



## HR Assistant at More House School

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Full-time (Part-time job-share considered), 39 weeks per year, non-residential.

More House School has a strong commitment to excellence in all aspects of its work, and strives continuously to improve. An ambitious strategic development plan provides direction for all departments, building on the school's Ofsted Outstanding reputation.

### About this post:

**We are looking for an experienced administrator, with excellent customer service skills, preferably with an HR background, to provide administrative support for the HR function, with particular focus on the safer recruitment of all academic, therapeutic and support staff. Working closely with the Head of HR and HR Manager, the HR Assistant will carry out general office duties, as well as helping to support and promote various HR projects such as employee engagement and wellbeing.**

The HR Assistant will be responsible for coordinating all administration aspects of HR and recruitment. They will have shared responsibility for managing the HR inbox. Key responsibilities will include:

- Responding to queries and escalating where necessary to the HR Manager and Head of HR
- Responsible for the advertising of internal and external vacancies using various websites, monitoring responses and responding to applicants
- Liaising with recruiting managers and arranging interviews with candidates
- Assisting with the safer recruitment process, including conducting Right to Work checks and DBS clearances
- Obtaining references for new starters, and assisting with the provision of references for ex-employees
- Supporting the onboarding and induction of new starters
- Updating staff information using the School's Management Information System (ENGAGE)
- Assisting in the preparation of new contracts, and amendments to contracts as necessary, and other ad-hoc HR correspondence and administration
- Responsible for filing within the HR department
- Assisting with the collation of data and reports, and with audits of HR processes and records as required
- Dealing with general queries, and being responsible for keeping those concerned informed
- Attendance at INSET training days, and other School events

### About the Department:

The HR Department is led by the Head of Human Resources, and comprises the HR Manager and HR Assistant. Together the team are responsible for ensuring that all staff are recruited in accordance with the requirements of Keeping Children Safe in Education (KCSIE). The HR department is responsible for managing the full 'employee lifecycle' - from identifying and agreeing resourcing needs, recruitment and selection, HR administration, induction and probation, appraisal and performance management, capability and conduct management, staff retention, salary benchmarking and reward, employee relations, change management, 'family-friendly' policies, and 'off boarding'. The department provides advice and support to staff and managers on a range of HR issues, and is responsible for projects and initiatives which support (amongst other things) employee engagement, wellbeing and the mission, vision and values of the School.



## The School:

A nationally celebrated charity, More House School provides an exceptional, mainstream education for boys with Specific Learning Difficulties and Developmental Language Disorders. Providing a transformative education repeatedly recognised as 'Outstanding' by Ofsted over more than a decade, we offer a specialised learning environment for 490 day and boarding boys from Year 4 to Year 13. In January 2022 the School was also rated as 'Outstanding' in Ofsted's inspection of our residential accommodation. Our pupils are taught to recognise their strengths and develop their self-belief so that they achieve independence and extraordinary results at GCSE, BTEC and A Level, above the national averages.

Delivering a mainstream independent-school experience, both academically and socially, the very broad curriculum affords all pupils the opportunity to discover their strengths, challenging them to fulfil their academic and extra-curricular potential. All boys who attend More House are individually timetabled, with many receiving support through the on-site Learning Development Centre and its qualified therapeutic staff. Judged 'Outstanding' by Ofsted in its last four school inspections, our most recent inspection (March 2019) graded More House School 'Outstanding' overall, and 'Outstanding' in each of the six sub-sections of the report. More House is CReSTeD approved, listed in their Specialist Schools category, and is a member of the Independent Schools Association and the Boarding Schools' Association.

Approximately 60% of pupils have their places at the School funded by a local authority, and are the subject of an Education, Health and Care plan. Currently, more than thirty different local authorities have pupils placed in the School. The remainder of pupils' places are funded privately by parents and extended families.

The School is set on a wooded hillside in nearly thirty acres on the Hampshire / Surrey border and within the Surrey Hills Area of Outstanding Natural Beauty. Attractive modern facilities lie above the playing fields. London Waterloo is one hour away by train from close-by Farnham railway station, and there is easy access to the M25, M3 and A3 major routes. Guildford is twenty minutes' drive away.

In recent years, the School has refurbished and extended its boarding facilities, refurbished its eight Science laboratories, built its School of Engineering and CAD facilities, and opened a new Humanities block and School Chapel. Autumn 2017 witnessed the completion of our brand-new library and Media Studies centre, and growth in learning support facilities. 2018 saw the expansion of the campus and the conversion of a large domestic building into our new Sixth Form centre, which was opened in January 2019, improving further the facilities for both teaching, and independent study. In the current academic year, we hope to commence work on a substantial project to improve the School's facilities for sports. This project forms one element of a much more ambitious strategic development plan realising our organisation-wide commitment to continuous improvement in all aspects of our provision, including the campus, and expanding our outreach work training other professionals.

