to an additional 25 days paid holiday, to be taken during the school holidays. There is a pension scheme for all Business Support Staff and a school fee remission scheme is available. All staff are entitled to a two-course daily lunch during term time and to refreshments throughout the school day.

SAFEGUARDING

All staff at Clifton High will be committed to Safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School. They will also ensure that any volunteers they have engaged to work with the children and young people are also committed to Safeguarding and are fully aware of the School's policies and procedures beforehand.



MAIN RESPONSIBILITIES

Support and coordinate all staff recruitment

- Coordinate the business cases for new staff with the relevant department heads.
- Write, or assist in developing, Job Descriptions and Person Specifications.
- Arrange advertising, including recommending and costing the recruitment for specialist roles as required, and track advertising expenditure.
- Respond to queries from applicants and candidates and keep a record of applications in accordance with the Recruitment Policy.
- Organise and schedule interview days (which include panel interviews, teaching and observing lessons, school tours), book rooms and refreshments, and liaise with candidates prior to the day.
- On the interview day, greet candidates and take copies of ID, qualifications and any other relevant paperwork.
- Prepare interview paperwork; advise on interview questions and evaluation criteria, design presentation questions, and participate in interview panels when requested.
- Maintain records of the candidates, short-listing and final evaluation processes, as needed.
- Provide feedback for unsuccessful candidates, as needed.
- Maintain Clifton High School's 'resource bank' of Job Descriptions and Person Specifications, and of interview activities and questions.

Manage onboarding and other pre-employment tasks

- Prepare and send appointment letters, contracts of employment, and related documentation.
- Undertake all pre-employment checks - scrutinising applications for gaps in employment, Barred List checks, references, NCTL prohibition and other associated checks.
- Ensure records for new employees are set up in school systems (SIMS), and IT are notified in order to create new accounts.
- Notify payroll of all new starters.
- Liaise with the Designated Safeguarding Lead and the Estates Manager to ensure attendance of new staff at mandatory Safeguarding and Health & Safety training.
- Contribute to a smooth induction process by attending to HR-related matters on behalf of new staff.
- Keep a register of all starters and leavers to inform reporting to Governors, advising departments as appropriate.
- Prepare Service Level Agreements for self-employed contractors.
- Coordinate the review of probationary periods with senior management and identify in due time all employees who are contractually due to leave due to retirement or the expiry of fixed term contracts.



MAIN RESPONSIBILITIES CONT.

Please note: Clifton High School uses an online tracking system, Eploy, to manage many of the tasks above. Training and familiarisation will be provided.

Safeguarding and other regulatory compliance

- Manage the online DBS process.
- Maintain the Single Central Register (SCR).
- Undertake all pre-employment checks (as above), including scrutinising applications for gaps in employment, Barred List checks, references, NCTL Prohibition for Teaching checks, and any other check requested or required and advising the Head of School and Deputy Head (Staff) of any irregularities or concerns.
- Support the Deputy Head (Staff) or the Head of HR to ensure safer recruitment compliance, including regularly reviewing the Recruitment Policy and recruitment practice, reviewing Keeping Children Safe in Education (KCSIE) annually and making changes, if requested, to the Recruitment Policy.
- Ensure all employee records and related data are held in compliance with GDPR.
- Support the Deputy Head (Academic) with the DFE census and other statutory workforce reporting.
- Stay up to date with regulatory training.

Human Resources

The post-holder will support the Head of HR and develop their own HR experience in a range of on-going or one-off HR activities, including:

- Issue letters, and where applicable new contracts of employment, to current staff who take up a new role within school, or in some other way have a change to their hours or salary.
- Be a first point of contact for staff queries or concerns regarding any aspect of their work or contract, using judgement to respond directly or escalate as appropriate.
- Manage 'leaver' processes e.g. complete exit reviews and leaver notifications to other school departments.
- Manage the recording and reporting of staff absence.
- Organise occupational health referrals for staff as needed.
- Provide support for staff on long-term sick, including arranging for phased return if appropriate.
- Manage the Maternity, Paternity and Shared Parental Leave process.
- Manage flexible working requests.



