



Application Pack

People and Culture Administrator

Salary: £16,409 (fte £24,614)

Part/Full Time - 25 hours a week

Start Date: Immediately

Closing date: When filled



Welcome from our Principal

Dear Candidate,

Thank you for your interest in the role of People and Culture Administrator. I am delighted that you are considering applying to take up this exciting position at Michael Hall School.

The Waldorf approach to education, the foundation of our learning at Michael Hall, is both innovative and insightful. Our students achieve highly across a wide range of areas, each one carefully crafted to meet them appropriately at their childhood developmental stage.

With over a hundred years of experience to draw on, as well as membership of an international community of schools, the success of our approach to education is well-proven. Central themes of innovation and enquiry, along with self-reflection and creativity, ensure that it remains at the forefront of contemporary education in a fast-changing world.

Our learning at Michael Hall extends well beyond the academic. Students make the most of our incredible outdoor facilities, such as the walled vegetable garden, the theatre, handwork huts, lake and extensive woodlands. Our trips and residential visits offer students a range of exciting, immersive learning experiences, and add enormous value to their conceptual understanding in class.

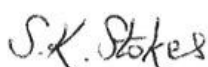
We strive for and deliver excellence in all aspects of our educational provision. We believe wholeheartedly in creating a community that is centred on kindness and compassion for others and in developing pastoral systems that support our children and their families through whatever challenges they may be facing. Every child in our care is encouraged to find their voice and flourish.

The successful candidate will be joining a school that is looking forward to a very bright future. Alongside key facility development, we are looking to strengthen all areas of our provision, not least the recruitment and retention of outstanding staff. We are nestled within an extensive estate, supported by Historic England, and situated on the edge of the Ashdown Forest. Many of our existing buildings are steeped in history dating back to the 1700s, which sit alongside a more modern, state of the art Gym and a world class Theatre.

Our provision ranges from when parents begin to bring their children to our hugely popular Parent and Child groups, through to when the students are ready to leave us at 18. Most recently, our application to extend our current Kindergarten to welcome children from the age of two has enabled us to enrich the experiences for the very youngest children in our care.

My hope is that you are inspired and encouraged enough by what you read in these pages to apply and that before very long, we will be welcoming you to our wonderful community at Michael Hall School.

My very best wishes for your application,



Sarah Stokes

Principal

People and Culture Administrator

Thank you for your enquiry about the above vacancy.

In this application pack you will find information about the position, a **job description** which outlines the tasks that the successful candidate should expect to undertake once in post, and a **person specification** which outlines the kind of person we are looking for. Some general information about the school, our Safeguarding Policy and a **standard online application form** for all vacancies can be found in the Job Opportunities page of the school's website.

Please read this information carefully.

The details of this role are as follows:

Working hours: 25 hours a week. Monday-Friday, office hours. Days to be discussed.

Contract Type: Part-time
5.6 weeks annual leave including bank holidays.

Salary: £16,409 per annum (£24,614 FTE)

Start date: Immediate

Probationary period: 6 months

If you have any queries or need further information about the position, please do not hesitate to contact a colleague from the People and Culture team on 01342 822275 or email HR@michaelhall.co.uk

I look forward to receiving your application.

Yours faithfully,



Rowan Michael

Head of People and Culture

Job Description

Reporting to: Head of People and Culture

Purpose of Role

The People and Culture function aims overall to deliver effective and efficient support, maintaining the agreed standards of service, to the students, staff and parents who make up the school community. To support in the smooth running and effective administration of People and Culture policies and procedures within the School, including but not limited to;

- Recruitment administration (with particular attention to Safer Recruitment practices)
- Absence monitoring
- Maintenance of personnel records
- Information management (via the Schools MIS)
- Monitor and maintain the People and Culture team email, forwarding emails to the relevant member of the team and/or responding to emails accordingly

Recruitment

- Support the People and Culture Assistant with end-to-end recruitment and induction processes
- Coordinate interviews and prepare interview documentation
- Support with interviews where required
- Carry out general People and Culture administration and filing
- Support with oversee People and Culture administration and records, including Disclosure checks and right to work documentation

Absences:

- Input absence data into the School's MIS

Other:

- Support the Head of People and Culture (or other line manager(s)) in employee relations meetings, taking minutes/notes where necessary
- Liaise with Safeguarding/Reception staff for the administration of Volunteers and Visitors to the site in line with Safeguarding procedures
- Record learning and development information/data

Professional:

- Attend relevant training on a regular basis.
- Be pro-active in identifying training needs
- Keep up to date with Equal Opportunities and Safer Recruitment guidance and policies
- Deliver staff information
- Support Induction(s)
- Undertake any reasonable request of the Senior Leadership Team
- To abide by the Codes of Practice set by The Chartered Institute of Personnel and Development.

Person Specification

	<i>Essential</i>	<i>Desirable</i>
<i>Experience</i>	<p>Excellent knowledge of Word, Excel and highly proficient with IT</p> <p>Exceptional administration skills</p> <p>Prioritise a demanding workload</p> <p>To be able to work to deadlines</p> <p>Outstanding written and verbal skills</p>	<p>Previous admin experience within a school environment</p> <p>Knowledge of Safeguarding</p>
<i>Skills & Personal Qualities</i>	<p>Enjoys working with people</p> <p>Committed to safeguarding and promoting the welfare of children and young people</p> <p>Excellent interpersonal skills</p> <p>Pro-active & solution focused</p> <p>Professional approach to work, combining integrity and respect for confidentiality at all times</p> <p>Team-minded</p>	

Application process

To apply for this role, you will be required to complete the school's standard online application form (which you can find on the Job Opportunities page of our school website).

Please note that it is not necessary to attach a separate CV, although you may do so if you wish – however, we still require a fully completed application form.

Michael Hall School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community. Michael Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an enhanced DBS check.

BENEFITS OF WORKING AT MICHAEL HALL SCHOOL

- Free parking on site
- Staff discount on fees for children
- Bike to work scheme
- Access to discounts at retailers and more through our partnership with Bright HR

For more information and to find an application form, please visit our website:

<https://michaelhall.co.uk/job-opportunities/>

Michael Hall School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. A successful application will be dependent upon a satisfactory enhanced DBS check and other safeguarding checks and screening, including references. All staff have a key role to play in identifying concerns early and in providing help for children, and are expected to act in accordance with the School's Safeguarding & Child Protection Policies which are available on our website.