

Position of  
**SENIOR HR ADVISER**

Yarm School,  
North Yorkshire



**YARM SCHOOL**

EDUCATING FOR LIFE

Co-educational | Day School | Ages 3-18 | HMC



[WWW.YARMSCHOOL.ORG](http://WWW.YARMSCHOOL.ORG)





## THE ROLE

This is a new full-time post at Yarm School, and one which will be crucial to the consolidation and development of HR policies and procedures across all phases of the School, in addition to overseeing routine transactional work and picking up additional pieces of administrative work when required, to assist the smooth-running of the office. The successful candidate will take up post at a critical time in the development of HR in School, and will be closely involved in the implementation and maintenance of a new, state-of-the-art, school-wide electronic platform, with a high spec HR function. The post will report directly to the School Manager, who has oversight of all HR functions, making key recommendations and working as part of a team of three (School Manager, this post and HR Assistant/PA) in a busy office which operates all year round and covers a range of responsibilities, in addition to HR. Further relevant CPD may be available on request as part of the post-holder's commitment to professional development.

The post is expected to liaise closely with other key areas of the Support Staff team, such as Finance and Marketing, and will be a first point of contact for general HR related queries from staff.

## THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18. There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium. The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.





## LOCATION

Yarm is a beautiful market town on the edge of the Teesside conurbation which enjoys easy access to both town and countryside, including the nearby North York Moors, Yorkshire Dales and stunning coastline. Opportunities for outdoor pursuits and exploration of all kinds are many and varied. Similarly, the cities of Newcastle, York and Leeds are within close range and provide much in the way of arts and culture. With superb rail network links in the town itself and nearby, London is also only 2.5 hours away by direct train.

The school is very much a part of the town, with pupils, staff and parents enjoying all that the buzzing High Street has to offer by means of shops and cafes.

## BENEFITS OF WORKING AT YARM

- Friendly working environment with a committed community of staff
- Staff receive a generous discount on school fees.
- Generous private pension scheme
- Life assurance (death in service benefit of twice annual salary)
- Exceptional variety of high quality lunches, free during term time
- Dedicated on-site free parking
- Membership of Employee Support Programme
- Cycle to Work Scheme
- Use of school gym outside school hours
- Discounted Auditorium tickets for School productions



## KEY TASKS AND RESPONSIBILITIES

This is very much a 'hands on', operational role and the role holder will:

- Assist the School Manager with the smooth running of the School Manager's office, with a particular focus on Human Resources, taking responsibility for recommending HR processes and policies, as we look to roll out a new electronic HR platform (ISAMs, including HR Pro);
- Provide routine HR advice and support across the School ensuring the provision of a professional, high quality and customer focused HR service to managers and staff within the School community;
- Carry out a range of administrative duties as required, including those related to recruitment and pre-employment vetting, and maintaining both paper and electronic records.
- To build effective working relationships with staff at all levels, providing advice and guidance on a range of HR policies and HR related issues to support understanding of best HR practice;
- To keep HR related school policies constantly under review, drafting new policies as required for sign-off by the School Manager and SMT, and to contribute to the annual updating process in the summer;
- To assist in staff recruitment across all phases of School including preparing recruitment documents (including job descriptions and person specifications), organising recruitment timetables, drafting and placing adverts and sitting on recruitment panels when required;
- To manage the maintenance of all electronically and manually stored HR records ensuring all data is accurate and up to date and provide timely reports as and when required. This includes carrying out regular HR Audit checks to ensure integrity of data is maintained and ensuring compliance with the specific requirements placed on schools relating to Safer Recruitment and Data Protection legislation;
- To ensure the timely preparation and issue of contractual documentation, in conjunction with the HR Assistant;
- To ensure effective monitoring of absence trends and taking appropriate action in accordance with the School's policy and to facilitate a proactive approach to absence management to ensure a smooth return to work;
- To ensure that the School complies with safer recruitment (and wider safeguarding) practices and regulations including the completion of appropriate employment and vetting checks;



- To assist in the provision of HR support to line managers on staff disciplinary, capability and grievance matters (referring more complex issues to the School Manager);
- To assist in the development and be responsible for keeping up to date the Staff Handbook ensuring colleagues are well informed with regard to all aspects of their employment at the School;
- To work with the School Manager in developing a new appraisal system for the support staff workforce: it is envisaged that this role will become key to the future management of administration related to the School's appraisal cycle;
- To assist with the administration of the Single Central Register when required. This will require keeping up to date with regulatory employment compliance in schools.

