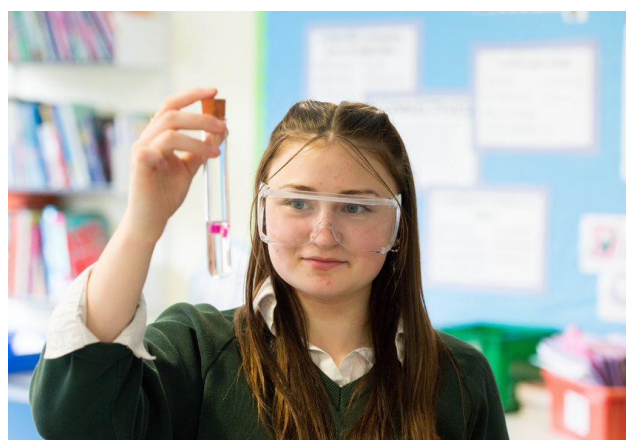




KING JAMES'S SCHOOL  
KNARESBOROUGH

# Candidate Information



# Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

At King James's School, our core values—Ready, Respectful, and Engaged—are at the heart of everything we do, shaping the attitudes and behaviours of our students and staff alike. Guided by our vision “To set no limits on what we can achieve,” we foster a culture of high aspiration and continuous growth. As a school grounded in unconditional positive regard, we believe that strong, respectful relationships form the foundation of effective learning and personal development. Our relationship-based approach ensures every student feels valued, supported, and empowered to thrive, while our staff are committed to nurturing an inclusive and inspiring environment where everyone can succeed.

We have plenty of skills and qualities that we consider important, but we also have a lot to offer to prospective candidates. First and foremost, the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area, but the vast majority are well-motivated students willing to learn and to contribute to their school community. The local community is very supportive of the school; the catchment area is well defined and we have excellent relationships with the local parents who choose to send their children here. We fill up each year with pressure for places from beyond our catchment area. Knaresborough and North Yorkshire is not just a great place to teach, it is a great place to live.

The extra-curricular life of the school is rich. Most staff who work here involve themselves in it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward-facing school with an open and friendly ethos. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND, alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 20% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time, we have a very strong commitment to the development and training of all staff, teaching and non-teaching. This is a school in which the opportunities for your personal development are rich.

We believe in collaborative working with other schools. We are proud of the relationships that we have fostered, including taking the lead role within the White Rose Alliance for School Direct. We are also federated with another local school, Boroughbridge High, for whom we provide 6th form provision and some non-teaching support.

Thank you for considering King James's School and we look forward to receiving your application.

**Miriam Oakley**  
**Headteacher**



KING JAMES'S SCHOOL  
KNARESBOROUGH

# HR Adviser

**Temporary to cover a period of Maternity Leave**

**Anticipated start: May 2026**

**Full Year. Full time (37 hours per week)**

**NYC Grade G £29,064 - £31,537**

**King James's School is offering an exciting opportunity to join our vibrant, modern school as an HR Adviser on a maternity cover basis.**

You will join a highly committed and supportive team, working in a busy office environment to provide HR guidance and support across a range of areas including casework, employee engagement, and retention. This role offers an excellent opportunity to join our HR service and would suit a candidate with generalist HR experience.

A good understanding of absence management procedures and previous experience working in a fast-paced HR environment are essential. A good working knowledge of Microsoft Office is also desirable.

The school is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. An Enhanced DBS disclosure and satisfactory references will be required for this post.

Full details of the post and an application form are available on our website. Completed application forms should be submitted by email to:

**[recruitment@king-james.co.uk](mailto:recruitment@king-james.co.uk)**

**and received by Thursday 26<sup>th</sup> February 2026, 8.00am.**

*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 Advisers. The HR team consists of a HR Assistant led by the HR Adviser.

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 County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to [recruitment@king-james.co.uk](mailto:recruitment@king-james.co.uk) and be received by **Thursday 26<sup>th</sup> February 2026, 8.00am**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please 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 Adviser**

<i>Line Manager:</i>	Business Manager
<i>Responsible to:</i>	Business Manager Headteacher
<i>Team Leader to:</i>	HR Assistant

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

**Professional Responsibilities**

**ALL ASSOCIATE STAFF**

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

### Job Purpose

To provide accurate and timely information for the management of the HR and Payroll support service for the school. Deliver our employee relations (including absence management) and engagement strategy and work on new initiatives. This post will include HR case work.

### Specific Responsibilities

#### HR ADVISER

Overall purpose of the post:

- Work with the HR Assistant (Resourcing and Payroll/Data) to ensure the efficient running of HR and Payroll.
- Deliver a comprehensive HR service including the provision or signposting of professional and confidential HR and employment law support, advice and guidance.
- Provide support, coaching and training on the implications of policy and strategy.
- To actively ensure implementation of the Schools HR policies.
- Ensure all DBS procedures are adhered to.
- Hold absence management meetings independently or support LA / Senior Management.
- Oversee the recruitment process and provide relevant guidance to HR Assistant – Resourcing and senior staff.
- Liaise with the Director of Business Services on the financial situation.
- Oversee the payroll process and provide relevant guidance to HR Assistant – Payroll and Data.
- Prepare reports and management information for leadership team and governors.

