



BALLARD

BESPOKE EDUCATION



Appointment of HR Manager Information for candidates

Independent Co-Educational School of the Year
2024

Introduction - *“Simply the best school every day.”* Parent

Ballard is a thriving co-educational day school from Nursery to GCSE, set in 34 acres on the Dorset/Hampshire border. Ballard’s dynamic leadership has turned ‘excellent & outstanding’ (ISI) into exceptional. Putting families first, Ballard offers wrap around care and has been helping families with the VAT on school fees - paying it all in 2025 and paying 14% this academic year. With lots of exciting plans in place, there has never been a better time to join.

Ballard is a multi-award-winning school - crowned **Co-educational School of the Year Award 2024/25** in the Independent School of the Year Awards. This follows Ballard reaching the finals for Sport in 2023 and Performing Arts in 2022. In 2025, we have won the ISA Award for Fine Arts and Design, retained our School Games Mark Gold status, and were finalists for the MTI Award for Musical Theatre Provision. Our Eco-Ambassadors also achieved Eco School’s Green Flag status with Distinction and took part in the recent COP30 summit, interviewing Professor Matt Frost for the COP30 Virtual Ocean Pavilion. As well as team success, individual pupils have succeeded in the academic world, Sport and the Performing Arts to a high level and our alumni include four Paris Olympians, three Olympic medallists, world champions, successful authors, actors, an international opera star, and a pop band amongst others. So, what makes an award-winning education?

We are already seeing excellent results, as Ballard continues to buck the national trend with half of all exams passed at the highest grades (9-7), more than double the national average and 14.3% at Grade 9, almost three times the national average. Almost 42% of pupils gained a Grade 9 in one or more of their exams. On average value added, each pupil achieved +0.87 of a grade higher than expected (based on their baseline assessment) in every subject, with 48% of pupils gaining on average, at least a whole grade higher per subject. Furthermore, we are still gaining enquiries from prospective parents across all age groups.

At Ballard, we believe abilities and intelligence are not fixed – all can flourish and excel when given the tools and environment to develop self-knowledge and resilience. We provide a vast array of opportunities, including over 175 co-curricular weekly activities, but it is how we empower and inspire our pupils to seize them, that we believe, sets us apart.

Co-education is at the heart of our inclusive philosophy. All pupils are equal - boys and girls learn with and from each other, through collaboration and lively competition. In an atmosphere of inclusivity and kindness, every child is stretched in their talents and encouraged to tackle what doesn’t come easily. Boy, girl, expert, novice - no subject nor interest is beyond reach.

We pride ourselves on our forward-thinking curriculum, providing an aspirational, academic and holistic education. Our staff inspire and guide our young people, challenging and supporting them in equal measure. The school’s drive to deliver a first-class education, with a close eye on the future, is shaping our ambitious investment and development plans.

Our pastoral care is rooted in kindness and respect and underpinned by Christian values. The Ballard family’s wellbeing is central to the ethos of the school. Our inclusive approach to school life values individuality and fosters generosity of spirit; our young people look out for each other and the wider community. Ballard educates the whole child, providing a wide range of sporting, cultural, artistic and academic clubs and activities. Our aim is to ignite passions and develop skills, identifying and unlocking every child’s inner genius.

It is an exciting time to be joining Ballard, with our Leadership Team moving the school forward with confidence. The school places great emphasis on supporting and developing its staff so that the best possible educational provision is provided throughout the three pillars of the school: Pastoral, Academic and Co-curricular.

“Pupils are reflective and have high levels of self-esteem and empathy. They are highly successful in displaying these characteristics through academic study as well as the wealth of sporting, performing arts and extra-curricular opportunities in which they participate.” ISI



Mission Statement and Aims

Our mission:

To provide a supportive and caring environment for learning, and excellent teaching designed to ensure all pupils achieve their academic best.