## SCHOOLS MANAGER'S OFFICE

The School Manager is responsible for the Office, which comprises this role and the HR Assistant, who are both directly managed by the School Manager. In addition, the School Manager is responsible for all the Support Staff and her Office provides the Secretariat function for the Board of Governors and the Support Staff Council. She has a wide portfolio of responsibilities, including all aspects of HR, Governors, school insurance, Senior School cover, the coach network and minibuses, licensing, legal issues, regulatory compliance and difficult correspondence.

The applicant therefore needs to thrive in a busy environment and be highly motivated and organised.

## THE CANDIDATE

|                                    | Essential  | Desirable  |
|------------------------------------|--|--|
| Experience                         | Professional HR experience within a similar office environment   | HR experience within a school environment  |
| Qualifications                     | Professional HR Qualification - minimum CIPD Level 3 Foundation Certificate in People Practice (CIPD Foundation Member)  | IT qualification<br>Degree in Human Resource Management or working towards higher level CIPD qualifications. |
| Skills / Abilities                 | Experience of HR databases and management information systems<br>Able to enter data accurately and produce reports<br>Experienced and proficient user of MS Office or similar platform<br>Excellent working knowledge of HR legislation/best practice  | Experience of GSuite<br>Safeguarding legislation   |
| Personal Attributes / Competencies | Ability to work as a team member<br>Ability to work accurately with a good attention to detail<br>Proactive approach to the duties and responsibilities associated with the role with ability to balance conflicting demands<br>Good customer service skills with a friendly manner and excellent communication skills (verbal and written)<br>A commitment to safeguarding and protecting children and young people.<br>A commitment to staff wellbeing, and to providing informed and appropriate support, guidance and advice to colleagues.<br>Able to work flexibly to meet the requirements of the post which may occasionally include evening work. |  |





## CONTRACTUAL MATTERS

- The successful candidate will be expected to take up the appointment as soon as possible.
- The post is based on 37.5 hours per week, however the demands of the post may require occasional working outside of those hours. The post is salaried and overtime is not paid.
- The post will sit in Band 7 of the Yarm School Administrative Support Scale, which equates to £28,373 to £31,922 based on a 37.5 hour full year contract.
- Holiday entitlement is 21 days holiday per year (pro-rata and taken during the school holiday periods), plus 4 compulsory days holiday taken between Christmas Eve and New Year, plus statutory Bank Holidays. The holiday year runs from January to December.
- Generous private pension scheme
- Membership of Employee Support Programme
- Lunch (term time only) and beverages are provided free of charge.
- Please note that the School operates a no-smoking policy on its entire site.

## CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview should provide details of any criminal record under separate, confidential cover to the Headmaster before attending the interview. A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is not pupil-facing as such, but nevertheless involves substantial opportunity for access to children and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the



Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.

## EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

## APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School. This should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted with a covering letter (again, by e-mail) explaining why the candidate and post are mutually suited.

## APPLY

The application form is available on the [Yarm School website](http://www.yarmschool.org).

**Deadline: 12 noon on Friday 18th March 2022**

**Interviews and situational tasks will be held between Wednesday 23rd - Friday 25th March, and an appointment will be made as soon as possible thereafter.**

Due to the anticipated volume of applications for this role, the School may seek to interview and/or appoint earlier than the stated deadlines. We regret that no feedback can be provided, for the same reason.

Completed application forms, with covering letter, should be emailed to the HR Department ([HR@yarmschool.org](mailto:HR@yarmschool.org)) as soon as possible and no later than the closing date, or posted in hard copy to:

The School Manager  
Yarm School  
The Friarage  
TS15 9EJ  
01642 786023