



HR OFFICER

The School

St Gabriel's is a co-educational independent day school founded in 1929, which incorporates St Gabriel's Nursery, our EYFS provision. Situated in 33 acres of beautiful parkland, landscaped by Capability Brown, the school has evolved and developed over its 90-year history to provide a wonderful learning environment for children aged 6 months to 18 years.

St Gabriel's pupils thrive through strong, effective pastoral support; our broad curriculum and range of activities afford each pupil the opportunity to enjoy success according to their particular talents. St Gabriel's is no ordinary school; parents are always impressed by the sense of purpose and enthusiasm of the talented, committed staff and the confidence of the extremely happy pupils. We fuel our pupils' intellectual curiosity and broaden their horizons, developing their confidence and self-belief and ultimately ensuring that they achieve their academic potential.

Our passionate staff deliver inspirational teaching and exceptional pastoral care creating a relaxed and friendly environment for learning. Pupils are provided with opportunities to develop their confidence, talents and potential, enabling them to achieve high levels of success and readiness for the future.

The Role

Working alongside the Bursar, the HR Officer will help her support the effective management of the School's HR services drawing on knowledge as a people professional, understanding of the School strategy and appreciation of the organisational structure and culture.

The HR Officer will assist the Bursar on the effective implementation of HR policies and procedures, providing pragmatic and employee focused advice. They will use coaching and influencing skills to drive employee engagement and manage change.

Key Responsibilities

General HR

- Work closely with The Bursar and senior and line managers to understand and implement policies and procedures such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management.
- Keep up to date with changes in employment legislation and provide employment law and general HR advice to managers.
- Working with the Bursar, co-ordinate and manage employee relations caseload including grievance, disciplinary, family leave, flexible working and capability procedures communicating with the School Legal Advisors as required.
- Advise managers on employee relations matters including capability, disciplinary and absence.

- Responsible for the administration and accuracy of HR in-house systems.
- Conduct exit interviews.
- Coach senior managers on organisational structure reviews.
- Provide leadership of HR projects as required by the Bursar.

Professional Development

- Assist in the overseeing of the annual appraisal process for support staff.
- Prepare and review induction training of employees, workers, contractors and volunteers to ensure effective introduction to the role, school procedures, and safe working.
- Run the Apprenticeship programme and liaise with relevant bodies.
- Draft training agreements where appropriate.
- Ensure that managers and teams have the appropriate skills and capabilities to undertake their responsibilities effectively.

Recruitment

- Ensure safer recruitment practices are implemented in accordance with the School Recruitment, Selection and Disclosures Policy, Keeping Children Safe in Education, and ISI requirements.
- Manage the whole cycle of recruitment campaigns.
- Preparation of offer letters, contracts and joining paperwork.
- Review contractual terms and conditions in line with employment legislation via ISBA and best practice.
- Maintain St Gabriel's Home Office Sponsorship Licence and Basic Compliance Assessment status, and apply for visa sponsorships as appropriate.

Remuneration & Benefits

- Manage administration of the annual pay review process.
- Manage all employee benefits including pensions, group life assurance, income protection, medical insurance.
- Undertake market reviews of benefits to ensure value for money and effective service delivery.
- Carry out salary benchmarking reviews and provide advice to the Bursar.
- Work closely with the Finance & Payroll Administrator to ensure: a timely and accurate payroll; Pensions Regulator, contractual and statutory payments compliance.

Wellbeing

- Provide a first point of call service to staff and provide early intervention, signposting staff as appropriate.
- Liaise with Occupational Health Advisors in respect of staff referrals.

Compliance

- Assist with the reviewing and updating of HR policies and procedures in keeping with School needs, best practice and legislation.
- Ensure compliance with all employment legislation relevant to the role.
- Ensure compliance with the School Recruitment, Selection and Disclosures Policy and appropriate safeguarding guidance.
- Management of the Single Central Register and all associated checks for employees, workers, contractors and volunteers.
- Ensure that the Single Central Register is Inspection compliant.
- Provide advice to staff on relevant safeguarding checks required for visitors, contractors, supply and

temporary staff.

- Manage statutory returns e.g. workforce census

When required, the HR Officer will attend and present to Governors and the School Executive on issues within area of responsibility and undertaken other duties as required, commensurate with the role.

Person specification and experience

1. Educated to degree level
2. CIPD qualified (preferable or a willingness to undertake training)
3. Previous generalist HR experience providing support to managers and staff, ideally within an education organisation
4. Competent MS Office user
5. Experience of managing or supporting employment relations cases
6. Effective under pressure and able to meet deadlines
7. Confident working with senior managers and ability to build trusted relationships
8. Excellent written and verbal communication skills at all levels
9. Committed to the safeguarding of children and equality of opportunity
10. Experience of working in a highly confidential environment whilst ensuring tact, diplomacy and discretion.

Hours of work

40 hours per week, Monday-Friday during term time, plus an additional 20 days during School holiday periods to include INSET days. Working hours 08:30-17:00 with flexibility as required to work such hours as necessary for the full performance of duties.

Salary

£28,820 - £32,313 (£33,000 - £37,000 FTE)

Method of Application:

Please apply by completing an Application Form (either through TES, or the St Gabriel's application form found on the website) to hr@stgabriels.co.uk. Closing date for applications is midday on 23 March 2025 (or earlier if a suitable number of applications are received).

Applications will be considered as they are received, and candidates may be invited for interview at any stage. Early applications are therefore warmly encouraged.

This role will commence from as soon as possible, subject to the completion of pre-employment checks and notice period for the successful candidate.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection (Safeguarding) Policy & Safeguarding Guidance at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designed Safeguarding Lead or to the Principal.