



# EDGBASTON HIGH SCHOOL

## HR & COMPLIANCE OFFICER

April 2024



**EDGBASTON**  
HIGH SCHOOL

## INFORMATION FOR APPLICANTS

### History

Founded in 1876, Edgbaston High School for Girls (EHS) is the oldest independent day school for girls in Birmingham. The school is very pleasantly situated next to the Botanical Gardens, 1½ miles from the city centre. There are over 870 girls aged 2½ to 18 divided into four phases working together on one site. Continuity of education is a key feature of EHS, but girls can join at different stages of their academic career.

### Modern and Ambitious

Pupils enjoy a broad-based programme which substantially fulfils the requirements of the National Curriculum and extends beyond it. Examination results are very good with high grades distributed across both Science and Arts subjects. Staff and parents work closely together so that each girl can develop her individual gifts to the full.

Edgbaston High School is proud of its high academic standards, its pastoral care, and the wealth of co-curricular opportunities the school provides. Key to this success are the staff that work here. We employ a wide range of staff in addition to our well-qualified and experienced Teachers, Estates, Finance, IT, Human Resources, Specialists Technicians, Early Years Practitioners and many others.

### Pupils

Edgbaston High School has approximately 870 girls aged from 2½ to 18 years old, divided into Pre-Prep, Preparatory, Senior and Sixth Form phases. Around 500 of these are in the Senior school. Edgbaston High School attracts girls both from the immediate neighbourhood and across the West Midlands, attracted by the high academic standards, the lively programme of co-curricular activities and the individual attention and flexibility of our approach.





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## **Professional Reward and Development**

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career. As a school we believe in;

- A competitive salary
- Fully funded training costs where there is a benefit to the School and many opportunities for continued professional development projects
- Personal Development and recognition through our annual appraisal scheme
- Well-resourced departments

## **Benefits**

- Free refreshments and lunches when the school is operational provided by our excellent Catering team
- There is a generous fee remission for the children of staff who might want to attend EHS.
- Free access to the Botanical gardens for yourself and your family

## **Health and Wellbeing**

Your health and wellbeing are important to us and we offer;

- Free use of the school's Gym at agreed times
- Free use of the school's swimming pool at agreed times
- Access to our onsite counsellor
- A supportive network of experienced Deputies and Senior Leadership Teams
- As part of the staff community there are opportunities to take part in enjoyable social events, sports activities and more
- Friendly and supportive staff who work together and share resources and ideas

## **Ethos**

Our mission is to nurture confident, considerate and intellectually curious young women – an ethos that underpins everything that we do. We are an ambitious and thriving school with a focus on providing a broad, modern, enriching and inspiring education that instils EHS girls with the confidence, independence, motivation and ambition to succeed both within and beyond the school. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow personally as well as academically. Children should be, and deserve to be; empowered, inspired and challenged throughout their education so that they leave school fully equipped to succeed in whatever they decide to pursue.



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## **Diversity**

Diversity and inclusion are central to everything we do. We are actively committed to promoting and participating in good practice in the way that we attract, recruit and retain staff.

Everyone is encouraged to bring their whole self to work because we appreciate the value that a truly diverse workforce brings to an organisation. We celebrate difference, recognising the benefits that this brings to our inclusive culture, including age, disability, gender identity and expression, religion, race, sex, sexual orientation and socio-economic background.





## **HR & Compliance Officer Job Description**

Responsible to: Headmistress

The HR and Compliance Officer will work alongside the Finance Director, Facilities and Estates Manager, and key personnel in payroll and catering. S/he will report on all HR and compliance matters to the relevant members of the Senior Leadership Team. A key priority for this role will be administering and maintaining the SCR and the HR database, ensuring that all personnel files and HR documentation are accurately maintained, are compliant and in line with best practice. This is a new role and the successful candidate will have the opportunity to share their expertise to drive the School forward in this area.

### **Person Specification**

- CIPD qualification at level 5 or above.
- A proven track record of leading and managing HR functions.
- Experience of team working and the ability to work independently.
- An ability to learn quickly and retain information.
- Enthusiasm and willingness to undertake relevant training and development, as required for the role.
- Good working knowledge of Microsoft Office applications.
- Good interpersonal skills and ability to communicate effectively, verbally and in writing.
- Excellent organisational skills and ability to prioritise workload.
- A respect for the confidentiality of the work.
- Excellent attention to detail.
- Ability to work under pressure and ensure deadlines are met.
- A flexible approach to the tasks within the role and the requirements of the School.

And as an advantage:

- Relevant experience in a school.

