

HR Advisor



St Mary's School
CAMBRIDGE

Start Spring/Summer 2024

St Mary's School
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Welcome from the Head

Thank you for showing interest in this role at St Mary's School, Cambridge.

We are an independent day and boarding school for girls aged 3 to 18. We have a school roll of over 600 students. Approximately 10% of the students are boarders. Reflecting the cosmopolitan community of Cambridge, on average 25% of students originate from overseas, from 30 countries.

The School offers a secure and welcoming learning environment for students: we are delightfully situated in the heart of the academically renowned and culturally vibrant city of Cambridge. The Junior School is adjacent to the famous backdrop of Coe Fen, and the Senior School and Boarding House overlook the University of Cambridge Botanic Gardens.

Cambridge is an outstanding place to live and work. As a university city, Cambridge has the cultural advantages of a much larger settlement but with a population of approximately 145,000, it is a safe, clean and attractive location. The city has an international reputation owing to its world ranking university and the school benefits from its proximity to the digital and enterprise communities in the various high-tech science parks and enterprise hubs. We are within easy travelling distance of London, less than an hour by train and a short hop from London Stansted Airport.

There has been major investment in new facilities at the School over the past decade: a new Junior School; a new Sixth Form Centre; new provision of Art & Photography; the creation of our Science Hub; and our new boarding facility, Mary Ward House. We have developed our sporting facilities through an ambitious collaboration with Homerton College, University of Cambridge and have invested in a new boat house in a joint partnership with City of Cambridge Rowing Club and Homerton College. We are proud to have opened our Mary Ward Educational Suite in January 2024 which will provide new state of the art teaching spaces.

High quality facilities are only as good as the people who work in them, so we invest heavily in our staff, who we know are our greatest asset. We encourage staff to develop themselves through training and facilitate bespoke CPD opportunities for all.

Above all, St Mary's School, Cambridge is a very happy place. We have an excellent local reputation for being very friendly and nurturing, and yet ambitious, for the young women in our care, enabling strong progress to next steps at university, the world of work or a gap year. Our girls are genuinely delightful, the teachers and support staff are exceptionally dedicated; we are a very close-knit, loving, joyful and purposeful community.

St Mary's really is a warm and welcoming environment for all staff, whatever their role, and we look forward to receiving your application.

Charlotte Avery
Headteacher

The St Mary's Approach

We are proud to be a Christian school in the Catholic tradition and founded on the principles of our 17th century foundress, Mary Ward, our vision is that 'By God's grace, women in time will do much' (Mary Ward 1585-1645). The challenge for women is not over, and whilst there are now more opportunities for 'women to do much' there are still considerable barriers and so our work continues via our mission to develop curious, creative and compassionate young women with the aspiration, confidence and integrity to shape a better world for the common good. Our approach is based on the core values of Freedom, Joy, Justice, Love and Truth and we live these values in school through our HEART habits of

H – Hard work	We show perseverance and sustain focus.
E – Empathy	We are kind, joyful, generous, value friendship and celebrate diversity.
A – Adaptability	We adjust to difficult situations, are open minded, discerning and take calculated risks.
R – Responsibility	We act justly and strive to uphold truth and lead by example.
T – Thoughtfulness	We are creative, reflective, attentive, show gratitude, hear others and disagree well.

Our unique approach to education fosters a love of life and of learning, while growing the academic curiosity and spiritual wellbeing of each individual girl so that they can look beyond themselves and enter adulthood aspiring to be more and to give more, not just to have more. We warmly welcome girls, and staff, of all Christian denominations and other faith and secular backgrounds to join our thriving community.

This year the school celebrates its 125th anniversary. Building on our 400-year tradition, St Mary's School, Cambridge belongs to an international network of approximately two hundred Mary Ward schools.

Innovative Learning at St Mary's

We empower all our students to aim high. As an accredited High Performance Learning World Class School there has never been a more exciting time to join our team.

High Performance Learning (HPL) is a research-based, pedagogy-led philosophy that responds to our growing understanding of human capability. It sees all students as potential high performers who are not limited by 'ability'. HPL makes the goal of high performance the expectation for all students and uses a unique teaching and learning framework to systematically grow minds and develop the cognitive skills, values, attitudes and attributes needed to reach success.

