



RECRUITMENT AND HUMAN RESOURCES ADMINISTRATOR

MORE HOUSE SCHOOL, FRENESHAM



www.morehouseschool.co.uk

Overview

Full-time, permanent, non-residential position starting April 2025, or as soon as possible thereafter.

We are looking for an experienced administrator, with excellent customer service skills, preferably with a Human Resources (HR) background, to provide administrative support for the HR function, with particular focus on the safer recruitment of all academic, therapeutic and support staff. Working closely with the Head of HR and HR Manager, the HR Assistant will carry out general office duties, as well as helping to support and promote various HR projects such as employee engagement and wellbeing.

Our School Vision is:

To lead in transforming the futures of intelligent children who experience Specific Learning Difficulties, Developmental Language Disorder and associated conditions, by empowering them.

Our School Values are:

Kindness - Spirit - Responsibility



**More House School
Rated Outstanding by Ofsted (2023)**



About the department

The HR Department is led by the Head of Human Resources, and comprises the HR Manager, and the Recruitment and HR Administrator. Together the team are responsible for ensuring that all staff are recruited in accordance with the requirements of Keeping Children Safe in Education (KCSIE). The HR department is responsible for managing the full 'employee lifecycle' - from identifying and agreeing resourcing needs, recruitment and selection, HR administration, induction and probation, appraisal and performance management, capability and conduct management, staff retention, salary benchmarking and reward, employee relations, change management, 'family-friendly' policies, and 'off boarding'. The department provides advice and support to staff and managers on a range of HR issues, and is responsible for projects and initiatives which support (amongst other things) employee engagement, wellbeing and the mission, vision and values of the School.

About the post

Responsible under the HR Manager / Head of HR for all matters relating to recruitment and the day-to-day running of the HR office and administrative duties.

General Duties:

- Monitoring the shared HR inbox, and responding where appropriate to queries, and escalating to the HR Manager and Head of HR;
- Supporting recruiting managers in the drafting of job descriptions and adverts using up-to-date job description templates;
- Responsible for the advertising of internal and external vacancies using various websites, as well as the More House website, monitoring responses and responding to applicants;
- Maintaining and up-to-date log of applications received, and ensuring that recruiting managers receive applications in a timely manner;
- Liaising with recruiting managers and arranging interviews with candidates, and all associated administrative tasks (such as the preparation of interview packs, arranging refreshments, candidate tours, etc);
- Assisting with the safer recruitment process, including conducting Right to Work checks, internet checks and DBS clearances;

General Duties (continued):

- Obtaining references for new starters, carrying out 'phone verifications of those references in a timely manner, and assisting with the provision of references for ex-employees;
- Responsible for the onboarding (collation of all related paperwork, and inputting onto ENGAGE, liaising with key stakeholders) of new staff, peripatetic teachers, governors, volunteers and after-school club leaders;
- Coordination of the induction of new starters (preparation, when required, of induction schedules and arranging appointments, notifying relevant departments such as IT, DSL, H&S, requesting ID badges, etc.);
- The scheduling of probationary review meetings for new starters, sending out reminders to line managers, and collating responses;
- Updating staff information using the School's Management Information System (ENGAGE), e.g. logging absence daybooks, Code of Conduct, change of address, and regular auditing and data cleansing;
- Assisting in the preparation of new contracts, and amendments to contracts from template documents as necessary, and other ad-hoc HR correspondence and administration;
- Responsible for filing within the HR department
- Assisting with the collation of data and reports, and with audits of HR processes and records as required;
- Building a rapport with all members of the MHS workforce;
- Taking minutes from time-to-time in sensitive HR meetings;
- Organising and monitoring the exit interview process, and ensuring the efficient completion of leaver processes.
- Dealing with general queries, and being responsible for keeping those concerned informed.

Apart from the duties summarised in this job description, we retain the right to include other reasonable duties which are part of, and incidental to, this type of work.

