

## Welcome

I am delighted that you are considering applying for the position of HR Assistant at Wisbech Grammar School (WGS). We are looking to recruit as soon as possible, as we would like to maximise any opportunity for handover.

We are a successful, forward-thinking, co- educational independent school with a long tradition of developing and promoting individual talent and encouraging high aspirations within an environment of continuous improvement.

Our history dates back to the 14th century, but we are also very much an innovative and forward-looking school that combines a strong focus on academic excellence with a rich co-curricular programme to enable our pupils to 'discover who they are' and unlock their potential in a school with a strong sense of community.

It is the School's mission to reach beyond the narrow confines of exams to provide an all-round education that inspires our pupils to become the best that they can be. It is our goal is to advance WGS for the benefit of current and future generations.

The school has been on a journey in recent years– delivering a robust transformation programme in response to external pressures, such as Covid, that will ensure a sustainable educational establishment. The School continues to challenge itself on how it delivers its education services with a real focus on continual improvement. With the support of its owners the last five years have seen significant investment including the launch of a kindergarten, the establishment of a transport division, the opening of an international boarding house, and the deployment of iPads.

The School is rightfully proud of its high standards – you must be equally passionate about working for the school and supporting the delivery of a first class education experience for pupils, parents and staff.

If this role represents the type of opportunity and challenge which excites you, and you believe you have the necessary skills and experience to lead and work with an excellent team, then we would be pleased to receive your application and give it serious consideration.



## About the School and location

Wisbech Grammar School (WGS) is an independent, co-educational school located near the centre of the historic town of Wisbech in Cambridgeshire, on a green site of 44 acres beside the River Nene which runs through the town. The School offers a broad, high-quality education with excellent pastoral care for around 590 children aged 3-18. It is predominantly a day School but, in recent years, has started to take a limited number of boarders, mainly from the Far East.

The School is located on a single site with the Prep and Senior School sharing the same buildings and extensive playing fields. The School is well-equipped with modern facilities for academic learning and co-curricular activities and it has an ambitious programme for continued renewal.

Wisbech is a historic market town with a royal charter in north Cambridgeshire and it straddles the River Nene, roughly halfway between Peterborough and King's Lynn. The town has a population of just over 30,000 and there are good road links to Cambridge, Norwich and Peterborough.

## **History and development**

WGS was founded as a school for boys in 1379, making it one of the oldest Schools in the country. It was established by the Guild of the Holy Trinity, a group of scholars who were highly influential in developing the social and economic life of the town in the Middle Ages.

WGS has been a cornerstone of the town over many centuries and its presence was a vital factor in the granting of a Charter for Wisbech in 1549.

Since its establishment, change has been in the DNA of Wisbech Grammar. It has occupied a number of sites within the town over its evolution. In 1905 Wisbech High School was established to provide the same educational opportunities for girls as boys enjoyed at the Grammar School. The two Schools developed concurrently until they were merged in 1970, when the boys school moved across the river Nene to its current location today.

In 2018, WGS launched its International strategy and welcomed its first international pupils in 2019. The school has evolved once again from a day school to a boarding School. January 2020 saw the opening of a second boarding house and there is now capacity for 28 boarding pupils as well as 12 homestay placements.

## **Overview of the post**

As HR Assistant, you will be providing administrative support to all aspects of the HR function including:

- Payroll and Pensions administration and basic support to staff (ie access to pay slips)
- Employment life cycle administration – from onboarding (with recruitment in accordance with regulatory requirements for Schools) through performance reviews to exit.
- KPI reporting – including absence statistics
- Policy review and updates

## **Application process**

Due to the exciting and unique nature of this opportunity we are anticipating high levels of applications and have therefore instructed our recruitment partners Anne Corder Recruitment to support us in the initial screening, interviewing and shortlisting process.

If you are interested in applying please send through an introductory email outlining your suitability for the post, and a full copy of your CV to [CV@annecorder.co.uk](mailto:CV@annecorder.co.uk), where your details will be assessed and reviewed by Nel Woolcott, Managing Partner.

You will receive an acknowledgement of your application within two working days, and candidates that best fit the criteria should expect a call from Nel within five working days. You will be invited to attend a first stage interview with Nel if both parties agree the role is a good fit. Interviews will take place virtually and will take up to an hour

The closing date for applications is 22 January, but we would appreciate early applications where at all possible, and reserve the right to appoint immediately if the right candidate comes forward to ensure that time for handover is maximised.

