

# ST JAMES SCHOOLS

## Head of HR APPLICANT INFORMATION PACK



WELCOMING  
open minds  
and open hearts

# WELCOME TO *St James Schools!*

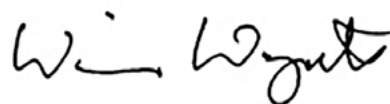
I am delighted to extend my warmest welcome to you as you consider joining St James Schools. We appreciate your interest in becoming a part of our unique and inspiring educational community.

At St James, we take immense pride in our distinctive philosophical approach to education. Mindfulness, vegetarian lunches, and the inclusion of Sanskrit in our curriculum are just a few of the ways in which we stand out from the crowd. Our students, parents, and staff all cherish our truly unique ethos, built on principles of open-minded enquiry, collaboration, and a steadfast belief in the limitless potential of the each individual.

With locations in both Ashford, Surrey, and Kensington Olympia, London, our schools are a vibrant and diverse hub of learning. Our commitment to fostering a culture of mutual respect and trust is central to our mission, and our dedicated staff play a pivotal role in making this a reality.

Our school's unique ethos extends to our support for staff. We have our own salary scale, and we highly value our team members. You will find ample opportunities for professional development to help you grow in your career.

We would love to hear from you and look forward to receiving your application.



Warm regards,  
**William Wyatt**  
Chief Operating Officer



# ST JAMES SCHOOLS

*welcomes open minds and open hearts*



Founded in 1975 by philosophically-inclined parents, our three independent day schools offer a distinctive approach to education which provides for the intellectual, emotional and spiritual development of every child; they aim to provide an environment in which a child can discover all that is best within their own nature.

We actively support our pupils' emotional wellbeing, focusing on mindfulness and fostering a positive school atmosphere built on mutual respect, trust and kindness.

Our schools enjoy enviable locations in London and Surrey: our Nursery, Preparatory School and Senior Girls' School are close to Hammersmith and High Street Kensington, while St James Senior Boys' School occupies a stunning 33-acre site in Ashford, in leafy Surrey, with transport services from London.

## The School is committed to providing a comprehensive range of benefits

**Holidays:** 30 days, in addition to Bank Holidays, to be taken in normal school holiday periods.

**Meal:** Lunch will be provided on your working days in the on-site refectory during school term time.

**Discounts:** All permanent members of staff who have passed their probationary period may be eligible for school fees discounts. Any discount agreed ends when your employment terminates for whatever reason.

**Christmas Closure:** All support staff contracted to work during school holidays will receive paid leave during the Christmas period when all school sites are closed. This is in addition to the annual contractual holiday entitlement.

### **School of Philosophy and Economic Science membership:**

The Schools will cover the cost of membership fees for the employee to the School of Philosophy and Economic Science.

**Life Assurance:** All permanent members of staff are covered by life assurance. It is designed to help your dependents in the unfortunate event of your death while employed by us.



## JOB TITLE

Head of Human Resources (HR)

## LOCATION

Kensington Olympia, London

## Hours

Monday – Friday, 8am-4.30pm

All year round

## LINE MANAGER

Chief Operating Officer



## About you

We are looking for a full-time Head of Human Resources to join our busy and friendly office near Kensington, Olympia. You will be responsible for the HR duties for the whole school - and the ideal candidate would have the following experience:

- Experienced Head of HR with excellent administrative skills and payroll experience within schools
- Knowledgeable of employment law
- Previous work experience in a school or college
- Travel to Ashford will be required
- You will have the ability to relate well to people, be effective, flexible, calm and discreet and be able to work efficiently under pressure.



## Key Areas

- support the COO in the development, implementation, maintenance and monitoring of HR processes and policies throughout the school
- provide up to date HR advice and support relevant to the school environment
- be knowledgeable about employment law
- support the Heads and COO in the provision on HR policies and practices
- whole school payroll

## Key Tasks

- management of the recruitment of staff
- advise the COO on current pay scales and other remuneration matters
- writing of job descriptions and person specifications
- review terms and conditions in line with employment legislation
- be responsible for monitoring and maintaining the Schools' Central Registers
- develop and maintain an effective induction process for support staff, including Safeguarding and Child Protection training and Health and Safety
- to create and maintain employee records in accordance with employment law and the data protection act
- Maintain robust records for personnel information, absence, holidays and staff turnover
- Develop and maintain an HR system to provide reliable data
- support the Heads and COO in the provision of accurate and timely information related to HR policies and practices
- liaise with all staff on HR matters
- to attend and assist with occasional out-of-hours meetings and events
- to attend disciplinary meetings as required by the COO and take notes
- to have due regard for Safeguarding, Health and Safety and to follow the School's policies
- to undertake such additional duties as might be reasonably requested by the COO

The above gives a broad outline and is by no means an exhaustive list



## Principal Payroll Responsibilities:



### **Collation of payroll data**

- Review for completeness and accuracy the payroll inputs, for example: time forms, absence forms, contract amendments, starters and leavers forms
- Collate payroll data into the agreed submission format for the outsourced payroll provider.
- Submit payroll information to the outsourced payroll provider in line with agreed timeframes.
- Maintain high levels of confidentiality and security of employee data and sensitive information

### **Accurate Payroll**

- Review payroll reports at each stage of the monthly payroll process, for accuracy and completeness, raising any concerns or queries

### **Service Provision**

- Respond in a timely way to queries raised by staff relating to their pay
- Liaise with the payroll provider to ensure explanations are given and adjustments made as required
- Ensure accuracy of pay increases, as well as compliance with National Minimum Wage requirements.

