

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 teachers can teach and nurture students without being bombarded by bureaucracy. 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 2 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



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

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.



ST. MARK'S CE SCHOOL

ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

HR Officer (full time, term time only)

37 hours per week, Mon - Fri 8am - 3.30pm

Grade 6: £28,792 - £31,022 FTE per annum. Actual: (£23,412 - £25,226 dependent on experience and qualifications)

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 core Christian values of love, belonging and service are nurtured and modelled through high standards by excellent staff.

This is an exciting opportunity for an experienced, well organised HR professional to put their administration and organisation skills to the test to assist the School Business Manager and Senior Leadership Team with the day to day management of all HR process within the school.

The successful candidate will have excellent people skills, be a great communicator and will have experience of managing multiple projects whilst remaining calm under pressure.

We will review applications as and when they are received and we would encourage the early submission of applications to avoid disappointment.

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.



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

Job Description

HR OFFICER JOB DESCRIPTION

| | |
|------------------------|--|
| POST TITLE: | HR Officer |
| GRADE: | Grade 6 (£28,792 - £31,022 FTE) £23,412 – £25,226 Actual salary dependant on experience and qualifications |
| CONTRACTUAL | 35 hours a week, term time only (8am – 3.30pm inc 30 mins unpaid |
| ARRANGEMENTS: | lunch) |
| 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 identifying early indications of recruitment requirements and initiate actions under the recruitment process in order to ensure continuity of staffing.
4. Review and update job descriptions and person specifications.
5. Create and place advertisements
6. Plan and co-ordinate all interview activities, including creating interview letters, shortlisting and interview packs, arranging lesson objective, arranging student tours and interview panels.
7. Ensure the completion of pre-employment checks.
8. Creating offer letters and contracts of employment in a timely manner.
9. Ensuring all staff are entered onto the Single Central Record and for staying up to date with Keeping Children Safe in Education guidance.
10. Ensure letters of clearance and DBS confirmation for external agencies/contractors are regularly renewed.
11. Manage the planning and execution of all onboarding and induction training for all new staff whilst ensuring documents are returned for filing
12. Oversee the completion of monthly reviews for all new staff and send letters to confirm the completion of probationary periods.

Payroll

13. Prepare and issue contractual and payroll documentation in liaison with the School Business Manager.
14. Create new contracts and maintain records of fixed term and temporary contracts taking appropriate action to extend/end all appropriate records.
15. Manage the annual incremental processes for Teaching and Support staff.
16. Enter payroll changes ensuring all staff are paid correctly.
17. Produce annual salary statements for teaching staff in accordance with school teachers pay and conditions.
18. Maintain time owed records and highlight staff who need to take their time back.

Absences

20. Provide advice and guidance on HR absence policies and procedures to SLT.
21. Provide regular reports of staff absences identifying and advising SLT of any potential issues that need addressing.
22. Carry out all return to work interviews for absence and maintain appropriate records to identify patterns of absence.
23. Manage paternity and paternity administration including return to work.
24. Process time off requests for approval.
25. Make Occupational Health referrals where appropriate and liaise with the School Business Manager regarding recommendations and reports.
26. Manage the administration of individual HR cases with the School Business Manager relating to the school's absence, disciplinary and capability procedures.

HR Processes

27. Oversee the production and updating of the school and support staff handbook and other HR policies in line with SCC statutory requirements.
28. Manage the co-ordination of the performance management process ensuring that reviews are completed to agreed timescales.
29. Act as the staff wellbeing and mental health first aider producing regular surveys and presenting findings to SLT.
30. Ensure that all staff training is up to date including first aid training.

Supporting the school

32. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
33. To undertake cover where required for back office functions.
34. Attend and contribute to staff meetings and inset days, as required.
35. To take responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school.
36. Be aware of all health and safety rules and regulations and act accordingly.
37. The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility and training is similar.

Person Specification

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

How to apply

Closing date: Applications will be reviewed on a rolling basis and we reserve the right to close this vacancy once a satisfactory candidate has been found. We would therefore urge early applications, if interested in this position.

To apply please visit our website:

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

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

If you need any more information on the role or you would like to visit the school before applying, please email the School Business Manager - mdavies@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.



ST.MARK'S CE SCHOOL

ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE