Human Resources (HR) Manager
King Edward VI High School for Girls (KEHS) is one of the most successful girls’ schools in the country with outstanding academic results and a large and varied programme of extra-curricular activity. The School was founded in 1883 and counts the actress Lindsay Duncan and the BBC Correspondent Reeta Chakrabarti amongst its alumnae. The School is an independent day school with 620 girls aged 11-18 and is part of the King Edward VI Foundation, which has eleven schools in Birmingham. The School is situated on a beautiful 50-acre campus in Edgbaston, which it shares with King Edward’s School (KES).

At KEHS, we aim to offer an outstanding education for able girls who like original ideas and new challenges. Staff are passionate about their subjects and seek to inspire a love of learning for its own sake. Pastoral care is important to us as we seek to educate girls, supporting them to become confident, resilient young women prepared for Higher Education and employment. Girls combine a rigorous academic education with a huge range of high quality extra-curricular activities.

The School reflects very closely the diverse racial mix of the city itself and attracts pupils from beyond Birmingham. Over 20% of pupils have some kind of financial support and almost 10% pay no fees at all. The funds for this are provided by the King Edward VI Foundation and through the generous donations of alumnae and other organisations.

Academic success

KEHS regularly ranks as one of the top performing academic girls’ schools in the country. Academic standards in the School are extremely high: in this year’s GCSE results 82% grades were awarded Grades 8-9 and 93% Grades 9-7 (equivalent to A*/A); 15 girls out of a year group of 94 achieved all Grade 9s; 35 students scored at least 8 Grade 9s and 67 achieved all Grades 7-9. At A Level, 35% grades were A*, the highest percentage since the A* grade was introduced, 75% were A*/A and 96% grades were A*/B. 32% girls achieved 2 A* or more and 88% achieved all A*-B with 18.4% getting at least 3 A*’s.

The School has a long history of sending girls to the very best universities including Oxford and Cambridge; in 2019, 12 students gained places at Oxbridge. The School was rated ‘excellent’ by the Independent Schools’ Inspectorate earlier in 2019 and was ranked as one of the top 10 best value Independent Schools in September 2019 by the Daily Telegraph. The School was also recently named the 2019 Sunday Times West Midlands Independent Secondary School of the Year.
Extra-curricular activities

We believe it is important to offer girls a rounded education, helping them to learn a range of skills for the future, in Higher Education and employment.

There are over 70 extra-curricular activities on offer each week, ranging from Chess, to Model United Nations, to Ultimate Frisbee.

The School produces music and drama of an exceptional quality, with a biennial performance in the Symphony Hall in Birmingham. These activities were enhanced still further by the construction of the Sir Paul and Lady Ruddock Performing Arts Centre, a joint £11 million facility with King Edward's School, which opened in 2012.

There are many opportunities for students to perform, whether in the Junior or Senior Productions, or simply to take part in Drama Clubs. Our musicians perform in concerts as part of a range of orchestras or smaller ensembles, or in the less formal Performance Platforms, attended by peers and family members. The Dance Production is an annual highlight with over 150 participants each year.

There is also a large range of sporting opportunities, and many teams compete at regional and national level in hockey, netball and rounders along with other sports including water polo, fencing and Ultimate Frisbee. The School has its own Sports Hall, gym and swimming pool, which were recently refurbished, and has two astro pitches and several netball pitches on site, together with a new athletics track in partnership with the University of Birmingham.

We organise a wide variety of educational visits and trips, from language exchanges to Spain, Italy and Germany, to music and sports tours, with more local visits to museums such as the National Space Centre in Leicester and field trips to Malvern and Dorset. Students also attend lectures at Birmingham University and we are pleased to welcome visiting academics and alumnae to offer talks and lectures to the girls.

Further details about the School can be found at: www.kehs.org.uk
King Edward's School, Birmingham (KES) is a remarkable school and a supportive community, where there is a shared belief in the transformative power of an accessible education amidst a young, ethnically diverse city. It is also one of the most successful and significant boys’ schools in this country.