Here at St Mary's, we are proud to be developing our own approach to HPL and welcome applications from like-minded colleagues who are ambitious for their students and committed to research-based approaches to teaching and learning.

For further information please visit <https://www.highperformancelearning.co.uk/>



Digital St Mary's

St Mary's is a digital school which supports the School in its goals through

- developing a community of staff and students which learns in, responds to and engages with an ever-changing digital world;
- preparing students for their future by giving them the confidence to work in a digital environment;
- establishing creative teaching and learning environments;
- employing teaching staff who are trained and supported to be technologically and digitally skilled.

All members of St Mary's work digitally using Microsoft 365 as a platform. All students in the Senior School and Sixth Form have access to an individual device (Microsoft Surface Pro) which are used in extensively in lessons and for home learning.

Job Description: HR Advisor

Reporting to: Head of HR or other nominated person

Hours of work: Full Time 40 Hours per week (08:00 – 16:30), all year round

Contract: Permanent

Salary: £30K to £35K per annum (FTE) - Depending on experience

Direct reports: None

Place of work: Mainly based at The Elms, Senior School and Sixth Form, Bateman Street, Cambridge. However, will also work at the Junior School, Chaucer Road; Mary Ward House, Brooklands Avenue.

Department Summary

The HR team comprises of:

Head of HR

HR Advisor

HR Administrative Assistant

The HR team provides a full range of support across all service areas and departments of the School. Human Resources is part of the Business Operations Services which is under the direct management of the Bursar.

Key Responsibilities

Provide a comprehensive and dedicated generalist HR advice and support in line with current legislation, good practice, organisational policies and procedures to all areas of the School. To maintain full compliance with employment legislation and regulations, Safeguarding requirements including Safer Recruitment, GDPR and Health & Safety.

- To provide a dedicated and business focussed HR service on the correct procedures for HR issues, ensuring compliance with HR legislation and good practice in the following areas:
 - employee relations, (grievances, disciplinaries),
 - performance management / capability / appraisals
 - staff conduct
 - absence and health issues
 - maternity / paternity / flexible working
 - organisational change (restructuring & redundancies)
 - safer recruitment
 - employment legislation
- To seek advice from the School's insurer/legal advisors where necessary.

Employee Engagement and Welfare

- Work with staff on consultation of any changes via Staff Forum or other appropriate mechanisms.
- Conduct an annual survey into staff well-being and morale and make recommendations about any areas for improvement.

Recruitment & Selection

- Liaise with the School Accountant to provide details of new starters, leavers, pension membership, salary adjustments, etc
- To undertake the administration of internal and external recruitment and selection processes and be the first point of contact for applicants along with the HR Assistant.
- Liaise with supply agencies where necessary.

- Draft job descriptions and person specifications liaising with the relevant managers.
- Prepare and advertise posts in the national, local and area specific media and our own school website.
- Review each submitted application and liaise with the Senior Leadership Team and Head of Department to shortlist candidates.
- Prepare interview schedules and make the necessary arrangements for interviews.
- Prepare and send offer letters to successful candidates and write to unsuccessful candidates.
- Provide recruitment data to the Assistant Bursar.
- Process all pre-employment checks required with regard to child protection and safeguarding.

Compliance (in addition to recruitment compliance)

- Update HR forms and paperwork in observance to any new compliance regulations.
- Maintain the Single Central Record (SCR), recording accurately all documents and evidence to support employment in a school setting.

Performance Management

- Work with senior management to ensure the effective performance management and appraisal of staff.
- Support line managers to deal effectively with probationary periods, sending timely reminders about probationary review meetings.
- Advise line managers on the correct procedures to be followed in managing staff absence and sickness.
- Support line managers to proactively deal with other HR issues.
- Manage and advise on complex casework including disciplinary, grievance and capability matters.

Line Management

- Oversee and provide guidance on the work of the HR Administrative Assistant.

Other Strategic & Operational Responsibilities

- Identify, recommend and implement changes to current systems and procedures to ensure high standards of service are maintained.
- Contribute to the development, review and communication of HR policies.
- Work with the Head and the School Accountant to regularly monitor staff costs.
- Keep up professional membership of relevant organisations in order to provide networking opportunities; represent the School at appropriate external HR seminars and meetings.

