

**N.B.**

**We understand that an excellent candidate may not possess all the relevant training or qualifications, but for the right candidate with the right values who can demonstrate a willingness and ability to learn, the School will provide suitable and appropriate training.**

**Andrew McCleave  
Headmaster**

## **Headmaster's PA & HR Administrator**

### **Job and Person Description**

**Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service**

### **Job description – PA Role**

This role is to support the Headmaster in carrying out his responsibilities and involves working with staff, parents, pupils, visitors and Governors (although the Bursar is the Clerk to the Governors). This is a multi-faceted role and the time spent on it will vary daily/weekly depending on the time in the School year, on special events and on the Headmaster's presence in the School and his regular trips to meetings outside of it. Key responsibilities include:

- Managing access to the Headmaster
- Typing formal letters for the Headmaster (and occasionally for other staff)
- Keeping the staff personnel files up-to-date
- Assisting the Headmaster with his regular correspondence with parents (such as start of term letters, invitations to events, etc.)
- Liaising with the School's Associations as necessary with annual information about the pupil and staff roll; e.g. ISC and SLASC Census
- Booking Association Conferences and arranging all travel and overnight accommodation as required for the Headmaster, Deputy Head Academic, Deputy Head Pastoral, and others
- Assist in co-ordinating information for school inspections and for the annual data census
- Taking the minutes of the termly Governors' Council Meeting and Education Committee Meeting, and occasionally other ad hoc meetings involving the Headmaster
- Proofread weekly Bulletin and other documents / emails, as required
- Being point of contact with local bodies on behalf of the School (such as the New Milton Town Hall, the Police, Local Charities, etc.)
- Maintaining the pupil discipline file and associated correspondence regarding significant disciplinary measures (such as exclusions) although the School Secretary has some administrative responsibilities here
- Maintaining the Complaints Log in line with ISI requirements
- Administrator and point of contact for annual pupil log books; ensuring that the content is current and liaison with the printer
- Minute weekly Staff Briefing Meetings and distribute minutes
- Assisting the Head of Marketing & Admissions with Open Mornings, as needed
- Liaise with the embroidery company when ordering Ballard clothing for Transport Department and Estates Department
- Duties change in the School holidays and, amongst other things, involve answering the telephone when reception office staff are away and dealing with any deliveries and/or visitors
- Any other duties to meet the needs of the School

## **Job description – Human Resources Administrator**

Ballard School is seeking to appoint an experienced and proactive HR generalist to be responsible for providing an efficient, effective and responsive HR service to the School. Reporting to the Head and the Bursar, the HR Administrator will be responsible for providing proactive advice and guidance to the School's Leadership Team (LT) on the application and interpretation of employment legislation, employment policies and procedures and the provision of a comprehensive HR service. We are ideally seeking to appoint a CIPD qualified HR generalist (ideally with experience of working in a school environment) with well-developed communication, organisational skills and relationship building skills who is able to act with integrity and empathy.

### **Key Responsibilities and Duties**

The HR Administrator will provide leadership and guidance on all aspects of recruitment; employee relations; remuneration; administration; terms and conditions of service.

- Advise the Headmaster and Bursar on statutory obligations and legislative changes concerning the recruitment of staff; and ensure compliance with legislation, Independent Schools Inspectorate (ISI) regulatory requirements, guidance and best practice and the School's policies and procedures
- Advise and support the Leadership Team on any investigation, disciplinary action or grievance in accordance with employment law and ACAS guidance
- Attend formal hearing panels, e.g. disciplinary, capability, etc., as the HR representative to provide advice and ensure consistent application of procedures with legal requirements
- Liaise with the School's legal advisors on staff-related issues
- Manage Occupational Health referrals
- Manage the processes for external and internal recruitment and selection, including, but not limited to, the following:
  - produce advertisements, job descriptions and person specifications, assist in the shortlisting processes and the preparation of interview schedules and the provision of packs for interview panels;
  - check documentation at interview stage and carry out tours for candidates;
  - manage personnel records and undertake periodic compliance checks of such records;
  - ensure compliance with DfE safer recruitment processes; including requests for, receipt of, and verification of references and carrying out pre-employment checks
- Track probationary periods and fixed-term contracts, and advise the Headmaster accordingly
- Review, update and manage all Ballard HR policies and procedures
- Undertake HR projects and any additional duties, as required by the Headmaster and the Bursar
- Engage in CPD training as needed, staying up-to-date with HR legislation changes
- Attend HR forums and seminars to keep up-to-date with employment law, practices and regulations.

As part of the day-to-day delivery of the HR services, the post-holder will be required to undertake administration tasks associated with the HR function. The list of duties and responsibilities is designed to be comprehensive but does not preclude any reasonable additional requests which are necessary to fulfil the responsibilities of the post and to meet the needs of the School.

This job description is a broad outline of duties and responsibilities involved, and may be amended, as necessary, following discussion between the post-holder and the Headmaster and Bursar.

## **Person Specification**

Ballard is wishing to appoint a person who, through the interview process and by virtue of her or his qualifications and experience, best demonstrates the following:

### Education and Qualifications

- Relevant qualification (CIPD qualified HR generalist or equivalent).

### Knowledge and Experience

- Competent with the use of Microsoft Office
- Competent in the use of SIMS (School Information Management System) (preferable)
- Excellent telephone manner with all stakeholders
- Friendly, open and welcoming manner with all stakeholders
- Ability to act with tact, diplomacy and confidentiality
- Ability to work under pressure
- Ability to prioritise effectively
- Effective team player and ability to work on their own
- Must pay attention to detail
- Patience and understanding are essential
- Previous experience as a HR Administrator (preferable)
- Sound knowledge and experience of employment law, statutory obligations and legislative changes concerning the recruitment of staff; and ensure compliance with legislation (preferable)
- Knowledge of Independent Schools Inspectorate (ISI) regulatory requirements, guidance and good practice
- Knowledge of safer recruitment practices.

### Personal Qualities

- Be self-motivated
- Be a team player
- Be enthusiastic
- Possess common sense
- Show initiative
- Be able to adapt to change
- Work to high standards
- Possess a sense of humour
- Have a keen eye for detail
- Be a quick learner

### **Pay and conditions**

To be agreed at interview / on appointment.

*Andrew McCleave (Headmaster) November 2020*