

LEARN MORE ABOUT

Joining the MSJ Family



MALVERN ST JAMES
Girls' School



inspection judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of **'Excellent'** in the ISI's Educational Quality Inspection in May 2017 and has been compliant in all other ISI Compliance and Regulatory inspections since then, including September 2021. In March 2021, the School was awarded the Carnegie Mental Health Gold Award

WORKING AT MSJ

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 4 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

Two hours from London and one hour from Birmingham, MSJ is in the heart of Malvern in Worcestershire, with excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 18) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. Ofsted recognised the exceptional standard of boarding with an **'Outstanding'**

for its outstanding pastoral care and support for pupil and staff mental wellbeing.

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.



The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a brand-new AstroTurf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years. The School is currently creating a state-of-the-art Learning Hub centred in the Library and radiating out to learning zones throughout the School to support its commitment to innovation and learning and initiatives in **STEAM** (Science, Technology, Engineering, Arts and Mathematics).

The Year 13 Sixth Form Boarding House was transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university. Benhams, the Year 10 Boarding House was refurbished in 2021. The next phase is the transformation of Hatfield, one of the middle school Houses in 2023.

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School's daily life. There are regular opportunities for Christian worship.



Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is “full of girls who are going to change the world”!



HR ADVISOR

JOB DESCRIPTION

AT A GLANCE



39 HOURS PER WEEK
52 WEEKS PER ANNUM



REPORTS TO
HR BUSINESS PARTNER

ABOUT THE ROLE

The HR Advisor will support the School and the employees effectively by managing the employee relation casework, recruitment, and completing transactional HR activity, in line with the whole HR employee experience. The HR Advisor will manage their own workload to ensure the delivery of timely and consistently high-quality case support and work closely with the HR Administrator, have excellent administration and organisation skills.

The HR Advisor will be professional, pragmatic, diplomatic and approachable. He or she will demonstrate in their day-to-day work strong communication skills with relationship-building capabilities across all levels. Key to this will be a solutions-based approach to resolving issues effectively. They will demonstrate a high level of integrity and confidentiality, and meticulous attention to detail.

The HR Advisor will have:

- 2-5 years experience in an HR role
- CIPD level 3 qualification
- A degree in Human Resources or similar, and knowledge of HR concepts and procedures

Key Responsibilities and Tasks

- Acting as the first point of contact, assisting staff with queries when required.
- Overseeing and co-ordinating the whole recruitment process, together with the appointment process for successful applicants.
- Draft and issue letters and associated documents on a range of employment matters, including offer letters and contracts, contract changes, salary letters.
- Ensure the School's Single Central Register is accurately maintained. This includes conducting all appropriate pre-employment checks including DBS Applications, Children Barred List, Teachers Checks, and Prohibition checks.

KEY RESPONSIBILITIES (CONTINUED)

- Ensure all onboarding documentation received is compliant with statutory and ISI guidance.
- Staff Suitability Self-Declaration Form – Send to relevant staff involved in the teaching or care of pupils to age 8 on a yearly basis , updating SCR accordingly.
- Manage and co-ordinate the Induction and Probation documentation to support the Induction and Probation of staff, ensuring all paperwork is received within the appropriate timescales , confirming outcomes to staff in writing.
- Support the HR Business Partner (HRBP) with the Appraisal process, coaching line managers, and providing training.
- Supporting the HRBP to deliver HR workshops and train management on HR procedures.
- Support the HRBP with Employee Relation casework (opening, updating, escalating as needed and resolving and closing). This includes participating, where necessary, in the implementation of the School's internal processes,, for instance, administrative duties in relation to disciplinary procedures, grievances, whistleblowing, and investigations.
- Oversee the leavers' process and liaising with the HR Administrator on leaver arrangements, arranging and conducting exit interviews, and escalating positive and negative employee experience feedback to the HRBP.
- Support the HRBP with employee consultations and change management activities.
- Ensuring adherence to HR policies, procedures, practices, systems, and employment legislation and seeking advice as necessary.
- Compile and maintain confidential reports/ documents, spreadsheets, etc., by using various computer packages, including word, excel, and MIS (iSams) to support the effective management of employee data. This includes creating and maintaining employee records in paper format and on an iSams electronic database.
- Conduct regular audits on staff files, the SCR, and UK Visa Immigration to ensure accuracy
- Absence Management - Co-ordinate accurate recording of all sickness/absence escalating to the HRBP when absence trigger points are reached. Ensure Return to Work interviews are carried out on time.
- Administering annual leave - Issue annual leave forms to relevant staff, taking into account new staff starting part-way through the annual leave year.
- Attend HR meetings, compiling minutes if required.
- Ensure work is supported with appropriate audit trails and maintained to the highest standard, supported by clear, organised and accurate filing systems.
- Keep up to date with statutory legislation and best practiceAny other task or activity as reasonably requested by management.

