

Inspiring Futures Education - HR Coordinator

Part time, year-round to start ASAP.

Inspiring Futures Education ('IFE') is seeking to appoint an experienced and capable HR Co-ordinator.

The successful candidate will have significant responsibility for HR matters across IFE, supporting our educational work, and will have a role to play in ensuring we achieve our people expectations at both Bishopstrow College and Padworth College, and beyond. The role will suit an individual who enjoys maintaining IFE's existing HR standards and can help continue to take them forward.

The successful candidate will work closely with the Senior Management Teams of Bishopstrow and Padworth Colleges. S/He will report directly to a Director.

This is an exciting time in IFE's development. Established in March 2014, as a platform in the international education market, IFE acquired Bishopstrow College in August 2014 and Padworth College in October 2018. A project to harmonise Padworth's HR systems with those at Bishopstrow is ongoing. This will result in a central position for future growth and development.

The Directors of IFE have ambitious plans for growth at each College, with enrolments increasing to c.200 students at Bishopstrow and Padworth over the next 5 years, and when the market returns, growing the portfolio further.

Bishopstrow College

Founded in 2006, Bishopstrow College is a leading international boarding school offering English language and academic pathway programmes to prepare international students, aged 7-17 years, for entry into top boarding schools in the UK and overseas.

The key programmes are:

- Junior College Programme (Key Stage 2): Ages 7-11
- Middle College Programme (Key Stage 3): Ages 11-14; and
- Pre-IGCSE / IGCSE Programme (Key Stage 4): Ages 14-17.

The College operates an innovative four-term academic year, with students enrolling in September, January, March and June. Students can enrol for as little as one term up to a year. A five-week Academic Summer Programme is offered during Term 4, with two start dates. Whilst most referrals are from agents, the College also benefits from referrals from 'destination schools'.

Students are drawn from up to 20 countries, including China, Russia, Thailand, Japan, Kazakhstan, Hong Kong and Ukraine. The majority of students continue their education at a mainstream boarding school.

In addition to English language provision, all students study a broad mainstream subject curriculum, including History, Geography, Mathematics and Science. There is also an active sports and activities programme, with a variety of clubs offered and daily sports, plus weekend trips and excursions. The College achieves outstanding value added via small-group teaching (maximum of 8 students for English and 12 for subject teaching), regular

assessment and outstanding pastoral care. All students reside at the College either in Barrow House on the main campus, or 1 of 3 nearby boarding houses.

The College has achieved significant success in IGCSEs, with almost 100% of candidates achieving A*-C grades. The College also has an enviable track record of success in the Cambridge English Language Assessment examinations, with 100% pass rate in the Key English Test (KET), Preliminary English Test, (PET) and First Certificate in English (FCE) over the past four years.

Bishopstrow College is a vibrant community of hard-working international students, who are supported and inspired by highly qualified, experienced staff in a pleasant, well-resourced 8-acre campus located in the village of Bishopstrow, on the edge of Warminster, a traditional market town, close to the historic cities of Bath and Salisbury, about 90 minutes' drive from the outskirts of London.

Padworth College

Padworth College was established in 1963 by Oxford University tutor, Peter Fison and a group of Oxford dons, whose vision was to bring Oxford's educational philosophy of tutorial teaching to school-level education. Padworth offers a series of well-rounded academic and co-curricular programmes:

- Years 10 and 11: I/GCSE.
- Years 12 and 13: A Level and NCUK International Foundation Year programme.

The College is a boarding and day school, providing excellent preparation for entrance into top UK universities. It has capacity for c.100 boarders and c.20 day students. Historically, about 70% of enrolments have related to students in Years 12 and 13, with a similar mix in terms of international students (c.80%) and domestic students (c.20%). Students are enrolled from up to 30 countries.

Padworth provides a highly tailored academic programme, with a highly differentiated learning approach. Students are encouraged to be who they are, develop their own personality and explore their strengths and weaknesses. Outside the classroom, boarding at Padworth, with its strong focus on pastoral care and student welfare, ensures that there is a balance of academic study alongside recreational and social activities.

The College operates from a 11-acre site, near Aldermaston. The site incorporates the original Grade 2* listed Georgian country house, Padworth House, which has been extended and adapted to suit, with a number of extension buildings of varying ages, for student accommodation and teaching. There are also tennis courts, a swimming pool, a lake and areas of woodland.

Both Bishopstrow and Padworth are registered with the ISI and are accredited members of the Independent Schools Association and the Boarding Schools Association. They are also accredited by the British Council for the teaching of English (to international students) in the UK, under the Accreditation UK Scheme and are members of English UK.

Job Description

Reporting To: Bursar/Director

Main Duties and Responsibilities:

- Manage all the day-to-day HR matters.
- Support other HR and ad hoc activities across the Colleges.