### **Relationships**

- Establish and maintain productive relationships with all staff.
- Establish and maintain a productive relationship with the Health and Safety officer.
- Provide support for the Facilities and Estates Manager.
- Provide support for the Finance Director.
- Liaise with Network Manager.
- Liaise with the Safeguarding Governor.
- Liaise with Deputy Head Academic.
- Establish and maintain a productive relationship with the Catering Manager and Head of Housekeeping

## **Key Responsibilities**

- Ensure that the School's business in relation to HR is conducted in accordance with any relevant statutory and legal requirements. This includes:
- Keeping up to date with developments in employment law and other relevant areas of statutory compliance.
- Reviewing and updating policies, procedures, contracts of employment and other documents accordingly.
- Liaising with solicitors when required for more complex matters.
- Proactively look for ways in which the organisation can improve in terms of efficiency and effectiveness, bringing these to the attention of the relevant members of the Senior Leadership Team for consideration and leading any resulting consultation process.
- Provide HR support and guidance to all line managers, particularly on sensitive matters such as absence, performance management and discipline issues.
- Responding to day-to-day transactional HR queries, including providing support to staff on HR.
- Ensure that accurate and complete files and records for all staff are kept, in accordance with data protection and other pertinent regulations.
- Ensure that the School complies with ISI regulatory requirements.
- Contributing to the successful implementation of the School Development Plan.
- Ensure that all policies and procedures relating to HR are reviewed and updated at the appropriate time, and are compliant.

## **Key Duties**

### **Recruitment and Induction**

- Initiate and oversee the recruitment process for all teaching and support staff and volunteers. The process includes:
- Helping line managers compile suitable job descriptions and person specifications.
- Ensuring adverts are placed in relevant publications and online.
- Overseeing the administration of interviews.
- Ensuring that all appropriate pre-employment checks are completed.
- Drafting appointment letters, and contracts of employment.
- Advising Payroll, IT and other key internal staff of new staff joining.
- Ensure compliance with all aspects of Safer Recruitment, including accurate and complete maintenance of the Single Central Register of appointment (SCR)
- Ensure that a comprehensive induction procedure is undertaken by every new member of staff.
- Initiate completion of Probation Period assessments and communicate the outcome to staff.
- Ensure that key internal staff are aware of any changes in the employment status of existing staff.

### **Appraisal Management**

- Ensure that appropriate routine appraisal systems are in place for all administrative and support staff, advising line managers accordingly on the process.
- Ensure that the Headmistress is given a copy of the appraisals once completed.
- Analyse appraisals to determine training needs or common themes that might need to be addressed, reporting back as appropriate to the relevant member of staff.
- Organising and recording training courses for all personnel.
  
- Administer and support any ad hoc performance management processes, including capability and disciplinary procedures, advising line managers and staff as required.

### **Data Protection Compliance**

- Developing procedures and practices to ensure GDPR requirements are met.

- Spreading awareness of policies and promoting the observation of practices designed to ensure compliance with GDPR
- Alerting the Headmistress to non-compliance, if such an event occurs.
- Managing any Subject Access Request (SAR).

#### **Absence Recording and Reporting**

- Assess the current processes for ensuring that staff absences, including holidays and sickness days, are recorded consistently and accurately. Suggest and implement improvements.
- Monitor and track absences, reporting trends or any areas of concern to line managers or the relevant members of SLT as required.

#### **General**

- Conduct exit interviews with employees who are leaving, feeding back to relevant members of the Senior Leadership Team as appropriate.
- Liaison with staff on Maternity, or other long-term leave, including Return to Work interviews.
- Make referrals to, and liaise with Occupational Health professional.
- Provide accurate and timely data as required for internal monitoring, benchmarking surveys and external reporting.
- Undertake professional development and other training as appropriate.
- Perform any other additional duties as reasonably required by the Headmistress.



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## HOW TO APPLY

Applications, addressed to Mrs Clare Macro, should include the completed application form, a covering letter of not more than 2 pages summarising your suitability for the role as outlined in the information pack.

Application forms, covering letters and CVs should be submitted to the HR & Compliance Officer:  
[mahmoodm@edgbastonhigh.co.uk](mailto:mahmoodm@edgbastonhigh.co.uk)

If candidates prefer to send their application by post, it should be addressed to:

**Meahwish Mahmood**  
**HR & Compliance Officer**  
**Edgbaston High School for Girls**  
**Westbourne Road**  
**Edgbaston**  
**Birmingham**  
**B15 3TS**

The closing date for applications is **12 noon on 29<sup>th</sup> April 2024.**

Interviews will take place at Edgbaston High School for Girls **W/C 6<sup>th</sup> May 2024.**

