

Applicant Information Pack



ST. MARK'S CE SCHOOL
ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

Executive Headteacher Message

Welcome to St Mark's Church of England School. I am privileged to be the Executive Headteacher of the first all-through school in Southampton. St Mark's is truly a wonderful school filled with polite, well-mannered students and excellent staff.

I have been the Headteacher at St Mark's since 2014, and have led the development of the school to 'Good' in all categories, whilst building a brand new school and growing as an all-through!

This has only been achieved because of the fantastic whole school team I have built around me. I truly believe that a happy team makes a happy school and that everyone who works at St Mark's is valued.

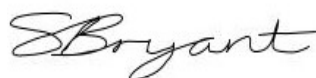
Our school is a great place to work. We focus on centralised policies and routines and try to remove as many barriers as we can so that people can get on with their jobs. Professional development through training and coaching is central to our offer for all staff, as no matter what stage you are in, on your professional journey, we just want you to grow as an individual.

"Staff love working at this school. They are a strong team, and feel well supported by leaders regarding their well-being and workload." - Ofsted Nov 2022.

What makes us a team is our focus on high expectations for all students and each other. We push each other to be the best we can be whilst being supportive and mindful of workload. Senior leaders have an open door policy, we listen to our staff and always strive to make adaptations to make things better for individuals, teams or the whole school.

St Mark's will continue to grow over the next 4 years. Opportunities for growth and career development for staff will be available. So if you strive for excellence in your career, like working in a team and value others wellbeing as much as your own, then please do get in touch.

Mrs Stephanie Bryant



Executive Headteacher



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Our Values & Vision

St Mark's C of E School is to be a place where students acquire the knowledge and skills to become confident, resilient, lifelong learners who can contribute to the world they live in.

Through our core Christian values of love, service and belonging students will be supported by the whole community, to achieve excellence.

Mission:

One School

St Mark's CE All Through School will be one whole school community. We will create a sense of belonging for all who enter our school. Our school will be a safe place for those who learn and work here. Relationships between staff and students and high expectations of behaviour and conduct will be the key to the success of our school. Our ethos of nurture, high standards and expectations will be modelled through the school by excellent staff. Taught in age appropriate year groups, students will be given the opportunity to benefit from shared facilities and interaction with each other. Primary aged students will have the opportunity to have access to facilities which are not normally available in primary schools. Younger students will have older students as mentors and role models to enhance their school experience. Secondary phase students will have opportunities to develop skills in leadership and mentoring of younger students.

Serving All

St Mark's C of E School will be an inclusive school, which will serve the community of Southampton. As a Church of England School, our values are underpinned by the teachings and example of Jesus. Jesus teaches us to 'love your neighbour as you love yourself'. We will put our students at the centre of our School by supporting them all irrespective of background, nationality, religion, gender or educational need to achieve high standards of education and behaviour. We will serve the students' families, working in partnership, supporting and encouraging them to work with us for the benefit of the students.

As a Church of England School we will expect our students to understand the purpose of serving others, through both our daily actions and through more sustained work helping those locally, nationally and internationally. Leaders of the school will create a culture where every member of the School community can thrive and flourish.

Through Excellence

At St Mark's C of E School we will expect excellence from everyone. This means that leaders will seek to find the most appropriate innovative practice from national and international sources. Leaders will expect the best from the staff and students across the school, and support them to achieve. All staff, in partnership with parents and the wider community, will be expected to give their best at all times to ensure excellent future outcomes for students. Our students will make excellent progress from the moment they arrive at our school. Everyone in the School community will respect and honour one another in the way they look, speak and act. We will teach students at St Mark's our high expectations and work with students and families who need additional support with this.



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HR Officer

37 hours per week (flexible between 30 – 37 hours for the right candidate)

Permanent, term-time plus 3 weeks (42 weeks per year)

Grade 6 – FTE £28,792 - £31,022 per annum

Actual salary - £21,594.00 - £28,695.35 (pro rata based on 30–37 hours)

Required as soon as possible

St Mark's CE School is one whole school community, where we create a sense of belonging for all who enter our school. Our ethos of nurture and high standards and expectations will be modelled through the school by excellent staff.

We are seeking a highly organised and proactive HR Officer to provide an efficient and effective HR administrative and advisory service to our school and leadership team. This is a varied and rewarding role, ideal for someone with strong HR experience who thrives in a busy educational environment.

This is a central role within the school, acting as the first point of contact for all HR-related matters and supporting both staff and senior leaders with day-to-day people management. You will play a key part in ensuring the smooth running of HR operations across the full employee lifecycle. This is a varied and fast-paced role requiring strong organisational skills, discretion, and the ability to build positive working relationships across the school. You will need to be confident working independently while also contributing as part of a collaborative administrative and leadership team.

Part-time hours will be considered for this role.

For more information and to apply, please visit

<https://www.stmarksschool.co.uk/vacancies.html> and fill in our 'Support Staff' application form. Completed applications should be then emailed to: recruitment@st-marks-southampton.org.uk

St Mark's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced DBS.



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Job Description

POST TITLE: HR Officer

GRADE: Grade 6

CONTRACTUAL HOURS: 37 hours a week, term time plus 3 weeks

ACCOUNTABLE TO: School Business Manager

PURPOSE OF THE JOB

To provide an effective and efficient HR administrative and advisory service to the School and the leadership team.

KEY ACCOUNTABILITIES

1. Ensure that all HR information, whether on IT systems or paper, is accurately recorded, managed, updated and analysed to provide a high-quality HR service to the school and senior leadership team.
2. Collate and review workforce census data and ensure timely submission to the appropriate authorities.

