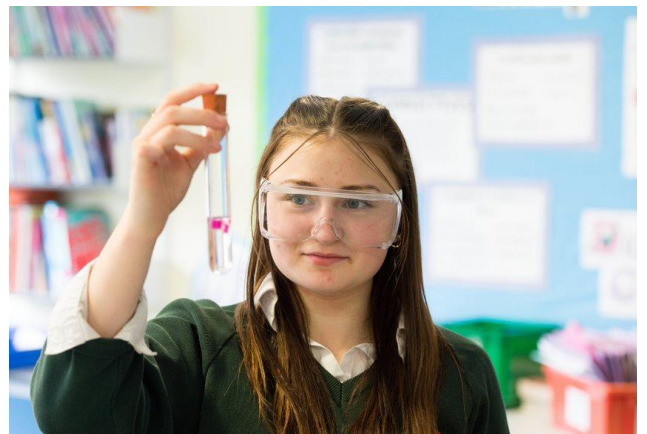




KING JAMES'S SCHOOL
KNARESBOROUGH

Candidate Information



Note from the Headteacher

Thank you for your interest in the HR Assistant role at King James's School.

Our school is a fantastic community, and I am sure that taking on this role would be a hugely fulfilling step on your career journey.

We are most proud of our ethos. We place students at the heart of all we do, and King James's students are delightful! The school is the heart of the community, physically located at the centre of this historic and beautiful market town. It is the school of choice for local residents, with most students walking to school, and those from surrounding villages who are fortunate to gain a place here, travel in on short bus journeys.

We have a truly comprehensive intake which brings a great vibrancy to the school. Our ethos is supported by clear values of 'Ready, Respectful, Engaged' which is demonstrated by the good behaviour and positive relationships enjoyed by staff and students throughout the school. Students are eager to be involved in all aspects of school life, including the many extra-curricular opportunities and visits that take place; the House events; and the Student Council. Parents are committed to supporting the school and there is a genuine feel of common purpose, with staff, students and parents all working in partnership to ensure that school is a happy place, with lots of opportunities, ensuring that students achieve well and go on to have great prospects.

When joining King James's, you will be warmly welcomed by our dedicated team of colleagues, there is no complacency, and the whole school is committed to being the best they can be. We are committed to developing all staff and offer a range of professional development opportunities both within school and through networking with other local schools, with whom we have close relationships.

We are part of a federation with Boroughbridge High School and there will be chance to work with colleagues in both schools; for your own professional development and with the aim of improving education across both schools, to benefit young people in the area, and not just in Knaresborough. This year we had a joint training day which looked at engaging teaching, with colleagues from both schools sharing resources and discussing ways to inspire students and fuel a love of learning.

Our commitment to staff includes the offer of a range of benefits, including access to discounts at major retailers, employee assistance programs, and wellbeing initiatives such as cycle-to-work schemes. We do all we can to ensure every member of our team feels supported, valued, and empowered in their roles.

We have high expectations of one another, believing that our community deserves nothing less than excellence, but that comes with all the support you need to be successful and grow.

We are committed to deeply safeguarding and are keen to ensure that all our staff embody our values and promote the welfare of children. We therefore seek candidates with the right character and disposition as well as with the understanding of their responsibility to support the ongoing culture of vigilance in our organisation. Every member of staff will be undertaking Positive Regard training in September so that we have a common understanding of our culture.

I do hope you are as excited to join our school as we are to appoint the right candidate. If you would like to discuss any aspects of the role, or visit the school, please do not hesitate to contact me. I look forward to receiving your application and hope to meet you in person in due course.

Clare Martin
Headteacher



KING JAMES'S SCHOOL
KNARESBOROUGH

HR Assistant

Full time. Full Year.

37 hours per week

NYCC Grade E: £23,893 - £25,119

Opportunity for CIPD qualification.

We are seeking a dedicated HR Assistant to join our team and contribute to our ongoing success.

About Us: King James's School is a large 11-18 comprehensive school proud to offer a diverse and rich curriculum..

Role Overview: This role involves providing administrative support and guidance on HR-related matters. The ideal candidate will have an excellent working knowledge of Microsoft Office and previous experience in a busy administrative, payroll, or HR environment.

Key Responsibilities:

- Provide administrative support to the HR function.
- Assist with payroll processing and other HR-related tasks.
- Maintain accurate and up-to-date employee records.
- Support recruitment processes.
- Handle inquiries and provide guidance on HR policies.

Qualifications and Skills:

- Knowledge of administrative, payroll, or HR is advantageous.
- Strong organisational skills and attention to detail.
- Excellent communication and interpersonal skills.