Our aims:

1. To identify and build on strengths to help each individual pupil reach their potential within a secure, caring community and to equip our young people to be well-behaved, resilient, rounded and resourceful members of society and prepared for their future working lives
2. To aim for academic excellence, so that each individual pupil may achieve his or her personal best. We believe all our pupils are entitled to an education that extends beyond the purely academic. Pupils are actively encouraged to take part in a wide range of artistic, creative, cultural, musical, sporting and other co-curricular activities.
3. To recognise the worth, dignity and contribution of each member of the Ballard Family and to foster self-discipline, self-esteem, mutual respect and co-operation within an atmosphere of friendship and trust promoting an appreciation of the needs and gifts of others.
4. To offer scope for spiritual, moral and personal development within a disciplined and mutually supportive environment which affirms Christian values.
5. To expect high standards of achievement by developing in pupils the ability to manage change, to think and research independently and communicate confidently and effectively.
6. To celebrate our achievements, gifts and diversity irrespective of individual differences.
7. To respond to the wider needs of society through community projects, charitable fundraising and outreach and by increasing awareness of local, national and world issues.
8. To respond to the wider needs of society through community projects, charitable fundraising and outreach and by increasing awareness of local, national and world issues.



The Role

Accountability: To the Bursar

The purpose of the role is to provide HR advice and guidance to the Head and Leadership Team (LT) and take full responsibility for HR Operations and HR Compliance.

The job holder will need to have the knowledge, confidence and skill to lead, influence and advise the School on the full range of HR responsibilities. Initial priorities will include staff engagement and wellbeing to further develop the school's positive working environment.

In addition to maintaining and refining the School's employment-related policies and procedures, the job holder will have the judgement and communication skills to apply these with sensitivity and to coach line managers and staff members to do likewise.

There is a staff body of 184 employees, encompassing 100 classroom staff, 53 non-classroom staff and 31 casual staff, with length of service ranging from new starters to 27 years.

The role is a stand-alone position, assisted by the Head's PA (CIPD Level 3 Foundation) who provides HR administrative, co-ordination and process support.

Main Duties and Responsibilities

HR Partner

Work proactively with the school's LT to identify HR trends and issues and to put in place measures to enable the school to gain the best from its staff members

- Work with the Head and Bursar in developing a vision and strategy for HR across the School.
- Implement HR strategy once it has been approved.
- Initiate, develop and implement measures to improve staff engagement and wellbeing.
- Provide proactive and responsive HR advice to the Head of School, Bursar and other members of the LT.
- Provide HR related information, reports, statistics as required by the LT.

HR Policies & Procedures

Write, review, implement and monitor all HR-related policies and procedures to ensure that the school complies with legislation, best practice and inspection standards and that all staff members understand the policies and their responsibilities

- Act as owner of the Handbook (HR Policies) and ensure that it is regularly reviewed and updated so that it continues to be relevant and fit for purpose and also compliant with legislation and best practice.
- Ensure that all HR procedures are applied consistently and fairly across the School, providing advice, training and support to managers and staff members as needed.

Performance Management & Employee Relations

Provide a clear and consistent system of performance management to identify and address performance concerns at an early stage

- Work with the Head and LT to ensure the effective performance management of teaching and support staff.
- Oversee the School's system for teaching and support staff appraisals and performance management and work with LT and line managers to ensure appraisals are undertaken in a timely and effective manner and according to school policy.
- Provide advice for line managers on all aspects of managing teaching and support staff including performance, absence and sickness.
- In conjunction with the Bursar, liaise with the School's legal advisers on HR related issues, as appropriate.
- Provide operational HR advice to line managers including resolution of staff member issues, maternity and other family leaves advice and administration, guidance on addressing staff member concerns.
- Provide support to the Head and Bursar with union negotiations (NEU).

Professional Development and Training

Support the professional development of all staff members by identifying development needs and ensuring that these are met in line with the school's goals

- Working with the LT, define clear induction processes and goals for all staff groups, with defined responsibilities to ensure the effective, consistent and complete induction of all staff.
- Review and document the School's teaching and support staff training policies.
- Work with the Head and LT on the appropriate teaching and support staff training and development including supporting the training goals identified in performance reviews.
- Deliver training to line managers as appropriate in key areas such as appraisals, performance management and absence management.

Recruitment, Selection and On-Boarding

Define and manage the recruitment, selection and on-boarding of all staff members to ensure that the school has the right level of quality resources at the right time and in compliance with the inspection standards

- Be actively involved in the recruitment and selection process for all new hires including ensuring compliance with the safer recruitment policy and best practice.
- Support the hiring managers to design effective selection processes for all positions to identify the most suitable candidate/s for the positions regardless of any protected characteristic.
- Ensure that all the necessary pre-employment checks are undertaken, including those necessary for compliance with the Safer Recruitment policy, providing advice on DBS and related issues as necessary.

