



# HR Assistant

Immediate start available

LBR 5, scale point 12-15

Salary range: £27,807-£29,214 FTE; £24,926-£26,187 actual salary

## Application Pack



# Wanstead High School

Education with Character

- Redbridge Lane West, Wanstead, London E11 2JZ
- Tel: 020 8989 2791 • Email: [whs@wansteadhigh.co.uk](mailto:whs@wansteadhigh.co.uk)
  - Website: [www.wansteadhigh.co.uk](http://www.wansteadhigh.co.uk)



Headteacher: Miss E Hillman

**October 2023**

Dear Prospective Candidate,

Thank you for showing an interest in our school.

I have been Headteacher since September 2022 and am loving the school, the pupils and the commitment to 'Education with Character'. This is a great place to be with great staff, a welcoming atmosphere, opportunities for growth and development and strong links with local schools; including being part of the Seven Kings Teaching Alliance. Behaviour for learning is excellent and pupils are polite, engaging and motivated. They really are truly amazing young people.

The school is clear about its development priorities and aspires to be outstanding in all areas over the next 3-5 years. This is currently a good school but we are clear about our strengths and areas for development.

Quality assurance has not shown typicality in previous years and we have developed new models of monitoring, evaluation and review and appraisal to make sure staff really do grow and develop - a high challenge, low threat approach supported by line management and instructional coaching. We believe that all staff want to be better teachers and educators and need to find the right systems to make it happen, rather than outdated 'speed camera' models of reviewing teaching and learning. This is an exciting place to grow and develop as a teacher and leader.

Whilst we want to ensure change as per our School Development Plan, we are also committed to ensuring this is a truly great place for staff to work - we constantly consider well-being and offer great perks like the opportunity to leave school if staff have free periods for the rest of the day, as long as directed time is made up elsewhere. We also offer free tea and coffee in the staff room and are looking to develop a much more active staff social life in the future for those who like this sort of thing!!

We are seeking a solution focused, organised and dedicated HR Assistant to join our existing HR Manager to form a HR Team. The successful candidate will work alongside and report to the HR Manager and will be responsible for the smooth running of HR procedures at our school.

Wanstead High School seeks to enable all pupils to achieve the highest academic standards, with a particular focus on narrowing the disadvantaged gap. The current Ofsted grade is "Good" and we need to endeavour to retain this in the next inspection and ultimately aim for the stars!

We welcome visits to the school and I am happy to talk over the phone to anyone about the role and/or school. We currently have a large building project taking place, but I hope you will have the vision to look beyond the temporary facade. Please do not hesitate to get in touch and learn more about this amazing school. The summary School Improvement Plan is available on the website (the website is again, a work in progress).

Yours sincerely,

Emma Hillman  
**Headteacher**

# Application Requirements

Please write a statement in support of your application.

## **This must address the person specification**

Statements in support of your application should be no longer than two sides of A4.

The closing date for this post is 09.00 on Wednesday 08 November 2023 although outstanding candidates may be interviewed before the closing date. Completed applications should be returned by email to [recruitment@wansteadhigh.co.uk](mailto:recruitment@wansteadhigh.co.uk). Interviews are anticipated to be held week beginning Monday 13 November 2023.

If you would like to speak to the Headteacher regarding this post or if you have any questions, please contact her PA, Miss Rutland ([f.rutland@wansteadhigh.co.uk](mailto:f.rutland@wansteadhigh.co.uk)).





## Further Information

**Full/Part time:** Full-time

**Start Date:** Immediate start available

## What We Are Looking For

We are looking for a dedicated, solution focused and organised professional to deliver the highest quality HR service to our school. This post would suit candidates with previous HR or school experience.

## What We Offer

This is a great opportunity for an enthusiastic and well-qualified candidate who is keen to develop their HR skill set in a successful school that will provide great support and encouragement. We offer an outstanding opportunity for the right person to develop their career in a very pleasant, successful and innovative school. We hope that you will decide to pursue your application and that you will consider a future with us at Wanstead. Whilst you will need to work hard, we value well-being and support all staff with flexible ways of working where possible.

