

AMDG



STONYHURST

HUMAN RESOURCES ADVISOR

Candidate Information

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ABOUT STONYHURST

Stonyhurst College is the UK's leading Catholic co-educational boarding and day school for pupils aged 3-18. Boarding is from the age of 7.

At the College, there are approximately 470 pupils aged 13-18, two thirds of whom are boarders. At Stonyhurst St Mary's Hall, the adjacent dedicated preparatory school, there are around 300 pupils aged 3-13. Stonyhurst is set in stunning countryside, near the Ribble and Hodder rivers and the beautiful Trough of Bowland. Manchester is only about an hour away by road or rail. The market town of Clitheroe is four miles away, and we are 12 miles from the city of Preston. The Lake District can be reached in about an hour, and the Yorkshire Dales are even closer.

Stonyhurst has a fascinating heritage, being the oldest continuously active Jesuit school in the world. It was founded in St Omer, Northern France (then the Spanish Netherlands), in 1593, and moved to its present site in Lancashire's beautiful Ribble Valley in 1794. Throughout the years of religious persecution in England, Stonyhurst educated the boys of the English Catholic aristocracy and gentry.

The College's Jesuit mission and identity, and its sense of family, set Stonyhurst apart from other schools. Pupils are urged to do as much as they can (*Quant Je Puis*) for other people following the example of Jesus Christ and following in the spirit and charism of the Jesuits. The College prepares young people to change the world for others.

Stonyhurst is a family where heritage and innovation are fused to inspire young people to be agents of change in the world.



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CONTEXT

This role will form an integral part of the Human Resources Team, which sits within the Bursar's Department. The appointee will report to the Human Resources Director and work alongside two HR Assistants and a Payroll Officer. The post of HR Advisor is an excellent opportunity for an experienced HR professional to play a significant role in the further development of the HR function at Stonyhurst, overseeing effective day-to-day operations and supporting the delivery of a professional, fair and cohesive HR function.

THE ROLE

We are looking for a self motivated and resourceful HR Advisor to work within a small pro-active team to act as the first point of contact for staff and managers, providing the necessary professional expertise and support to ensure measured and relevant advice is given, in line with Stonyhurst policy.

This is a varied role ideally suited to applicants with a background in Human Resources, preferably, although not essentially, in the education sector. The post-holder will be working with multiple stakeholders, both internally and externally so excellent interpersonal and communication skills are a must, as well as a flexible approach to the role.

Working collaboratively with colleagues across all departments regarding absence management, recruitment, employee relations, training and professional development, the ability prioritise effectively is crucial.

CANDIDATE PROFILE

You should hold or be working towards CIPD qualifications, ideally Level 5 or higher.

Experience of working as a HR Advisor or similar role in a generalist environment in either the private or public sector is essential.

You will possess an excellent level of ICT competence including experience of using Excel, Word and Microsoft Outlook, with an ability to use and adapt to different HR systems.





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KEY RESPONSIBILITIES

- Monitor and evaluate current practices and work with the HR Director to improve the effectiveness of the HR function.
- Assist with the implementation of Stonyhurst's HR strategy.
- Implement any legislation changes in a sensitive and just manner.
- Provide professional, accurate and relevant advice.
- Stay abreast of changes in employment legislation.
- Respect the confidential and sensitive nature that falls within the remit of the role.
- Act as the first point of contact for staff and managers, providing advice and guidance on employee relations issues in line with Stonyhurst policy.
- Oversee and facilitate the smooth running of the recruitment process from start to finish, ensuring compliance and clear communication throughout.
- Work closely with the HR Assistants to ensure the processes are conducted in a timely and efficient way.
- Develop management information reporting on HR Data relating to sickness absence, retention and turnover and statutory training requirements.
- Coordination and recording of holiday entitlement/annual leave cross campus.
- Liaise with HR Director on Occupational Health and pre-employment medical processes.
- Compile long-term absence data, plan reviews and conduct welfare meetings, providing advice to managers regarding actions required.
- Processing of HR related aspects of iSAMS or other campus management information systems.
- Work closely with and support the Payroll Officer with processing changes, setting up new employees and regular monthly activity.
- Contribute to the development and delivery of bitesize management training, production of personal development plans and training needs analysis for all areas.
- Maintenance of all statutory training records ensuring compliance, in particular Safer Recruitment in Education and Inductions.
- Develop and deliver the on-boarding process for all new staff.
- Provision of support for the HR Director in all areas of operational HR activity.



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QUALITIES & KEY SKILLS

- Affinity with the School's culture - The HR Advisor will need to be at ease in promoting the values of an independent Catholic day and boarding school and be able to embrace and articulate the character of the school.
- To have a genuine interest in people and in providing a high quality, professional HR service to all Stonyhurst employees.
- Excellent verbal and written communication skills.
- Strong administrative and organisation skills, with meticulous attention to detail and confident in making decisions.
- The ability to approach each task with confidence, commitment and diplomacy, providing guidance within their field of expertise and producing work to a consistently high standard.

Other skills include:

- Working collaboratively with the team, providing support and help when required.
- To have a confident, but also warm and welcoming manner.
- To be fair, empathetic and sensitive.
- An excellent customer service focus
- To be flexible and adaptable to the operational needs of the HR Department and the College as a whole.
- Working independently to deadlines



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REMUNERATION AND TERMS OF EMPLOYMENT

The salary will be in the region of £24,000 - £28,500 per annum dependent upon candidate skills and experience.

Contract

This is a permanent, full year role.

Appointment date

As soon as possible from January 2021 dependent on the successful candidates availability

Hours of work

Normal office hours are 37.5 hours per week but some flexibility to meet service delivery needs is required

Pension Scheme

The School operates a money purchase pension scheme to which the employer contributes up to a maximum of 6% (matched to employee contributions).

Provision of meals

Meals and refreshments on duty are provided free of charge.

Sports Centre

The College has a wide range of sporting facilities which are available for use by staff at subsidised rates and free access to the Swimming Pool

Safeguarding

All staff share responsibility for promoting and safeguarding the welfare of the pupils and must adhere to, and comply with, the School's Child Protection Policy at all times

Pre-employment checks

The appointment is subject to an Enhanced Disclosure and Barring check and Overseas police checks where applicable





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APPLICATION PROCESS

To arrange a confidential discussion about the role, please contact:

Sharon Mallinson, Human Resources Director
(s.mallinson@stonyhurst.ac.uk)

The deadline for receipt of applications is Thursday 14th January 2021.

Interviews will take place w/c 18th January 2021. Further details of the process will be confirmed after receipt of applications

To apply, candidates should complete the application form and email it to recruitment@stonyhurst.ac.uk