All School staff are expected to:

- a. Work towards and support the School vision and the current School objectives outlined in the School Development Plan
- b. Support and contribute to the School's responsibility for safeguarding pupils
- c. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- d. Work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- e. Work within the Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- g. Engage actively in the performance review process.
- h. Adhere to policies as set out in the Staff Handbook and Regulations
- i. Undertake other reasonable duties related to the job purpose required from time to time
- j. Adhere to School Safeguarding and Child Protection Policies.

HR ADVISOR

PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE, SKILLS & ABILITIES	ESSENTIAL OR DESIRABLE	HOW THIS WILL BE ASSESSED
2-5 years experience in a HR role	Essential	Application Form
CIPD level 3 qualified	Essential	Application Form
A degree in Human Resources or similar	Desirable	Application Form
Knowledge of HR concepts	Essential	Assessment Tests
Previous experience in the education sector	Essential	Application Form
High Attention to Detail	Essential	Application Form
Current employment law experience	Essential	Application Form Interview
Current experience of dealing with complex HR issues	Essential	Interview
Excellent front-facing interpersonal skills; ability to communicate confidently and work collaboratively at all levels	Essential	Application Form Interview
Excellent Administration and IT skills	Essential	Application Form Assessment Test
The ability to be discreet, professional, and confidential	Essential	Interview
An aptitude for flexibility	Essential	Interview
Commitment to Equal Opportunities	Essential	Interview
Commitment to the School ethos and aims	Essential	Application Form
Good personal organisation	Essential	Interview Assessment Test
Self-starter with a high level of time management and planning skills	Essential	Interview Assessment Test
Demonstrate a flexible and positive attitude, to enable effective delivery of the service	Essential	Interview

STAFF BENEFITS AT MSJ

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

A selection of MSJ Staff benefits* can be seen below:



**COMPETITIVE
SALARY**



**FREE LUNCH
PROVIDED**



**GYM & SWIM
DISCOUNTS**



**PENSION
SCHEME**



**CHRISTMAS
SHUTDOWN**



**PROFESSIONAL
DEVELOPMENT**



**DISCOUNT ON
SCHOOL FEES**



**FREE
PARKING**



**TREAT
THURSDAYS!**

*Some benefits such as pension enrolment activate after completing three months' employment with Malvern St James

APPLICATION PROCESS

AT MSJ

1

Complete your application form, which must include all dates of previous employment and give reasons for any gaps in employment. **A CV will not be accepted instead of a completed application form.**

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department. Post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or email to recruitment@malvernstjames.co.uk

4

Closing date: open. We reserve the right to appoint as soon as we find the right candidate.

GENERAL REQUIREMENTS

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive.

It will be reviewed at least once every year and it may be subject to modification or amendment at any time after consultation with the post holder.

REFERENCES

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer.

Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory Enhanced DBS checking.

Malvern St James is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service clearance at enhanced level.



MALVERN ST JAMES

Girls' School

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