General Responsibilities:

- To treat all pupils, colleagues, parents and stakeholders in accordance with the School's values of Kindness, Spirit and Responsibility
- To ensure that all activities are undertaken in accordance with Health and Safety provisions
- To help ensure the tidiness, the monitoring and safe storage of all equipment used in the department
- Attendance at INSET training days and other formal out of School functions, including Founder's Day. You will also be required to attend regular update training in Safeguarding, and other subjects relevant to your role
- To maintain appropriate records, and complete all administrative tasks associated with the role in a timely and accurate manner

Relationships:

- The post-holder will be a member of the Business Operations team and responsible to the Head of HR in all matters, is supported by the HR Manager. They will develop relationships with the Headmaster and members of the Senior Management Team such that they are confident in the service provided by the HR department.
- The successful applicant must also interact effectively on a professional level with colleagues, and seek to establish and maintain productive relationships with all.



The School

Nationally celebrated, More House School provides an exceptional, mainstream education for intelligent boys with Specific Learning Difficulties and weakness in their developmental language skills. Providing a transformative education repeatedly recognised as 'Outstanding' by Ofsted over more than a decade, we offer a specialised learning environment for day and boarding boys from Year 4 to Year 13. Our pupils are taught to recognise their strengths and develop their self-belief so that they achieve independence and extraordinary results at GCSE, BTEC and 'A' Level, above the national averages. A majority progress to university.

The School has an 86-year history of supporting boys with additional challenge in their educational experience. Now with over 500 pupils, the School has grown significantly in recent years and has the largest number on roll ever. It is recognised as being the largest SEND-specialist provision in the United Kingdom and is heavily involved in outreach work. More than half of pupils have their places funded by their local authorities.

Delivering a mainstream independent-school experience, both academically and socially, the very broad curriculum affords all pupils the opportunity to discover their strengths, challenging them to fulfil their academic and extra-curricular potential. Pupils benefit from classroom teaching which recognises that each pupil is individual in his profile of skill strengths and weaknesses, and which focuses on adaptive strategies which look beyond pupils' individual diagnoses and prioritises the support of the four core elements of language, attention, processing and working memory. All teachers are supported to develop their understanding and professional practice in this respect, both on arrival and throughout their employment, through high-quality, nationally-accredited training delivered in-house.

Class-sizes are small, with a maximum of 15 pupils, and almost all pupils receive timetabled support through the on-site Learning Development Centre which comprises Speech and Language Therapists, Occupational Therapists and specialist Dyslexia-qualified Literacy and Numeracy Tutors.

Judged 'Outstanding' by Ofsted in its last five School inspections, our most recent inspection (March 2023) graded More House School 'Outstanding' overall, and 'Outstanding' in each of the six sub-sections of the report. The School's provision for residential boarders was most-recently inspected in November 2023 and likewise graded Outstanding in every respect. More House is CReSTeD approved, listed in their Specialist Schools category, and is an active member of the Independent Schools Association and the Boarding Schools' Association.

The School is set on a wooded hillside in nearly thirty acres on the Hampshire / Surrey border and within the Surrey Hills Area of Outstanding Natural Beauty. Attractive modern facilities lie above the playing fields. London Waterloo is one hour away by train from close-by Farnham railway station, and there is easy access to the M25, M3 and A3 major routes. Guildford is twenty minutes' drive away, Basingstoke twenty-five, and Southampton an hour.

In recent years, the School has built its School of Engineering and CAD facilities, opened a new Humanities block and School Chapel, completed our brand-new library and Media Studies centre, and grown our learning support facilities. 2018 saw the expansion of the campus and the conversion of a large domestic building into our new Sixth Form centre, which was opened in January 2019, improving further the facilities for both teaching and independent study. In December 2022, we installed a new Strength and Conditioning fitness gym for students and employees. Future plans include an ambitious project to develop our sports facilities and install a new roadway and parking, and further projects to upgrade academic teaching facilities.

Teaching and support staff join the School from a variety of backgrounds. Many employees have worked at More House for a number of years, but the School has supported numerous teachers through their initial teacher training, and more through their Early Career Training. Those already qualified may have previous experience in the state-maintained or independent sectors, and may have previous experience supporting learners with specific learning and language difficulties, or may not.

Adults with a genuine wish to develop their skills in making learning opportunities successful for neurodiverse learners thrive at More House School. The School provides a high level of support and training for all teaching and support staff, affording the development of confidence, skill and qualifications in helping pupils to overcome the potential barriers to achievement posed by their difficulties. The School also provides training for many other external professionals and other schools, and on behalf of the Independent Schools Association.