#### OPERATIONAL ISSUES

##### Administration

- Ensure the timely administration of all HR and payroll information.

##### Recruitment

- Oversee the recruitment, interview and induction process and provide expert advice as required in relation to adverts, Job Descriptions and employment law.
- Undertake interviews of candidates for associate staff.

##### DBS

- Ensure the 100% accuracy of the Single Central Record and employment files and to lead and maintain procedures to ensure the Safeguarding of Children.

##### TU

- Participate in termly TU meetings and liaise and communicate with local and regional TU representatives as required.

##### Policy

Lead on Human Resource Policies including :

- Update relevant policies with reference to current legislation, NYCC changes, national agreements and governor's decisions.

- Draft policies, where required, for approval by the SLT and Governing Body, in accordance with relevant legislation, NYCC guidance, national agreements and equalities considerations.

### **Employee Relations**

Provide guidance and support to the Leadership Team and Managers regarding employee relations matters in partnership with HR Support, including:

- Sickness absence: undertake return to work interviews and absence review meetings independently or with internal and external stakeholders.
- Liaise with occupational health provider; Support the Leadership Team/managers in both long-term and short-term intermittent absence. Prepare reports.
- Discipline, capability, grievance, redundancy: Liaise as and when appropriate with the LA personnel, legal departments, and other statutory and professional bodies; Provide guidance to the Leadership Team; Prepare paperwork and cases; Meet with staff, as appropriate in initial stages; Liaise with union and other representatives.

### **Payroll**

- Oversee the administration of payroll and provide relevant guidance to HR Assistant – Payroll and Data.
- Work closely with the Director of Business Services and Finance Manager to assist in the modelling of the financial impact of all staffing appointments.
- To lead the provision of advice to staff on the requirements for going through the thresholds and teachers standards for pay progression.
- Interpret and advise on all legislation pertaining to staffing.

### **Wellbeing**

- Co-ordinate staff wellbeing strategy for the school working with senior staff and stakeholders.

### **Continuous Professional Development**

**Undertake all stages and aspects of continuous professional development where required including:**

- Oversee the probationary procedures and review cycles including chairing probationary meetings and providing guidance to managers.
- Oversee the performance review cycle of associate staff including providing guidance to Managers.
- Co-ordinating regular evaluation of the induction process in conjunction with HR Assistant – Resourcing.
- Understand and interpret the School Teachers Pay and Conditions Documents and relevant national agreements.

### **Whole School**

**Beyond the immediate remit of the role, support the school (after appropriate training) in particular:**

- Undertake other duties commensurate with role.
- Understanding and operating the school's Equal Opportunities Policy.

2.

### **RESOURCE / PEOPLE MANAGEMENT**

- Monitor stock levels, order office materials and arrangement of contract and services.



	<ul style="list-style-type: none"> <li>Attend staff meetings and training days and management team meetings by agreement of the Business Manager.</li> <li>Participate in the schools performance management scheme.</li> <li>Highlight additional training and supervision needs to build on your skills and knowledge.</li> <li>Participate in training and other learning activities and performance development as required.</li> </ul>
3.	<p><b>SAFEGUARDING</b></p> <ul style="list-style-type: none"> <li>Know about data protection issues in the context of your role.</li> <li>Maintain confidentiality as appropriate.</li> <li>Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to.</li> <li>Have an awareness and basic knowledge where appropriate of the most recent legislation.</li> </ul>
4.	<p><b>SYSTEMS AND INFORMATION</b></p> <ul style="list-style-type: none"> <li>Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.</li> <li>Share information appropriately – in writing, by telephone, electronically and in person.</li> <li>Maintain and update accurate computerised and manual records as required.</li> </ul>
5	<p><b>DATA PROTECTION</b></p> <ul style="list-style-type: none"> <li>To comply with the County Council’s policies and supporting documentation in relation to Information Governance including Data Protection, Information Security and Confidentiality.</li> </ul>
6.	<p><b>HEALTH AND SAFETY</b></p> <ul style="list-style-type: none"> <li>Be aware of and implement your health &amp; safety responsibilities as an employee and where appropriate any additional specialist or managerial health &amp; safety responsibilities as defined in the Health &amp; Safety policy and procedure.</li> </ul>
7.	<p><b>EQUALITIES</b></p> <ul style="list-style-type: none"> <li>We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>Develop own understanding of equality issues.</li> </ul>
8.	<p><b>FLEXIBILITY</b></p> <ul style="list-style-type: none"> <li>King James’s School provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.</li> </ul>
9.	<p><b>CUSTOMER SERVICE</b></p> <ul style="list-style-type: none"> <li><i>King James’s School requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</i></li> <li>King James’s School requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul> <p>Understand your own role and its limits, and the importance of providing care or support.</p>

## Person Specification

### HR ADVISER

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