- Ensure that all staff have the correct permissions to work in the UK, including securing visas as required.
- Undertake and monitor risk assessments for any staff members without DBS clearance as of their start date, minimising such instances.
- Responsible for producing all employment contracts and facilitate the documentation necessary for staff members to have a seamless joining experience.
- Arrange new teaching and support staff inductions liaising with the Head and LT to ensure all teaching and support staff are inducted into the School as per the defined induction processes.
- Manage the probationary review process to ensure that line managers and new staff members are communicating clearly and monitoring new staff members' performance.

Single Central Register (SCR)

Ensure that the school keeps an up to date, complete and accurate record of all staff members and other workers at the school to meet inspection standards and to support child safety and welfare

- Ensure that the SCR is comprehensive and complete and that all changes to the register are properly managed and controlled.
- Ensure that the underlying personnel records supporting the SCR entries are accurate, comprehensive and well-organised.
- Arrange a robust system of SCR review as a double-check for accuracy and to ensure that the format is inspection compliant.

Pay and Benefits

Work proactively to ensure that pay decisions are informed and are implemented correctly

- Source salary market data to inform pay levels.
- Recommend and administer staff benefits.
- Manage the annual pay review process in conjunction with the Bursary.
- Instruct payroll for starters/ leavers/ changes.

HR Operations & Administration

Manage all HR operations and administration, documents and records to provide a reliable, quick and efficient service to line managers and staff members, compliant with all regulations.

- Ensure that all HR Records are complete and up to date.
- Ensure all staff have up to date and appropriate job descriptions.
- Administer requests for maternity and paternity leave.
- Any other HR related administration working in liaison with LT and as directed by the Bursar.

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by the Headmaster.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the School.

Safeguarding

- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and to act in accordance with the aims, policies and administrative procedures of the School.

“We couldn't have chosen a better school for our son.” Parent



Person Specification

Education and Qualifications

- Degree educated
- CIPD qualified – Level 5 as a minimum; Level 7 strongly preferred

Experience

- At least 4 years' experience in an HR Officer / Business Partner role
- Proven ability to work as a stand-alone HR practitioner with the full HR remit
- Ideally have worked in a school

Competencies and Skills

- Highly confidential and discreet
- Excellent oral communicator – clear, diplomatic
- Strong written skills – clear, grammatically correct
- Numerate
- MS Office – competent at Word, Excel and PowerPoint
- Highly organised
- Strong influencing skills – diplomacy combined with assertiveness
- Strong attention to detail
- Excellent at multi-tasking and time management
- Strong inter-personal sensitivity – understands the impact of own and others' actions and words and adapts own actions / words accordingly
- Strong problem solver – applies logic and creativity to devise a range of options by which to resolve an issue, and correctly identifies the most appropriate solution

“We have nothing but praise for Ballard School. My son and daughter left Ballard with such confidence and after 15 or more years, they are still sailing through life finding nothing a problem!” (Former Parent)



The Appointment

Pay and Conditions

- Location:** New Milton, Hampshire (this is primarily a School based role but flexibility to work from home to be discussed at interview)
- Working Time:** Around 30 hours per week over 4 or 5 days. This role can be offered as all year round with 6 weeks holiday (+ bank holidays) or as a term time only role with some additional weeks worked during the School holidays.
- Salary:** Competitive salary, dependent on experience
- Benefits:** Defined contribution pension scheme – 10.5% employer contribution
Staff are welcome to enjoy a school lunch during term time

This job description and accompanying documentation do not form part of the employment contract. Terms and Conditions of Service - the post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and they will be required not to disclose such information. All person identification information must be held in the strictest confidence. All employees are required to make themselves familiar with the School's Privacy Notice for Staff policy.

Applications

How to apply:

Applicants are asked to complete and email a support staff application form to recruitment@ballardschool.co.uk, along with a covering letter outlining their suitability for the role and reasons for applying. The letter should be addressed to Mrs Rebecca Munro, Bursar, and should arrive no later than **9.00am, Monday 1st June 2026**.

The School retains the right to interview and appoint at any time during the application process, so early applications are encouraged.

Shortlisted applicants will be invited to the School for interviews and will also have the opportunity to tour the school and meet key staff.

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure). As part of the referencing process, the School will undertake a digital screening, including online searches of candidates and any potential matters of concern will be discussed with the candidate.

This post is exempt from the Rehabilitation of Offenders Act.

The successful candidate will be required to complete and sign a medical form.

Ballard School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further details and an application form, please visit: www.ballardschool.co.uk/vacancies