Founded in 1552 by Edward VI, King Edward's School is the “founding father” of the King Edward VI Foundation and has always been a central institution in the city of Birmingham. It is located on a stunning 50-acre site in Edgbaston, which it shares with King Edward VI High School for Girls (KEHS), and educates 860 day boys, aged 11 to 18.

In recent years, the Chief Master and Governors have strengthened their commitment to the belief that King Edward’s School should be a catalyst for social mobility, a place of academic excellence and a community whose strength derives from its social diversity and multi-cultural understanding.

At King Edward’s there is a deep moral purpose to ensure the School provides the best possible education for the brightest boys in Birmingham, whatever their background. There is a strong belief in the power of education to transform lives and a commitment to a truly challenging, intellectual, rich education. The International Baccalaureate Diploma was introduced in September 2010 to replace A-levels in order to enhance the intellectual life of the School and to provide an education appropriate to the challenges of the 21st century.

**Academics**

King Edward’s is an academic school and an intellectual school. It is a school where the results are exceptionally good and where clever, hard-working and occasionally unusual boys are admired and respected by their peers. Being an academic school means that everyone must strive for the highest academic standards and performance, so that King Edward’s is recognised as the best academic school in the West Midlands and, as far as possible, among the best nationally in public exams, entry to Oxbridge and other high quality universities. In 2019, of the 120 boys taking GCSEs, 32 boys achieved at least 10 9s/8s, a further 22 achieved 9 9s/8s, and half of the cohort achieved only 9s, 8s and 7s. Overall, the percentage of 9/8 grades attained was 66% and 84% were 9-7. At IB, the average scores have been above 39 for three of the last five years. The School’s commitment to the IB is total. The Board believes it provides a challenging, rigorous and broad education, which has always been a hallmark of a KES education, and better equips boys for the demands of university and the diversity of the world beyond. The School is also very active in academic competitions in Maths, Sciences, public speaking and debating, and teams regularly win national competitions.
Sport, Arts & extra-curricular activities

Life outside the classroom is vitally important at King Edward’s. It complements and supports the academic pursuits of the boys, making them more fulfilled, relaxed and rounded and helping them develop important additional skills, such as resilience, teamwork and commitment.

There is a very wide range of expeditions and outdoor activities for younger boys and, each year, a large number of boys undertake the Duke of Edinburgh’s Gold Award; the CCF also thrives with RAF, Army and Navy sections. In total, there are over 140 trips and expeditions annually for boys of all ages in term time and the holidays.

Music is quite exceptional, helped by a number of music scholarships, and drama is also of a very high quality. There are three major concerts in the year, including one, biennially, in Birmingham’s Symphony Hall, and several dramatic productions. There are also numerous opportunities for smaller ensemble playing and student-led drama performances. The £11m Ruddock Performing Arts Centre is the focus for these activities and all activities and facilities are shared with KEHS.

Sport is also an important part of life at the School and benefits from excellent facilities, indoors and out. The School has extensive grass facilities and the use of three hockey astro pitches, one of which has a modern pavilion, opened in 2015, and a new athletics track in partnership with the University of Birmingham. A new £5m Sports Centre opened in May 2019.
The Role

Human Resources (HR) Manager

King Edward’s School (KES) and King Edward VI High School for Girls (KEHS), two of the best independent day schools in the country, seek an experienced, self-starting and pragmatic HR generalist with a detailed understanding of current employment law and practice. The ability to think strategically and engage at senior levels in an academic environment, yet act operationally, is essential.

This role presents an exciting challenge for someone looking to lead and develop the HR function for King Edward’s School and King Edward VI High School for Girls. The role is key to ensuring that the Heads, the Senior Leadership team and line managers are provided with an efficient HR service, and that all teaching and support staff are provided with timely assistance in HR matters.

Terms and conditions

Job title: HR Manager

Reporting to: Bursar

Salary: £36,000 - £40,000

Hours: 37 hours per week.

Type of position: Full time, permanent. A term time position with ‘plus days’ in the school holidays could also be considered for the right candidate.

Holidays: 22 days holiday a year, 8 bank holidays and 4 concessionary days.