MAIN RESPONSIBILITIES CONT.

Maintain and develop HR recording, monitoring and reporting systems

- Maintain the Single Central Register (as above).
- Maintain a checklist of all new staff appointed, both as a tracking system and to provide information to the Council of Governors, Senior Leadership and any other stakeholder on recruitment matters.
- Use SIMS to input data and run reports.
- Keep all employment files (paper and electronic) secure and in good order.
- Review and look to improve the function and efficiency of HR processes and systems, making best use of IT.

Other Duties

- Be aware of and comply with the school's policies and procedures, including those relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Act confidentially and with due regard for the sensitivity of the information handled.
- Take ownership of your personal professional development, including through professional organisations such as CIPD, school-based training, other learning activities, routine 1:1's and annual performance reviews.
- Undertake similar duties, commensurate with the level of the post, as directed by the Deputy Head (Staff) or the Head of HR.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post

PERSON SPECIFICATION

<p>Skills, knowledge and experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Successful work experience in a fast-paced office or customer service environment • Conversant with, and an advocate of, HR best practice • Awareness of employment law, including the Equality Act 2010 and GDPR • Awareness of effective recruitment practices • Experience of working in an environment where due regard for confidentiality and discretion is paramount • Excellent standard of written English and numeracy; strong ICT skills <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working in an HR, payroll or training position • Experience of working in a School • Experience using SIMS • Experience of using Eploy or other online recruitment platform, or online systems in other areas of work
<p>Qualifications and professional development</p>	<p>Essential</p> <ul style="list-style-type: none"> • Educated to A' level • English & Mathematics GCSE grade 5 (or equivalent) <p>Desirable</p> <ul style="list-style-type: none"> • Educated to degree level • CIPD Level 5 or equivalent, or studying for, or interested in studying for, CIPD level 5
<p>Personal qualities and competencies</p>	<ul style="list-style-type: none"> • Committed to the safeguarding of our pupils • Professional attitude and approach to work • Willingness and ability to work autonomously and flexibly • Ability to organise, plan and prioritise work, with excellent attention to detail • Enthusiasm for working in a school • Ability to communicate clearly and effectively with different audiences, both orally and in writing • Able to build strong and effective relationships with others • Customer focused with excellent customer care skills • Excellent attendance and punctuality • Tactful, trustworthy and committed to the confidentiality of all matters associated with the position • Approachable team player • Willingness to undertake training as required

CLIFTON HIGH AS A BUSINESS

Just like any other independent school, Clifton High is a business. Our product is a high-quality, desirable education. However, to ensure that we can continue to provide the education and experience that we are so passionate about, we must function as a successful business. This is largely down to fees; securing future pupils and retaining families, and maintaining and building on the good reputation we have. Our parents are our customers and are making big financial and emotional investments in our School. As such, all employees are representatives of the School and play a part in its success.

With a flourishing and affluent population, the demand for independent education in Bristol is strong. However, the offering from the independent sector is highly competitive, with more independent schools within the city and its outskirts than anywhere in the country other than North London.

As a school, we have learnt never to be complacent but to strive to keep competitive and ahead of the game. Clifton High School has a unique offering where extra-curricular activities and personal and social development are given emphasis alongside academic excellence. Our parents very much value this; indeed, it is an important reason why they choose us. Competition to attract pupils is high and as such we seek to appoint and retain staff of the highest calibre who act as ambassadors for the School and embrace and reinforce our ethos and values.



Being a Clifton High Employee

Working at Clifton High School involves a commitment to the vision, culture and heart of the School; all staff work with colleagues to ensure that the School fulfils its aims.