<b>Job Title</b>	HR Assistant
<b>Reporting to</b>	Head of HR
<b>Direct Reports</b>	None
<b>Hours of Work</b>	<p>Full time working hours are 40 hours per week  A part time role of 25 hours per week, 5 days a week.  The post holder will be expected to work those hours that are necessary to fulfil the responsibilities of the role and the needs of the School.  Please note that this is a 52 week contract, and not term time only, but we will discuss with the candidate a variable hours arrangement whereby the working week is longer during term time and shorter during school holidays.</p>
<b>Holidays</b>	<p>6 weeks holiday per year plus Bank Holidays with 5 days reserved for the Christmas shutdown. Holiday schedule to be approved by the Head of HR, to take into account the Schools' busy periods for the HR function. There is an expectation that major holidays are taken in term time to enable oversight of holiday time projects.</p>
<b>Probation</b>	<p>In accordance with School policy, this appointment will be subject to a twelve-month probationary period with reviews at 1, 3, and 12 months</p>
<b>Medical Report</b>	<p>The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the School.  Please note that all School buildings operate a no-smoking policy.</p>
<b>Benefits</b>	<p>Wisbech Grammar School provides</p> <ul style="list-style-type: none"> <li>• Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution</li> <li>• Childcare voucher scheme</li> <li>• Fee discounts for dependent children.</li> </ul>
<b>Safeguarding</b>	<p>Wisbech Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment.</p> <p>The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS)</p>
<b>Data Protection</b>	<p>In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information.</p> <p>Staff should not act in any way which might be prejudicial to the school's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals.</p> <p>A strict code of confidentiality must be always adhered to.</p> <p>Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.</p>

## **Principal Role**

This role is to provide Human Resources administrative support (including Payroll and Pensions) to the Head of HR and staff teams at Wisbech Grammar School, including

- Employment life cycle administration – from onboarding (with recruitment in accordance with regulatory requirements for Schools) through performance reviews to exit.
- Payroll and Pensions administration and basic support to staff (ie access to pay slips)
- Data and reporting on key HR indicators – including absence statistics
- Training records and course booking
- Policy review and updates

The School is very busy and involves periods of working to tight deadlines and schedules. It offers diverse and varied duties and a friendly and supportive staff.

This list of duties and responsibilities is not exhaustive; it is an indication of the main areas of focus and responsibility. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post.

## **Detailed role**

### **General**

- Be the first point of contact for processing all HR, Payroll and Pensions related queries
- Keep the Bursar and Head of HR up to date with any aspects relating to the employment of staff at Wisbech Grammar School (primarily through the HR Tracker Spreadsheet which logs progress in relation to vacancies, recruitment, leavers, maternity/paternity etc)
- Maintain a meticulous HR filing system
- Take minutes at meetings as required, produce and distribute minutes in a timely manner
- Participate in providing cover for Pupil Services (Reception) when necessary
- Undertake any other duties as required by the Head of HR to enable the smooth and effective operation of the Human Resources Department

### **Detailed Recruitment Administration**

- Proactively manage all recruitment case files on MS Teams (including amending template offer letters and Contracts)
- Assist and support the Head of HR in the recruitment administration process which may include the posting of adverts, sending out information, contacting candidates, setting up interviews and assessment and obtaining references
- Be responsible for ensuring that all staff checks are undertaken including safeguarding reference verification, identity, right to work, DBS, RWT, overseas eligibility, prohibition checks, barred list checks and letters by association
- Be accountable (with the Head of HR) for keeping the 'Single Central Register' (a statutory requirement) 100% up to date and accurate
- Be key contact and support the induction and onboarding of new employees to WGS – including provision of essential kit, ID badges, buddy nomination, uniform and onboarding packs
- Support line managers in the probation process for all new recruits



### **Payroll and Pensions Administration**

- In liaison with the Finance Manager and the Head of HR, process all documentation (such as overtime forms) for payroll and then produce associated returns (such as pension returns) on a monthly basis

### **Data and Reporting**

- Use and maintain all HR systems, processes and trackers to ensure that data is up to date and accurate at all times and complies with legislation and education expectation
- Maintain absence records for all staff in association with payroll reporting and monitoring of attendance
- Provide reports for the Head of HR as requested
- Support the Head of HR with data for projects as requested (for example, the current project is refreshing the absence management process across the organisation)
- Provide data as required to support annual census returns, ONS, Equal Opportunities and so on

### **Training records**

- Co-ordinate the booking of training courses as needed eg: First Aid
- Maintain staff attendance registers at termly school inset sessions
- Maintain annual Safeguarding training and policy sign off for all staff and relevant contractors

### **HR policies and procedures**

- Provide administrative support for the review and updating of HR policies and procedures including the staff handbook

Attributes	Essential Criteria	Desirable Criteria
Qualification	Good level of Numeracy and Literacy – GCSE pass or equivalent	Evidence of HR, Payroll or Pensions CPD Foundation CIPD qualification or equivalent Foundation Payroll & Pensions qualification or equivalent
Knowledge	Payroll working knowledge Pensions working knowledge HR & Payroll systems HR policies GDPR Child Safeguarding regulations	Payroll, Pensions or employment legislation knowledge Knowledge of Edupay or similar system Knowledge of Schools
Experience	Payroll administration experience Pensions administration experience HR administrative experience Undertaking recruitment administration	Basic payroll and pensions advice giving experience. Basic HR advice giving experience
Skills & Abilities	Calm under pressure Completer-finisher Well defined professional boundaries (including ability to delegate upwards when appropriate) Independent prioritisation of workload Vocal and verbal communication Accuracy and attention to detail Working to and achieving deadlines Conscientious Excellent administrative skills Proficiency in Microsoft packages	
Personal competencies and qualities	Puts the welfare of children above all other priorities A caring and friendly disposition Demonstrates tact and discretion in all aspects of work ‘Swan-Like’ in delivery of entire role Team player but ability to work on own initiative Seen to keep work confidential Focused on providing excellent customer service	Proven positive relationships with customers