The School is characterised by a continuous pursuit of excellence and improvement in all aspects of its provision, in order to realise the best possible experiences and outcomes for all pupils. All our staff are united by a shared commitment to the School's vision and mission, and by our values of Kindness, Spirit and Responsibility.

Personal Specification

ESSENTIAL

DESIRABLE

QUALIFICATIONS

A good set of GCSEs or equivalent, including 5 grade equivalent or higher passes in English and Mathematics, and Further Education qualifications appropriate to this type of work.

Certificate in Personnel Practice / CIPD Level 3 Qualification or equivalent, or willingness to study towards.

HR / Business Degree or equivalent

SKILLS AND EXPERIENCE

Excellent standard of written English, numeracy and attention to detail.

Keeping accurate and contemporaneous records, and dealing appropriately with sensitive and confidential information.

Experience of working in a similar HR role, preferably in a school, college, healthcare or not-for-profit setting.

Inputting, updating and maintaining records on an HRMIS.

IT-literate with good working knowledge of Microsoft Office 365, in particular Outlook, Word Excel and Powerpoint.

Confidence using IT to communicate.

Knowledge of school-based management information systems or experience with other management information systems.

Ability to deal with sensitive and confidential information in a professional manner.

Knowledge and understanding of basic employment legislation.

Excellent time-management and prioritisation skills, and ability to work under pressure and to deadlines.

Strong commitment to the values and ethos of the school as described on the school website.

ESSENTIAL

DESIRABLE

PERSONAL ATTRIBUTES

Sense of humour and a inclination to embrace challenge.

Evidence of resilience and professionalism in the face of challenge. Readiness to identify and respond to new challenges.

Able to demonstrate empathy and sensitivity whilst maintaining professionalism and discretion.

Provides courteous and high standards of customer service and maintains calm under pressure.

Communicates effectively with staff, applicants and other stakeholders.

Able to work both independently and as part of a team.

Hours:

5 days per week 9.00 am to 4.00 pm (35 hours per week) throughout the year.

Attendance at School events outside these hours from time to time, as well as Founder's Day and INSET days towards the beginning or end of School holidays.

Remuneration and support:

- Circa £25,000 per annum depending on qualifications and experience;
- Pension - there is a contributory pension scheme in operation specifically for non-teaching personnel. As governed by pension legislation you are automatically opted into the scheme and once enrolled, need to complete an 'Opt Out' form not to be included. Contributions are paid by the School at the Governors discretion and directed by Government legislation. Contributions towards your own personal pension plan may be made, but again this will be at the discretion of the Governors with the forementioned restrictions. Details about the scheme can be found at <http://www.nestpensions.org.uk>;
- Employee Assistance Programme;
- Cycle to Work Scheme
- Free on-site parking within the School's beautiful grounds;
- Excellent lunchtime meals at no cost in the School's refectory;
- Free use of the School's fitness gym facilities

Safeguarding:

This role is deemed to be one of working in regulated activity, meaning that the post-holder may expect to come into unsupervised contact with children and young people frequently in the discharge of their duties on-campus. As such, the expectations of conduct, required of all adults working at More House School, apply to this position, as does a full Safer-Recruitment vetting process of any appointee. A key responsibility of all adults working within the School is that of ensuring the effective safeguarding of all children and young people, through adherence to the School's policies; full training is given.



TO APPLY

Please visit our website and complete the online application form:

	<p>Support Staff Application Form</p> <p>Please supply a full history in chronological order (with start and end dates) of all employment, self-employment and any periods of unemployment...</p> <p>More House School /</p>
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Interested candidates are welcome to make an appointment to visit the school for an informal visit in order to learn more about the role and setting.

The School reserves the right to interview appropriate candidates in advance of the above-named dates, and to appoint. Interested candidates are therefore strongly urged to submit their application as soon as possible.

If shortlisted you will be required to attend a face-to-face interview.

This post is subject to an Enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is confirmed.

More House School is firmly committed to safeguarding and promoting the welfare of children and young people.