As part of Seven Kings Teaching School Alliance, Wanstead is able to provide a wide variety of CPD opportunities for staff at all stages of their career, both within Wanstead and the Teaching School Alliance. The post offers an excellent opportunity for the right person to develop their career within a supportive department and school.

## School Information

Wanstead High School seeks to enable all pupils to achieve the highest academic standards. Overall Attainment 8 (56.0) was significantly **above** national and in the **highest** 20% in 2022. Our Progress 8 score has been positive and above average for the past 3 years, and in 2022 was +0.3.

A large number of our pupils stay on to the Sixth Form and the majority of these gain entrance to universities and other centres of Higher Education, and we also recruit a substantial number of post-16 pupils from the surrounding area.

Our latest OFSTED report confirmed that we are “Good” in all areas, and our latest results are the best in the school’s history.

The school is maintained by the London Borough of Redbridge and is situated in a residential area near Epping Forest, served by the London Transport Underground Central Line and the M11 motorway. It is, therefore, both within easy reach of central London and out-lying areas such as Essex and Hertfordshire.

There are currently approximately 1565 plus pupils on roll including almost 300 pupils in the Sixth Form. Currently there are 170 teaching and support staff. Eight forms of entry (240 pupils) are admitted at Year 7. The school encompasses a rich social and cultural diversity and 35% of pupils speak English as an additional language. There are over 35 languages spoken by the pupils. The school is heavily oversubscribed.

All pupils wear uniform except in the Sixth Form where pupils are required to wear tailored clothing. After much liaison with 40 linked primary schools (7 main feeders), pupils join one of eight/nine mixed ability tutor groups and the school seeks to maintain the composition of this and the association with the same tutor throughout the pupil’s career. The year based pastoral system is central to the discipline and wellbeing of the pupils. Tutors are led and supported by an experienced team of pastoral heads.

The school has some very good facilities, including a good Sixth Form Centre with state of the art study facilities; ten well equipped Science laboratories and a purpose built theatre, a dance studio and music suite. Considerable refurbishment has taken place over recent years, with work still on-going. The school is well resourced with IT equipment. There is currently a new build project which you will see if you visit - this will be a new Humanities Block and swimming pool and is therefore a joint enterprise between Leisure and Education.

The school's sports facilities are used as a local Leisure Centre, which serves the community in the evening, but which is part of the school during the day. It comprises 4 squash courts, a sports hall, a gymnasium, a multi-purpose sports hall, a fitness training room and a floodlit play area.

## School Vision and Aims - soon to be updated

We will provide high quality education with character: inspiring our young people, keeping them safe, and preparing them fully for life in the modern world. The strategic goals for the School are to:

- Further improve the quality of teaching and learning across the school so that all pupils receive an entitlement to excellence and to education with character
- Establish a curriculum that best meets the needs of every single pupil
- Develop high quality assessment, tracking and intervention systems to maximise the attainment and achievement of every pupil
- Ensure all pupils are safe, healthy and happy, and have the skills and qualities needed to thrive in modern Britain
- Develop leadership opportunities for all members of the school community, and ensure that our staff are fully developed as professionals in order to best meet the school's vision.

## School Ethos

We expect our staff to:

- Play a full part in the life of the school community, supporting its distinctive vision and ethos and leading staff and pupils in doing the same
- Actively support the school's corporate policies and aspirations
- Adhere to the staff professional code of conduct as developed collectively by staff
- Comply with the school's Health and Safety Policy and undertaking risk assessments as appropriate
- Check emails on a daily basis to keep up to date with issues communicated within the school.