Benefits: Eligible for discount on school fees for pupils at both King Edward’s School and King Edward VI High School for Girls (subject to normal admissions procedures), eligible to join a Contributory Pension Scheme, lunch in term time, complimentary access to gym facilities and parking.

Start date: January 2020
The Role

Key responsibilities

Line management

- Leadership and direct line management of the HR Advisor to include appraisal, training and development, coaching and mentoring and the monitoring of activities undertaken.

Provision of HR Advice

The HR Manager will provide HR advice to staff at both Schools on their policies and procedures in general and also in specific cases. The incumbent will liaise with the Foundation’s Head of Employee Relations and/or Director of HR, as appropriate. This will include:

- Providing a full range of guidance and advice to all staff concerning key employment issues such as: recruitment and selection, pay and restructuring, employee relations (see below), learning and development, maternity and paternity, employee benefits and absence management.
- Applying the correct practical application of current employment legislation.
- Monitoring upcoming employment law and current case law.
- Overseeing the proactive management of short and long term absence, including referral to occupational health providers and specialists.
- Advise on the implications of any change regarding staff, pay and conditions.
- Designing and maintaining administrative systems that deliver outcomes based on the School’s aims and objectives.

Recruitment

The HR Manager will assist and advise senior teams on the recruitment of teaching and support staff to ensure that the schools meet Safer Recruitment standards. This will require the HR Manager to undertake the following:

- Have oversight of all recruitment activity within the two Schools.
- Design and develop interview processes and assessments, forming part of interview panels where appropriate.
- Ensure that all recruitment activity is undertaken in accordance with the Safer Recruitment Policy (see the Compliance section below).
- Oversee the processes relating to: reviewing applications, obtaining references, undertaking and documenting pre-employment checks, inducting staff, undertaking probation period performance reviews and issuing employment contract paperwork.
The Role

Employee Relations (ER)

- Provide guidance and advice to staff on employee relations issues. Such cases could be; disciplinary, capability, investigations, grievances and dismissal.
- Undertake suspension meetings, dismissal meetings and complete associated paperwork.
- Manage ER casework - liaising with the Foundation’s Head of Employee Relations as appropriate for complex casework.
- Liaise with the Heads, Governors and external bodies in regard to cases.
- Make referrals to the Teaching Regulatory Authority and the Disclosure and Barring Service where necessary.
- Consultation and liaison with the Foundation Office, legal providers and insurers on complex HR matters.
- The drafting and review of all contractual documents and agreements in relation to HR matters.

It should be noted that the Foundation’s Head of Employee Relations is available for advice and/or to act as a sounding board.

Data

- Co-ordinate the gathering of information for publications and returns for the DfE, ISC, ISI and other agencies and for subject access requests, within statutory guidelines.
- Oversight and management of HR and payroll data.
- Undertake periodic checks of compliance within the department in relation to the GDPR.
- Oversight of the completion of the HR elements of the School Workforce Census.

Compliance

- Ensure that the Schools maintain a Single Central Register (SCR) and liaise with the Designated Safeguarding Leads in each school on an ongoing basis to ensure that the SCR and recruitment related processes are appropriate and in accordance with ISI and Safer Recruitment guidance.
- Ensure compliance with ISI regulations and KCSIE regulations in all HR related areas.
- Undertake regular reviews of SCR data and production of reports for termly Governor audits.
- Be accountable for successful HR process related compliance outcomes during ISI Inspection.
- Liaise with auditors working within the Schools and the Foundation Office.
- Oversee the design and subsequent evaluation and grading of new roles.
- Carry out audits of contractor records to ensure their compliance with the required vetting checks on their employees (working on site).

Policy Management

- Develop, prepare and review employment policies for presentation to Governors as applicable.
- Undertake regular reviews of current policies ensuring they are legally compliant and fit for purpose.
The Role

Training and Performance Management

- Provide coaching and mentoring to managers and SLT in the practical management of HR issues.
- Source, arrange and monitor training for support staff.
- Explore the use of the apprentice ship levy to increase CPD among support staff.
- Ensure that an effective system of performance review for support staff is in place.

