

VACANCY INFORMATION

**HUMAN RESOURCES ASSISTANT**

**80% PART TIME**

**12 MONTH FIXED TERM CONTRACT**





# INTRODUCTION

Thank you for your interest in a position at the Royal Grammar School (RGS). In this booklet you will find details about the job, department, salary, terms and benefits that would apply to you in this role.

This unique and exciting role offers someone with an interest in Human Resources to build on their skills and experience, as well as broadening their knowledge of working in the education sector. The HR Assistant requires a high level of discretion, confidentiality and the ability to work with a wide range of people in a sensitive and professional manner at all levels.

As a member of the support staff, you will be part of a large and friendly community of professionals who support our pupils’ education and experience. You will work across both of our schools in Guildford (senior and preparatory).

The RGS comprises an independent senior and preparatory (Prep) boys’ day school based in central Guildford. The RGS senior school has 975 pupils aged 11-18 and the prep school has 315 pupils aged 3-11. The whole school has an excellent reputation and is a thriving organisation from the perspective of pupils and staff.

The RGS employs a wide range of functions including Finance, IT, Human Resources, Estates and Grounds to provide full support across all sites.

This is a part time fixed term role.

The salary for this role is circa £22,843 per annum dependent upon skills and experience.

**Human Resources Assistant**

**Reports to:** The Head of HR

## Job Purpose

The Human Resources Assistant will work with the Head of HR and the Recruitment Manager to provide efficient and compliant administration.

## The Role

## To carry out general HR administration including setting up personnel files, contractor files, general departmental record keeping, filing and to issue relevant paperwork.

## To process all joiners and leavers and informing all relevant colleagues such as IT and payroll. To enter all new staff onto the SchoolBase database, once cleared, and to remove staff when they leave.

## To support the Recruitment Manager with the preparation and publication of recruitment information packs and to collate the applications for review by the Head of Department.

## To assist the Recruitment Manager with the running of recruitment days, meeting candidates and dealing with the relevant paperwork.

## To obtain employment references for candidates and collate them for review by the Recruitment Manager.

## To ensure that all starter paperwork is received and processed in the appropriate way.

## To assist with the induction process being a point of contact for new starters.

## To assist in the creation and implementation of a diversity and inclusion monitoring process as part of the recruitment process and throughout other HR processes.

## To assist in reviewing and updating various employment related policies on at least an annual basis.

## To assist with completing all externally required staff-related surveys.

## To support other team members as and when required.

## To prepare offer letters and paperwork, requesting references, ensuring all recruitment checks have been carried out. To process all relevant paperwork in relation to the recruitment of teaching staff post offer.

## To work with colleagues to ensure that contractors are fully checked in accordance with statutory guidance and requirements and are cleared to start work

## Skills and Experience

## Essential

* 1. To have experience of working in a busy generalist HR environment with a focus on recruitment and the ability to deal with constantly changing priorities.
  2. To have the ability to understand and work to complex regulations and employment law that is regularly updated with high standards of accuracy and attention to detail.
  3. To have excellent communication skills, both written and spoken, along with strong interpersonal skills and a customer service focus.
  4. To have a focused attention to detail with regard to grammar and numeracy skills.
  5. To be an approachable and friendly contact within the organisation with the ability to exercise empathy and absolute discretion.
  6. To have proven experience of working in a highly confidential and sensitive role with a full understanding of data protection and the appropriate handling of sensitive information.
  7. To have a can-do and solution finding attitude to all aspects of the role, whilst working in a hugely supportive environment.
  8. The candidate will need to demonstrate good numeracy and IT skills, in particular Word and Excel.
  9. To have the ability to deal with high levels of paperwork and be able to manage multiple projects / tasks at any one time.
  10. To have a focus on continuous improvement with a desire and confidence to improve ways of working.
  11. To have experience of working within a successful team, but also be capable of independent working and self-tasking.

**Desirable**

* 1. To be qualified or part qualified with the Chartered Institute of Personnel Development.
  2. Experience of working in a school.

1. **Job requirement**
   1. The post holder will be expected to undertake a Disclosure and Barring check from the Disclosure and Barring service as well as other safeguarding checks as stipulated by the Department of Education. In addition, safeguarding children in education training must be undertaken.

# WORKING FOR THE RGS

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| **Hours of Work** | Part time 32 hours (inc. breaks) 12 month fixed term contract. |
| **Remuneration** | Circa £22,843 dependent on experience |
| **Working**  **arrangements** | Part time hours to be agreed to fit in with other part time roles in the Bursary. |
| **Annual Leave** | 22.5 days leave plus bank holidays to be taken during school  holidays, with the exception of the last week of the school summer holidays. |
| **Private Healthcare Scheme** | Private medical cover is available for all staff. This is paid  for by the School, but is a taxable benefit so there is an indirect cost to the individual. |
| **Pension Schemes for all staff** | All support staff are automatically enrolled into the company pension scheme. The individual contributes 5% and the school will contribute 10%. |
| **Commuting loan** | Interest-free loans are available for rail season ticket  holders. |
| **Charitable Payroll**  **Giving Scheme** | The scheme enables employees to donate regularly from  their gross pay to charities of their choice. |
| **Dining** | A choice of hot lunches, a delicious salad bar and range  of desserts are provided daily in the Staff Dining Room during term time. |
| **Free use of school gym** | The school gym is available for staff to use at specific times. |
| **Parking** | Free car parking for all staff provided in the heart of  Guildford. |

If you would like to know more about either school, please visit our website: [www.rgsg.co.uk](http://www.rgsg.co.uk/).

If you have any questions, please contact the HR Department on 01483 887165 or by email on [recruitment@rgsg.co.uk.](mailto:recruitment@rgsg.co.uk) The HR department is open from 8.30am to 4.30pm, Monday to Friday.

We look forward to receiving your application in due course.

Closing date of application is Midday, 22nd April 2022.

# EQUAL OPPORTUNITIES

The RGS aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The RGS welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available.

# SAFEGUARDING THE WELFARE OF CHILDREN

All employees of The RGS have a responsibility for and commitment to safeguarding and promoting the welfare of children. All staff at RGS are expected to understand and follow the school’s detailed Policy on Safeguarding as part of their professional responsibilities.

# RECRUITMENT OF EX-OFFENDERS & SECURITY OF DISCLOSURE INFORMATION

The RGS meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. It is of fundamental importance to The RGS and Lanesborough to ensure, so far as possible, that those who take up appointments do not pose a risk to the children in its care.

Further details will be sent to applicants invited to interview which will expand on the above.

# APPLICATION PROCEDURE

All applications will be acknowledged. All applicants will be notified after the closing date whether or not they are to be invited to interview. Successful applicants will be advised of the date and time of the interview and the form the interview will take. References will normally be taken up prior to interview. Qualification certificates (original not copy) will be required at interview, as will proof of identity and domicile.

Candidates unsuccessful at interview will receive written notification.

Royal Grammar School Guildford is a company limited by guarantee incorporated in England and Wales. Registered office High Street, Guildford, Surrey, GU1 3BB. Company Number 10874615.

Registered Charity Number 1177353