What We Offer:

- Competitive salary.
- Access to a contributory local government pension scheme.
- 28 days annual leave per year (plus bank holidays), increasing to 34 days after 5 years of service.
- Support for CIPD qualification if desired.

Commitment to Safeguarding: The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. This position is subject to an enhanced DBS check and approved references.

Completed applications must be submitted via email to: recruitment@king-james.co.uk

by: **Wednesday 17th July 2024, 08.00am.** *Please note that CVs will not be accepted.*



Information on the HR Team

The HR team lies at the heart of providing support for all colleagues on areas of HR, payroll and wellbeing. The team aims to provide professional front line administrative function which services the whole school and focuses on quality and accuracy.

The team is well supported by the Business Services Team along with Local Authority Senior HR Advisors. The HR team consists of a HR Assistant led by the HR Advisor. The team supports elements of Boroughbridge High School HR Service as well as King James's School.

The HR service relies on the effort, dedication and accuracy of its team members in supporting the whole school in a timely fashion. We anticipate the needs of those we serve and offer proactive and flexible solutions in a busy working environment and reply to requests for information in a timely manner. We are committed to excellence in everything we do.

How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.


Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to recruitment@king-james.co.uk and be received by **Wednesday 17th July 2024, 8.00am.**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.



KING JAMES'S SCHOOL, KNARESBOROUGH

JOB DESCRIPTION

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

To provide a confidential HR Service

HR Assistant

<i>Line Manager:</i>	HR Advisor
<i>Responsible to:</i>	Director of Business Services Headteacher HR Advisor
<i>Team Leader to:</i>	Not Applicable

<i>Salary NYCC Band:</i>	Grade E
<i>Full Time/Part Time:</i>	Full-time
<i>Hours:</i>	37 hours plus, 30 min unpaid break
<i>Full Year/Term Time Only:</i>	Full year

Professional Responsibilities

ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager

Specific Responsibilities

HR ASSISTANT

1.	<p><u>Payroll</u></p> <ul style="list-style-type: none"> • Notify all staff of claim form submission deadline (internal) – monthly email. • Input all staff monthly claim forms onto ESS Monthly Summary Form ensuring that correct authorisation has been obtained from managers and Director of Business Services. • Administer the tracking of information for contract changes, end of fixed terms, TLR and R and R information and future appointments as needed. • Add new starters to the payroll and remove leavers from the payroll. • Process holiday, sickness, absence and contract changes in line with policy and payroll provider's requirements. • Upload Monthly Summary Form to ESS Portal by required ESS payroll deadline. • Liaise with ESS to ensure they are informed of any parental leave. • Process all associated payroll documentation such as P45's and new starter checklists. • Maintain accurate payroll records and check final payrolls with Finance. • Complete full reconciliation of staffing budget vs actual payroll expenditure on a monthly basis and liaise with Finance Manager and Director of Business Services.
2.	<p><u>Recruitment</u></p> <ul style="list-style-type: none"> • Ensure effective and smooth running of the recruitment and selection process for example: Preparation of all related documentation – e.g. advertisements, job descriptions, person specifications, candidate and short-listing packs, interview itineraries etc. • Place advertisements as necessary including placing all adverts on KJS, NYCC & TES websites. • Ensure that all adverts are communicated in school via the internal noticeboard, plus public noticeboard if external. • Liaise with prospective applicants as required. • Ensure all arrangements are in place for the interview/assessment process – e.g. assessment tasks, interview panels, locations, refreshments, badges, interview packs. • Ensure all relevant checks are carried out during the interview day in line with NYCC safer recruitment policy and the KJS Recruitment policy. • Produce and issue relevant documentation for new staff to include offer letter, relevant payroll forms, safeguarding instructions, ICT agreement, medical questionnaires • Ensure new staff are added to Bromcom • Inform the relevant staff members of Starters/Leavers and provide information regarding starters and leavers as and when requested. • Compile and file personal files for all new staff.
3.	<p><u>Attendance Management</u></p> <ul style="list-style-type: none"> • Co-ordinate and record all sick absence self-certification. • Monitor, discuss and support the HR Advisor on all absence matters. • Maintain regular contact with staff who are off sick (either long or short term sickness absence) as requested by the HR Advisor. • Arrange and record Absence Consultation Meetings for the HR Advisor as required. • Arrange and record Return to Work Meetings for the HR Advisor as required. • Participate in ACM and RTW meetings as requested by the HR Advisor. • Provide ad hoc absence information as appropriate. • Ensure KJS attendance management policy is adhered to setting up relevant meetings. • Support the HR Advisor in the co-ordination and monitoring of phased returns following long term absence. • Assist the HR Advisor by collating relevant health information and/or producing Occupational Health Referrals and maintain a record of referrals made. • Liaise with staff to ensure that they attend their meetings with Occupational Health.
4.	<p><u>Contracts / change of contract letters / Salary statements</u></p>