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

### Job description

<b>Job title</b>	HR Assistant	<b>Grade</b>	LBR 5, scale 12-15  Salary range:  £27,807 - £29,214 (FTE), £24,926 - £26,187 (actual)
<b>School</b>	Wanstead High School		
<b>Reports to</b>	HR Manager		
<b>Hours</b>	08.00-16.00, Term Time only + 3 weeks in the school holidays + 5 INSET days. Dates to be agreed with HR Manager		
<b>Purpose of job</b>			
<p>We require a versatile and organised person to assist the HR Manager in the smooth operation of administrative aspects of Human Resources. This role requires the candidate to work with highly confidential and sensitive information. There may be an opportunity to work towards appropriate HR CIPD qualifications.</p>			
<b>Main duties and responsibilities</b>			
<ul style="list-style-type: none"> <li>● Supporting the recruitment process for any vacancies</li> <li>● Administration of all new staff paperwork, including drafting offer letters and creating new starter packs and undertaking all relevant vetting checks</li> <li>● Maintaining the Single Central Register, ensuring all records are up to date</li> <li>● Acting as a key liaison with the Local Authority whom are responsible for Pay and Contracts</li> <li>● Answering day to day queries from employees on any HR related matters</li> <li>● Ensuring updates are recorded accurately on our systems, including SIMS (HR personnel database) and ITrent (Payroll) in accordance with the Data Protection Act and GDPR</li> <li>● Drafting HR letters</li> <li>● Supporting with HR related meetings as required e.g advising Senior Leaders, preparing documentation and minute taking</li> <li>● Monitoring and reporting on sickness absences, and alerting Senior and Middle Leaders to trigger points</li> <li>● Maintaining staff records in SIMS including starters, leavers, changes to conditions, leave entitlements, hours of work etc</li> <li>● Maintaining confidential personnel records and ensure that they are held securely</li> <li>● Keeping track of and supporting with the appraisal, and together with the Senior Leader responsible, chasing outstanding documents from staff</li> <li>● Maintaining records of all staff training</li> <li>● Liaising with agencies to ensure all vetting checks are in place for supply staff</li> <li>● Assisting with data for School Census</li> <li>● Preparing data for any meetings with stakeholders e.g SLT/Governors</li> <li>● Using any relevant HR software to support with processes such as sickness absence</li> <li>● Assisting the HR Manager as required</li> </ul>			



**Additional support within the wider Administration Team:**

- General administration assisting the Main School Office if required
- Cover the Reception area if required
- Work 3 weeks during school holidays (plus 5 inset days), ensuring busy periods such as the start and end of the academic year are covered

**The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.**

Name of post holder:

Date:

Signature:

**Person specification - HR Assistant**

Essential	Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>● GCSE Maths and English, minimum grade C, or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>● Degree, preferably at 2.1 or above</li> <li>● HR qualification or working towards a HR qualification</li> <li>● Further relevant professional qualifications</li> <li>● Evidence of recent professional development</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>● Experience of working successfully as part of a team</li> <li>● Experience of using effective administrative, clerical and financial systems</li> </ul>	<ul style="list-style-type: none"> <li>● Familiarity with school administration systems and knowledge of SIMS,</li> <li>● Experience of having worked successfully in a school</li> <li>● Relevant experience of working in a similar role</li> </ul>
<b>Skills, Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>● Excellent literacy and numeracy skills</li> <li>● Excellent ICT skills in data entry/record keeping (word, excel, databases)</li> <li>● Excellent interpersonal skills in communication in a variety of contexts (verbal, email, written)</li> <li>● An understanding of and commitment to equal opportunities</li> <li>● Excellent attention to detail and high levels of accuracy</li> <li>● Commitment to the safeguarding and welfare of all students</li> </ul>	<ul style="list-style-type: none"> <li>● Experience and understanding of Google systems</li> </ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>● Ability to maintain professional integrity, even when under pressure</li> <li>● Ability to meet deadlines</li> <li>● Resilience and confidence in dealing with difficult conversations</li> <li>● Good planning and organisational skills with the ability to prioritise and manage time effectively</li> <li>● Reliability, honesty and trustworthiness, demonstrating highest professional standards</li> <li>● Be able to establish and maintain effective working relationships with a variety of people at all levels</li> <li>● Team player, making a positive contribution to the team's effectiveness</li> <li>● Ability to follow instructions accurately but take the lead when required</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to identify own targets and areas for professional development</li> </ul>