The school provides a high level of support and training for all staff, promoting employees' career-development and efficacy in helping pupils to overcome the potential barriers to achievement posed by their difficulties and vulnerabilities. The school also provides training for many other external professionals and other schools, and on behalf of the Independent Schools Association.

There are one hundred and seventy-one members of staff, comprising teachers, learning support staff, pastoral staff, catering, IT, cleaners, maintenance, and administrative staff, working a combination of full and part-time hours.



## Relationships:

- The post-holder is responsible to the Bursar in all matters, is supported by the HR Manager and reports to the Head of HR. They will develop relationships with the Headmaster and members of the Senior Management Team such that they are confident in the service provided by the HR department.
- The successful applicant must also interact effectively on a professional level with colleagues, and seek to establish and maintain productive relationships with all.

The above list of duties is not exhaustive, and the post-holder may be required to perform such other duties as may be, from time to time, deemed necessary by the Headmaster or Bursar. This is a non-residential post.

## Person specification:

Essential	Desirable
<b>Qualifications</b>	
A good set of GCSEs or equivalent, including C grade equivalent or higher passes in English and Mathematics, and Further Education qualifications appropriate to this type of work.	CIPD Level 3 Qualification or equivalent
<b>Skills and Experience</b>	
Excellent standard of written English, numeracy and attention to detail.  Keeping accurate and contemporaneous records, and dealing appropriately with sensitive and confidential information.	Experience of working in a similar HR role, preferably in a school, college, healthcare or not-for profit setting.  Inputting, updating and maintaining records on an HRMIS.
IT-literate with good working knowledge of Microsoft Office 365, in particular Outlook, Word Excel and Powerpoint.  Confidence using IT to communicate.	Knowledge of school-based management information systems or experience with other management information systems.
Excellent time-management and prioritisation skills, and ability to work under pressure and to deadlines.	
Strong commitment to the values and ethos of the school as described on the school website.	
<b>Personal Attributes</b>	
Sense of humour and an inclination to embrace challenge	Evidence of resilience and professionalism in the face of challenge. Readiness to identify and respond to new challenges.
Provides courteous and high standards of customer service and maintains calm under pressure.  Communicates effectively with staff, applicants and other stakeholders.	



Able to work both independently and as part of a team.	
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### Hours:

9.00 am to 5.00 pm Monday to Friday (Part-time Job-Share considered), Term-time only, 39 weeks per year.

Five weeks' paid holiday entitlement, in addition to public holidays. It is expected that holiday will be taken during School-holiday periods. However, at the Bursar's discretion, occasional holiday taken during School term-time may be permitted.

Attendance at occasional school events outside of normal working hours, from time to time, including Founder's Day.

Some flexibility, and the ability to respond to situations in the moment, is required.

### Remuneration and support:

- Annual salary, paid in monthly instalments: extremely competitive and in accordance with qualifications, experience and recognised skills;
- Pension;
- Sick-pay;
- Employee Assistance Programme;
- Free on-site parking within the School's beautiful grounds;
- Excellent lunchtime meals at no cost in the School's refectory;
- Comprehensive induction programme offered, and ongoing professional development supported through INSET days and training opportunities.

### Safeguarding:

This role is deemed to be one of working in regulated activity, meaning that the post-holder may be expected to come into unsupervised contact with children and young people frequently in the discharge of their duties on-campus. As such, the expectations of conduct, required of all adults working at More House School, apply to this position, as does a full Safer-Recruitment vetting process of any appointee. A key responsibility of all adults working within the school is that of ensuring the effective Safeguarding of all children and young people, through adherence to the School's policies; full training is given.

### To Apply:

Please submit a completed application form, for the attention of the Bursar, Mr Stephen Johnson, to Mrs Faye Carpenter, the HR Manager, at [hr@morehouseschool.co.uk](mailto:hr@morehouseschool.co.uk) or by post to:

More House School  
Moons Hill  
Frensham  
Farnham  
Surrey  
GU10 3AP

Or via the website: [More House School - Vacancies](#)

Interested candidates are welcome to make an appointment to visit the School for an informal visit.



**Closing date for applications: Friday 1<sup>st</sup> July 2022**

**Interviews expected to be held on: week commencing Monday 4<sup>th</sup> July 2022**

**Should suitable applications be received in advance of the closing date, the School reserves the right to short-list, conduct interviews and make an appointment earlier than the above closing date. Those interested in applying for the post are urged to submit their applications early.**

This post is subject to an Enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is confirmed. More House School is firmly committed to safeguarding and promoting the welfare of children and young people.

Registered Charity No: 311872 Moons Hill, Farnham, Surrey, GU10 3AP