Recruitment

3. Manage the organisation of all recruitment activities for the school including responsibility for:
 - a. Identifying early indications of recruitment requirements and initiate actions under the recruitment processes in order to ensure continuity of staffing
 - b. Review and update job descriptions and person specifications
 - c. Create and place advertisements, as required
 - d. Plan and co-ordinate all interview activities, including creating interview letters, shortlisting & interview packs, arranging lesson objectives, arranging student tours and interview panels
 - e. Ensure the completion of all pre-employment checks
 - f. Creating offer letters and contracts of employment in a timely manner
 - g. Ensure all staff are entered on the Single Central Record and for staying up to date with Keeping Children Safe in Education guidance
 - h. Ensure letters of clearance and DBS confirmation for external agencies/contractors are regularly renewed
 - i. Manage the planning and execution of all onboarding and induction training for all new staff whilst ensuring documents are returned for filing
 - j. Oversee the completion of monthly reviews for all new staff and send letters to confirm the completion of probationary periods

Job Description

4. Prepare and issue contractual and payroll documentation in liaison with the Business Manager, including:
 - Create new contracts and issue amendments to existing contracts
 - Maintain records of fixed term and temporary contracts and take appropriate actions to extend/end all appropriate records
 - Manage the annual increment processes for Teaching and Support staff updating records on SIMs and payroll
 - Enter payroll changes to the system ensuring all staff are paid correctly
 - Produce annual salary statements for teaching staff in accordance with the Schoolteachers' Pay and Condition Document.

5. Manage all staff absences including the responsibility for:
 - Provide advice and guidance on HR absence policies and procedures to the Senior Leadership Team
 - Provide regular reports of staff absences identifying and advising the Senior Leadership Team of any potential issues that need addressing
 - Carry out all return to work interviews for each absence and maintain appropriate records on SIMS and payroll identifying and exploring patterns of absence across different teams
 - Manage maternity and paternity administration including return to work procedures
 - Process time off requests for approval
 - Make Occupational Health referrals where appropriate and liaise with the School Business Manager regarding recommendations and reports

6. Maintain time owed records and highlight staff who need to take their time back.

7. Undertake personal risk assessments and PEEPS for staff with assistance from the School Business Manager and Estates.

8. Manage the administration of individual HR cases with the School Business Manager relating to the school's absence, disciplinary and capability procedures including drafting formal invite and outcome letters, reports and minutes as required.

9. Oversee the production and updating of the school and support staff handbook and other HR policies with assistance from the School Business Manager

Job Description

10. Manage the co-ordination of filing for the performance management process for all support staff, ensuring that reviews are completed to agreed timescales and where necessary alerting the School Business Manager of outstanding reviews to be chased.
11. Act as the staff wellbeing and mental health first aider producing regular surveys and presenting findings and potential actions to the Senior Leadership Team.
12. Ensure that all staff training is up to date including first aid training to ensure sufficient first aiders at all times.
13. Assist with the organisation of support staff in-service training and professional development on CPD day
14. Ensure all HR policies, advice, practice and procedure are compatible with SCC and statutory requirements.
15. To undertake reception, back office and first aider duties during staff absences and assisting with telephone calls and enquiries in person, when required.
16. Providing hospitality and refreshments for visitors to the school.

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy

OTHER DUTIES

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Person Specification

Description	Essential	Desirable
Qualifications & Experience		
GCSE Grade C in English and Maths (or equivalent).	x	
Recognised HR qualification (CIPD level 3 or above) or the willingness to work towards this once employed.		x
Experience working within a HR or payroll environment	x	
Experience of payroll systems and processes preferably in a similar role.	x	
Excellent typing skills and the ability to use Word, Excel, Powerpoint, Outlook and ideally personnel information systems.	x	
Skills and Knowledge		
Ability to solve problems and use own initiative and judgement	x	
Ability to work to tight deadlines with a high level of accuracy	x	
Good communication of a variety of information and ideas effectively to a range of audiences, through good written and oral communication skills	x	
Evidence of significant personnel management experience to support the day to day operation of busy office environment.	x	
High level of tact, diplomacy, discretion, persuasion and respect for confidential information.	x	
Ability to work under pressure in a busy and often noisy office with many interruptions.	x	
A current knowledge and understanding of employment law, policies and processes and appropriate education legislation.	x	
Ability to follow direction and work in collaboration with the SLT.	x	
Ability to work flexibly, adopt a 'hands on' approach and respond to unplanned situations calmly whilst retaining a sense of humour and professionalism.	x	
Commitment to the highest standards of child protection and safeguarding.	x	
Recognition of the importance of personal responsibility for health and safety	x	
Commitment to the school's ethos, aims and its community	x	

How to apply

We will review applications as and when they are received.

To apply please visit our website:

<https://www.stmarksschool.co.uk/community/vacancies-at-st-marks/>

Please complete the 'support staff' Application form, when completed please email to: recruitment@st-marks-southampton.org.uk or via TES.

If you require any further information on the role or would like to visit our school in action, please telephone the HR Officer on: 023 80772968 extension 20056, or email: hr@st-marks-southampton.org.uk

Closing date: 11:55pm, Monday 4th May 2026

Interview date: TBC

We reserve the right to close this vacancy early should we receive sufficient applications or identify a suitable candidate. Early applications are therefore strongly encouraged.

Unfortunately we do not have the ability to support sponsorship.

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