	<ul style="list-style-type: none"> • Issue statements of terms and conditions of employment to all new staff before or on the first day of their start date in accordance with legislation. • Issue change of contract letters to all staff in a timely manner. • Maintain and update monthly contract changes spreadsheets. • Complete, track and monitor paperwork including authorisation forms and letters for all staff contract changes in a timely and accurate manner. • Produce, check and issue annual salary statements for Teaching and Associate staff. • Ensure relevant staff in school are kept up to date with staff changes (eg starters and leavers group and change of contract information.)
5.	<p><u>Single Central Record / Safeguarding</u></p> <ul style="list-style-type: none"> • Maintain, update and regularly review the Single Central Record in line with national regulations and guidance. • Maintain a register of authorised DBS checked visitors for Main Reception – provide advice on access rights as required. • Ensuring compliance with relevant safeguarding procedures including DBS checks for staff, visitors, supply staff and volunteers as required. • Participate in regular audits with DBS/HRA to ensure compliance and accuracy.
6.	<p><u>Annual leave / TOIL</u></p> <ul style="list-style-type: none"> • Process all requests for leave for Associate staff and update Bromcom and leave records accordingly. • Provide updated leave entitlement for all Associate staff as required.
7.	<p><u>Meetings</u></p> <ul style="list-style-type: none"> • Attend internal HR meetings and act as minute taker as required. • Attend weekly Business Services Team meetings and provide update. • Arrange / lead meetings with staff members in relation to HR as required.
8.	<p><u>HR Records</u></p> <ul style="list-style-type: none"> • Jointly with the HR Advisor be the first point of contact for HR related staff queries – assist or re-direct as appropriate. • Collation of all HR documentation. • Maintain staff personal files. • Update staff databases/spreadsheets and Bromcom to include key staff information including emergency contact details, addresses and car registrations. • Support the HR Advisor to maintain a live record of staff absences and notes in relation to policy requirements (i.e. ACM meetings) • Provide regular updates to SLT regarding the status of HR related issues as required.
9.	<p><u>Cover</u></p> <ul style="list-style-type: none"> • Arrange cover for Teaching staff as required in absence of Cover Manager.
10.	<p><u>Holiday cover</u></p> <ul style="list-style-type: none"> • Support and administer any recruitment, induction, probationary, attendance management or parental leave processes during the school holidays in the absence of the HR Advisor.
11.	<p><u>Other</u></p> <ul style="list-style-type: none"> • Work closely with all levels of staff to assist in the understanding and implementation of policies and procedures. • Promote equality and diversity as part of the culture of the organisation. • Be committed to Performance Management, equal opportunities, disciplinary procedures and attendance management. • Assist, as appropriate with grievances and disciplinary procedures. • Assist staff and the HR Advisor with HR related / confidential queries.

- Assist the HR Advisor with the annual Workforce Census.
- Compile and issue the personal information audit annually to include a declaration of offences

Person Specification

HR ASSISTANT

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<u>Experience & Knowledge</u> <ul style="list-style-type: none"> • Clerical or administrative experience • Experience of using Microsoft Office software • Good understanding of Absence Management • Experience of working in a busy office environment 	<ul style="list-style-type: none"> • Experience of working in Payroll
<u>Occupational Skills</u> <ul style="list-style-type: none"> • Computer literacy skills • Good written and verbal communication skills • Good numeracy and literacy skills • Problem solving and judgement skills • Analytical skills 	
<u>Qualifications</u> <ul style="list-style-type: none"> • Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent 	<ul style="list-style-type: none"> • CLAIT Plus, ECDL or Level 2 Word Processing • Working towards CIPD or Payroll Qualification
<u>Personal Qualities</u> <ul style="list-style-type: none"> • Attention to detail, neatness and accuracy • Organisational skills • Ability to work successfully in a team • Confidentiality • Ability to work to deadlines and prioritise own workload • 	
<u>Other Requirements</u> <ul style="list-style-type: none"> • To be committed to the school's policy and ethos • To be committed to Continual Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Enhanced DBS clearance required • 	
<u>Equal Opportunities</u> <ul style="list-style-type: none"> • To assist in ensuring that equalities policies are considered within the school's working practices in terms of both employment and service delivery 	