### **Continuous Improvement**

- Continuously review and improve all processes and working practices to ensure efficiency and effectiveness
- Propose amendments to relevant financial processes in line with any changes to legislation, reporting requirements etc.



## Person Specification

St James is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

### Essential

- HR and payroll experience in education
- ability to research, update and implement HR policies and procedures
- in depth and up to date knowledge of employment law
- excellent IT skills
- highly organised, systematic and resourceful.
- excellent command of spoken and written English
- tactful, resilient and diplomatic
- respect for confidentiality
- have a commitment to working as part of the whole school team, supporting the vision and aims of the strategic plan

### Qualifications

- CIPD qualified member
- Bachelor's degree or equivalent

### Characteristics

**The successful candidate will possess:**

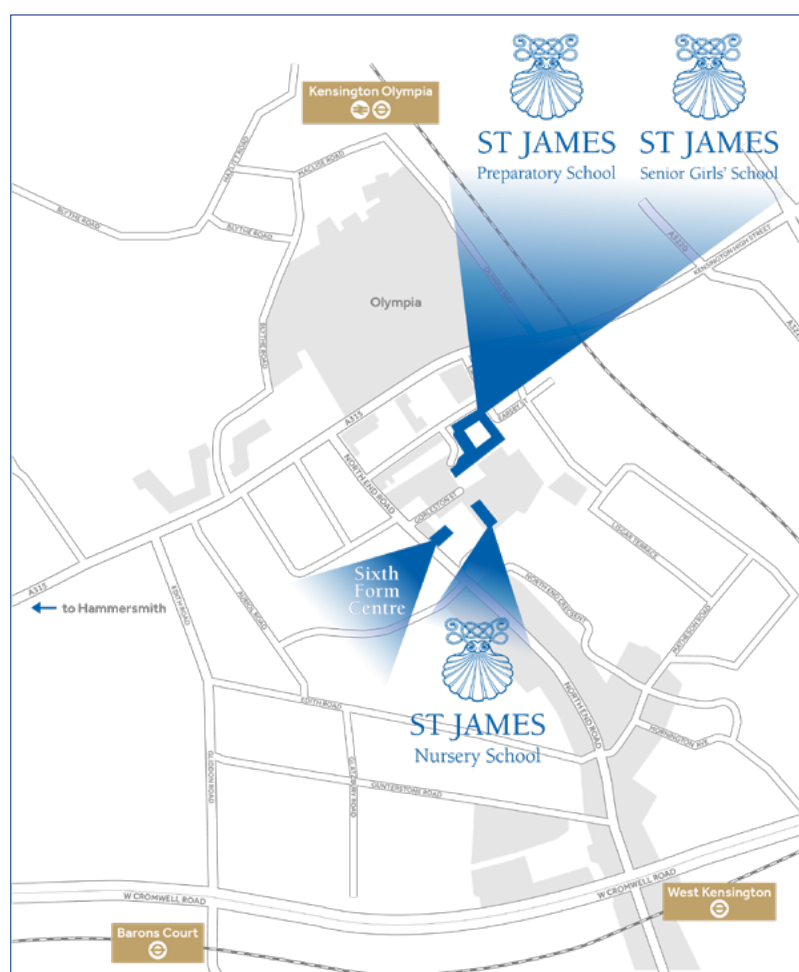
- **Can do attitude:** Must possess a positive outlook
- **Rigorousness:** A commitment to achieving the best solutions
- **Creativity:** Endeavour to find new ways of doing things and learn from past experiences





## HOW TO APPLY

St James Schools does not accept curriculum vitae, so please submit your online application to [hayley.mintern@andersonquigley.com](mailto:hayley.mintern@andersonquigley.com)



### closing date

17 October 2024.

### location

Kensington Olympia, London.

### interview date

Interviews will be arranged directly with shortlisted candidates. The School reserves the right to offer the post at any stage in the appointment process.

### transport links

#### by tube:

- District line to West Kensington (5-minute walk)
- District line to Kensington Olympia (2-minute walk)
- Piccadilly line to Barons Court (10-minute walk)
- Overground to Kensington Olympia (2-minute walk)

#### by bus:

- 28, 306 stop at Kensington Olympia
- 9, 23, 27 stop at North End Road

#### by car:

There is metered parking in the surrounding streets.

Earsby Street, London W14 8SH

Tel: 020 7348 1777

[stjamesschools.co.uk](http://stjamesschools.co.uk)

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