General Requirements

- Maintain confidentiality in all areas of work at St Mary's School.
- Ensure that your conduct within and outside St Mary's School does not conflict with organisational expectations.
- Observe standards of appearance and behaviour appropriate to a professional office environment.
- Co-operate with all staff in maintaining harmonious inter-personal relationships, internally and externally.
- Attend staff meetings and training, in particular INSET days and statutory training as required.
- Ensure an awareness and observation of Fire and Health and Safety Regulations.
- Participate in supervision sessions and appraisals with your line manager.
- To maintain, develop and update the School's computerised HR database accurately, inputting employee data and producing reports regularly at the request of the Bursar or other SLT member.
- Update and maintain employee personnel files, ensuring filing is completed in a timely manner.
- To assist with HR processes such as absence monitoring, training and development and Payroll with new starters, leavers and salary adjustments.
- To prepare confidential correspondence as directed by the Bursar or other senior manager.
- Prepare and issue staff employment contracts.

- To respond to routine enquiries and requests from Line Managers and employees as necessary, ensuring confidentiality at all times.
- Assist in formal meetings such as disciplinaries, grievances, capability or conduct meetings undertaking such tasks as may be required.

All staff are required to uphold and maintain the integrity of the School and safeguarding of students and colleagues by reporting all concerns to the School's DSL/Head.

The above list is not an exhaustive list of duties and you may be expected to perform different tasks as necessitated by your line manager and the your changing role within the School and overall business objectives of the School.

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • A good standard of education including Maths and English GCSEs Grade A*-C (or equivalent) or Level 2 Literacy and Numeracy is essential • CIPD Level 5 or equivalent 	CIPD Level 7 Degree in Human Resource Management
Qualities and Attributes	<ul style="list-style-type: none"> • Attention to detail • Friendly, approachable manner and able to work as part of a team • Discreet, tactful, diplomatic and the ability to maintain confidentiality • Resourceful, proactive, self-motivated and resilient • Diligent and conscientious • Ability to work with people at all levels always maintaining a high degree of professionalism. • Customer focussed. • Calm under pressure 	
Experience, Knowledge and Skills	<ul style="list-style-type: none"> • Ability to establish trust and confidence with others • Knowledge of relevant employment policies, regulations, practices • Knowledge of safeguarding, and relevant statutory requirements • Experience of operating in a HR role/ environment in a similar sized organisation • Excellent written and verbal communication skills • Proficient in the use of MS Office including Outlook, Word and Excel • Able to handle confidential and sensitive information with tact and discretion • Ability to establish good working relationships • Excellent organisational skills, capable of multitasking, prioritising and working to deadlines 	Experience working in a school environment Knowledge and understanding of how independent boarding and day schools operate
Personal Values	<ul style="list-style-type: none"> • Commitment to the ethos of the school including safeguarding • Committed to equality of opportunity in a diverse organisation • High expectations for attainment and conduct • Commitment to own personal development • Commitment to a culture of continuous improvement • Readiness to contribute to the whole school when required 	

Child Welfare and Child Protection Issues

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships with children and young people;
- emotional resilience in working with challenging behaviours;
- attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview. The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check as well as checks of online presence/social media.

Benefits

At St Mary's you will enjoy an exceptional career and comprehensive benefits including a contributory pension scheme, Life Assurance, 33% discount (pro rata for part-time staff) on school fees, BUPA cash plan, an occupational sickness scheme, free lunches and refreshments (except in school holiday periods), cycle scheme and a season ticket discount.

Process

Application is welcomed by completing the Application Form and Equal Opportunities Form which can be found on the Vacancies page of our website. This may be accompanied by a covering letter and a curriculum vitae. We do not accept applications supported by a CV alone.

Interviews will be conducted in person, and they will explore candidates' suitability to work with children. Candidates are required to bring with them the necessary ID documentation and any relevant qualification certificate(s), all of which must be originals. Further information of the interview format will be provided if you are shortlisted for interview.

If you have any question, please contact the HR Team by email: hr@stmaryscambridge.co.uk or call: 01223 353253.

Application deadline - 9.00am Friday 26th April 2024

Interview date - expected to be week commencing 29 April 2024

We will review applications on receipt. Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

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