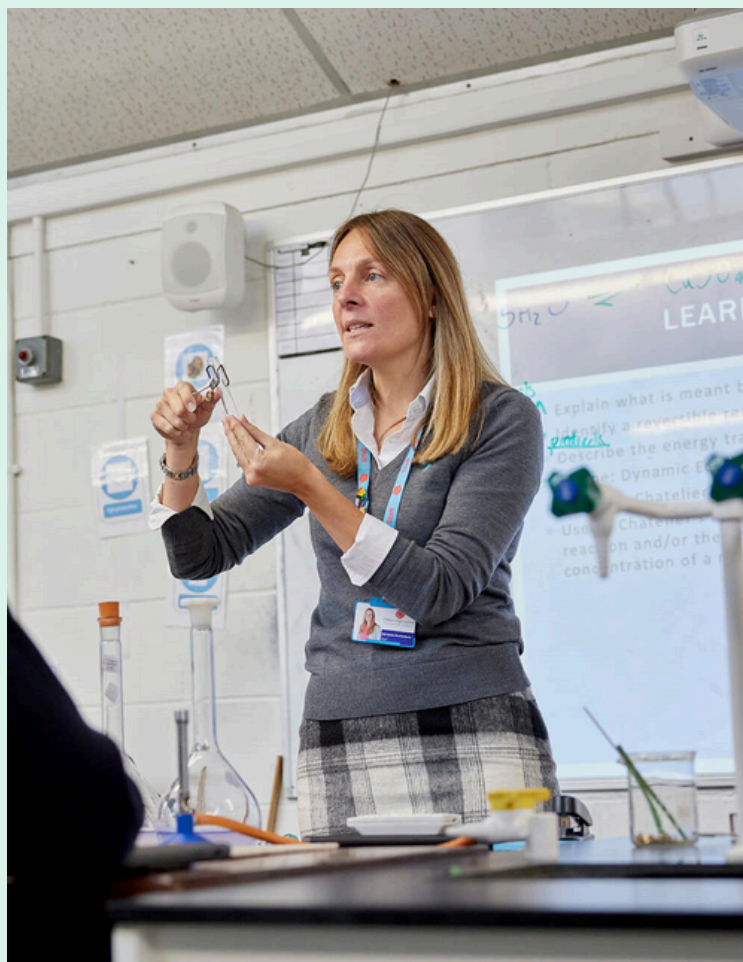
Our pupils are fun, inquisitive, enthusiastic and rewarding, and staff are expected to share and champion our passion for bringing out the best in each and every one of them. Classes are small, giving staff the opportunity not only to strive to achieve the highest standards within it, but also to make a significant contribution beyond it. All staff enrich and strengthen the wider life of the school by undertaking duties and offering and supporting activities or clubs. As role models for our young people, you are encouraged to show planned and focused career development.

Whilst focusing priority on excellence in the teaching and learning of our young people, as well as their personal development; staff are also encouraged to learn new skills and advance their own professional growth. The School encourages its young people to acquire skills and its staff must lead by being open to new skills and knowledge .

We very much want every individual, whether part of teaching, support, business administration or otherwise, to feel that they belong to our community and share our common goal with the health, safety, well-being and education of our young people at its core. Realising Individual Brilliance is not just for the pupils, but for everyone at Clifton High.

What do we have to offer you?

- Committed and supportive staff
- Motivated children with a desire to learn
- A drive to change and be better
- A culture of high ambition and excellent pastoral care throughout the school
- A history of embedded excellent best practice
- A creative and inspiring ethos and school values that our children and team carry for life
- Strategic, committed and supportive leaders
- Regular support and training to update skills
- Healthy and nutritious two-course lunch during term times
- 'School Fee Discount Scheme' for permanent staff members
- Regular staff socials



OUR VALUES



CURIOSITY

We want to encourage a natural and joyful interest in our pupils that inspires playful exploration and discovery in the world around them



LOVE

We want children to understand and appreciate the importance of showing love and respect; not only to fellow humans, but to the world around us.



EMPATHY

We place huge importance on our ability as humans to put ourselves in other people's shoes and show compassion towards them.



DIRECTION

We believe in guiding and supporting individuals to discover their own unique brilliance and helping them find the right path to fulfil their potential.



OUR STRATEGIC AIMS

At Clifton High School, our aims are based around six key areas:

- Raising Expectations and Academic Outcomes
- Mental and Physical Wellbeing
- Technology for Learning and Communicating
- The Business of Education
- Learning and Teaching
- Our Environment



Clifton High School

**THANK YOU FOR YOUR INTEREST IN
WORKING AT CLIFTON HIGH**