Other

- Monitoring of the HR budget and authorisation of invoices.
- Undertake any other reasonable duties as requested by the Bursar, Principal or Chief Master.
- Undertake mandatory Safeguarding, and Health and Safety training as required.

Person specification

The ideal candidate would be expected to show evidence of many of the following skills and qualities. The following information demonstrates the qualities considered essential or desirable and how these will be tested during the recruitment process.

Experience and knowledge (tested in covering letter, application form and at interview)

<table>
<thead>
<tr>
<th>Item</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Strong generalist HR experience in a relevant setting – ideally in a service industry</td>
<td>✓</td>
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<tr>
<td>Experience of developing, introducing and administering HR policies, systems and procedures</td>
<td>✓</td>
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<tr>
<td>Sound knowledge of relevant legislation and guidance affected the recruitment and employment of employees</td>
<td>✓</td>
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<tr>
<td>Member of CIPD or other relevant Human Resources Management qualification</td>
<td>✓</td>
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<td>Comfortable working at both a strategic and operational level depending on the needs of the organisation</td>
<td>✓</td>
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<tr>
<td>Experience of HR management in the education sector</td>
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<td>✓</td>
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<tr>
<td>Proficiency in Microsoft Office, particularly Excel and Word.</td>
<td>✓</td>
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<tr>
<td>An honours degree, or equivalent competence gained through qualifications or relevant experience</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Chartered Member of CIPD (or equivalent) or working towards this level</td>
<td></td>
<td>✓</td>
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</tbody>
</table>
**The Role**

**Skills and abilities** (tested in covering letter, at interview and in skills test)

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>The ability to develop and manage relationships with a wide range of people.</td>
<td>✓</td>
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<td>Ability to juggle competing priorities</td>
<td>✓</td>
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<td>Self-starting and with strong practical problem-solving skills</td>
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<tr>
<td>Tough-minded but friendly, with excellent interpersonal skills, including the ability to work with a wide range of people and as part of the Schools’ management teams</td>
<td>✓</td>
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<tr>
<td>An efficient worker with the ability to prioritise effectively and focus on the essential whilst maintaining strong attention to detail and high levels of accuracy</td>
<td>✓</td>
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<tr>
<td>The ability to manage multiple projects over long periods.</td>
<td>✓</td>
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<tr>
<td>A resilient and enthusiastic team player with a strong customer focus and flexible attitude</td>
<td>✓</td>
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<tr>
<td>The ability to act with tact and diplomacy and discretion and to deal appropriately with confidential and sensitive information</td>
<td>✓</td>
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</table>

**Attitudes** (tested at interview)

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>An understanding of, and belief in, the aims and ethos of independent education in general and of the two independent schools</td>
<td>✓</td>
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<tr>
<td>A belief in the aims of the Assisted Places (Bursary) fundraising campaigns</td>
<td>✓</td>
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<tr>
<td>The ability to adapt to new situations and address problems from new perspectives</td>
<td>✓</td>
</tr>
<tr>
<td>The ability to act independently using initiative and good judgment, particularly during periods of high pressure</td>
<td>✓</td>
</tr>
<tr>
<td>A positive attitude, maintained even when under pressure</td>
<td>✓</td>
</tr>
</tbody>
</table>
How to apply

To apply for this role, forward a completed application form (available for download at: https://kes.org.uk/about-us/vacancies/) and a covering letter addressed to Zoe Robinson, Bursar, outlining why you feel that your skills and experience would equip you to take on this role, by email to: zkr@kes.org.uk

The deadline for applications is **9am Monday 6 January 2020**.

Interviews will provisionally take place in the **week commencing 13 January 2020**

If you have any queries about the role, or would like to discuss it in more detail, please contact Zoe Robinson, Bursar, by email: zkr@kes.org.uk

*King Edward's School and King Edward VI High School for Girls are both committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful candidates will be required to undergo an enhanced DBS check. A copy of the Schools’ Recruitment, Selection and Disclosure Policy is available on the Schools’ websites.*