Duties include:

- Manage HR activities including procedures, recruitment, induction, etc. with the Principal and Bursar and other matters associated with HR.
- Manage the administrative procedure for the recruitment of all new staff – teaching and non-teaching - in respect of the Single Central Register and Safer Recruitment, ensuring that all safeguarding regulations are met
- Manage and/or conduct the different stages of the recruitment process from preparation of the job description and person specifications and advertising positions, through to answering applicant queries, and conducting pre-employment checks, including contact with referees.
- Arrange and manage interviews, respond to unsolicited employment applications, prepare offer letters and contracts, and oversee induction and settling-in requirements.
- Set-up and maintain staff files and archive files as appropriate.
- Plan, record and support the appropriate line manager in the induction process for all new staff.
- Plan, organise and record all staff training and reviews including Child Protection, e-Safety, Safeguarding, First Aid training, etc.
- Help review our training provisions and seek ways to develop further, particularly leadership development opportunities.
- Manage our performance review system across the year, recording and supporting line managers conducting appraisals.
- Process DBS applications.
- Monitor holidays, family leave, sickness absences, etc.
- Help with the reviewing, updating and sharing of policies and procedures with staff
- Circulate and record the distribution and acknowledgement of regulatory information to staff.
- Ensure completion of statutory/regulatory paperwork by staff.
- Maintain the Staff Databases.
- Organise the exit interview process for departing staff.
- Conduct regulatory Risk Assessments for staff.
- Other ad hoc matters as arise from time to time.

All IFE staff are expected to:

- Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- Support and contribute to the responsibility of Bishopstrow College and Padworth College for safeguarding students.
- Work towards and support IFE's vision and objectives.
- Carry out the work of IFE to the best of their ability, displaying initiative and enthusiasm.
- Support colleagues and their work.



INSPIRING FUTURES EDUCATION

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, guardians, parents, agents and colleagues.
- Work within IFE's health and safety policy to ensure a safe working environment for all staff, students and visitors.
- Adhere to the policies of both Bishopstrow College and Padworth College.



Person Specification

| | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|------------------------------------|---|--|---|
| Qualifications | <ul style="list-style-type: none"> • Good A levels | <ul style="list-style-type: none"> • A Degree • Membership of an appropriate professional association | <ul style="list-style-type: none"> • Application Form • Interview • Certificates |
| Experience | <ul style="list-style-type: none"> • Experience of working autonomously <u>and</u> co-operating as a member of a team | <ul style="list-style-type: none"> • Experience of working in an environment with children • Previous experience in a similar role | <ul style="list-style-type: none"> • Application Form • Interview • References |
| Professional Values | <ul style="list-style-type: none"> • Complete discretion • Establish and maintain good professional relationships • Adopt a flexible approach to working | | <ul style="list-style-type: none"> • Application Form • Interview • References |
| Knowledge and Understanding | | <ul style="list-style-type: none"> • Sound knowledge of HR practices • Understand the statutory requirements concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety | <ul style="list-style-type: none"> • Application Form • Interview • References |
| | <ul style="list-style-type: none"> • Good working knowledge of Microsoft Word and Excel • Adaptability • Initiative • Excellent communication skills (both verbal and written) at all levels to a variety of audiences e.g., students and staff | <ul style="list-style-type: none"> • Be confident in the use of Word, Excel, email and database programmes • Knowledge and use of some MIS | <ul style="list-style-type: none"> • Application Form • Interview • References |



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|---------------------------------|---|--|---|
| | <ul style="list-style-type: none"> • Be able to prioritise workloads • Excellent organisational and time management skills | | |
| Personal Characteristics | <ul style="list-style-type: none"> • Punctual • Calm and confident • Approachable and empathetic • Enthusiastic • Organised and resourceful • Able to maintain confidentiality within and outside the workplace • Committed • Adaptable to changes and developments | <ul style="list-style-type: none"> • Have a friendly manner and sense of humour | <ul style="list-style-type: none"> • Application Form • Interview • References |
| Legal Requirements | <ul style="list-style-type: none"> • Be willing to undergo an Enhanced Disclosure and Barring Service check | | <ul style="list-style-type: none"> • Interview |

Terms and Conditions

A formal contract detailing terms and conditions will be drawn-up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions:

Location

IFE currently has two schools just outside Warminster in Wiltshire and Reading in Berkshire. The successful applicant can work from either College, or from home. Some attendance will be required at each College to ensure a sufficient understanding of what is happening at and to build and maintain relationships with colleagues.

Salary

A competitive remuneration package is available, with a salary commensurate with the applicant's expertise and responsibilities of the post. This is envisaged to be in the range of £28,000 to £35,000.

Pension

The College participates in a contributory Pension Scheme, which the postholder will be invited to join, once they have completed the 3-month probationary period. The current rates for eligible staff are that the College contributes 5% and the individual 5%.

Hours / Days

Full time hours are Monday to Friday 8.30am to 4.45pm (with half an hour for lunch). This is a part time role, which could be 0.4/0.5/0.6 - i.e., 2/2.5/3 days a week, and there is some flexibility to when the hours can be worked. Preferably though these would be split across 4 if not 5 days of the week.

Holidays

Holiday entitlement is 25 days annual leave plus Bank Holidays. Holidays must be taken in consultation with the Directors and it is expected that the majority of leave will be taken outside of term-time.

Probationary Period

Performance will be subject to a 3-month probationary period and regular review.

Notice

The appointment is subject to 2 month's notice.



The Application Process

To find out more about the post, IFE or Bishopstrow and Padworth Colleges, please contact Charlie Freer, Director:

Email: charlie.freer@ifedu.com

Tel: 07957 808538

Applications are encouraged as early as possible. Application forms are available on the IFE website.

Further information is also available from the Colleges' websites, www.bishopstrow.com and www.padworth.com

While the closing date for applications is 31 July 2021, any applications received before then may well be progressed on receipt, and the College reserves the right to offer the post at any stage, so early applications are recommended.