



WESTHOLME

UNRIVALLED HOLISTIC EXCELLENCE

CANDIDATE INFORMATION PACK HR MANAGER





OUR AIMS

Vibrant, friendly, warm family community where pupils are happy and love coming to school

First-class education of the whole person placing an equal status and importance upon all subjects and activities

Inspirational teaching that inculcates a life-long love of learning and ensures every pupil exceeds their academic potential

Unrivalled holistic educational journey that enables all Westholmians to become the very best, well-rounded version of themselves

Unique workplace-ready philosophy, equipping our pupils with a 21st century skillset, that fully prepares them for life beyond Westholme



CELEBRATING 100 YEARS OF WESTHOLME

This is a momentous year in our history as we celebrate our centenary. In 1923, Emily Singleton pioneered a new type of education in Blackburn. The visionary grit, determination and aspiration shown by her has been a defining characteristic of all Westholmians throughout the last century.

Academic success in the classroom was a given, but the remarkable ethos of Miss Singleton's vision was rooted in developing the whole child – inside and outside the classroom. This is the ethos that still sets Westholme apart as we instil unrivalled holistic excellence 100 years on.



MISSION STATEMENT

Unrivalled Holistic Excellence

WORKING FOR WESTHOLME IS A WONDERFUL EXPERIENCE

**Westholme is an incredible School.
Pioneering the future of education,
it is certainly a very exciting time to
join our innovative, close-knit and
supportive family of staff.**



WESTHOLME
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Thank you for considering this role of **HR Manager**.

Our unique educational philosophy is predicated on providing unrivalled holistic excellence, from 4 to 18 years, placing an equal balance on academia, performing arts, sport, creative arts and technology.

A plethora of experiences are offered inside and outside the classroom which fosters kind, confident, well-rounded and happy young people; they really are a joy to teach. One of the most distinctive Westholme hallmarks is the tangible warmth everyone feels from the moment they arrive at our beautiful, picturesque campus with panoramic views of the Ribble Valley – simply a stunning, inspirational and uplifting place to work every day!

Westholme has invested significantly with our newly constructed state-of-the-art Prep for pupils 4 – 11. The first-class facilities on site offer a stimulating environment to provide unsurpassed experiences for all students from 4 – 18 in our full-sized professional theatre; a new music department equipped with recording studio; contemporary INSPIRED Sixth Form; seven modern laboratories that support the three separate sciences; a 20m swimming pool; 7 hard courts for tennis and netball, a floodlit astroturf, sports pitches, and fully equipped sports hall.

The extensive co-curricular provision is the cornerstone of the education ethos with over 100 clubs, activities and societies every week.

Prep pupils are wholeheartedly empowered to exceed their potential through a ground-breaking curriculum, Senior students develop 21st century skills first through an extensive holistic curriculum and in our INSPIRED Sixth Form, currently the highest achieving Sixth Form in Lancashire, students culminate their journey with incomparable 1:1 support, leadership, networking and entrepreneurial experiences.

Westholme is more than a school and if you'd like to join a highly energised and innovative team, we would love to hear from you!

**One of the
most distinctive
Westholme
hallmarks is the
tangible warmth
everyone feels
from the moment
they arrive.**

If you have any questions,
or would like an informal
discussion, please contact
our HR department
on 01254 506070.

JOB DESCRIPTION

HR Manager

JOB TITLE:	HR Manager
CONTRACT:	Permanent
SALARY:	£45,000 - £50,000
HOURS	40 hours per week
	All-Year Round Role
REPORTING TO:	Commercial Director

Purpose of the Position:

To lead the HR function for Westholme, providing operational and strategic HR advice and support, and working in partnership with senior leaders to drive school improvement.

To be responsible for the function's administration & facilitation of HR processes encompassing the entire employee lifecycle. Driving continuous improvement in all aspects of Westholme's employee experience.

To assist in the development of an inclusive culture which recognises and values the contributions of staff, setting high standards and expectations ensuring that everyone is empowered to do their best.

To promote and contribute to the development and implementation of the overall vision, values and aspirations of the school.

Applications should be submitted by
Friday 23 August.

Interviews to be held **week commencing**
Monday 26 August.

Main Duties & Responsibilities:

- **Line Management and Support:** Line manage, support, and develop the HR Administrator to ensure high standards in HR administration and operations, adhering to policies and procedures.
- **Employee Relations and Organisational Change:** Manage, advise, and undertake work related to complex employee relations cases and organisational change, ensuring timely and effective progress and risk management.
- **HR Strategy and Development:** Contribute to the development and review of HR/People strategy and plans and engage in proactive HR work to implement these strategies.
- **Recruitment Management:** Manage the recruitment process for teaching and non-teaching staff, ensuring compliance with statutory requirements, including safer recruitment and safeguarding legislation.
- **Onboarding:** Oversee the administration & facilitation of our onboarding process, including offer letters, starter packs, employment contracts, and pre-employment checks.
- **Central Record Maintenance:** Responsible for the completion and upkeep of the Single Central Record (SCR), ensuring job descriptions and contracts are current.
- **HR Process Improvement:** Seek opportunities to improve and develop activities within the employee lifecycle, including attraction, recruitment, management, development, training, and retention of staff.
- **HRIS Management:** Implementation and management of HRIS including the digitisation of existing paper-based employee files.
- **Training and Development:** Develop and deliver HR-related training, and coach managers to improve their practices.

JOB DESCRIPTION

HR Manager

- Absence Management: Support line managers/department heads in the consistent application of our absence management policy.
- HR Policies and Staff Handbook: Develop and review HR policies and the staff handbook, keeping up-to-date with employment law legislation.
- HR Administration: Ensure through efficient utilisation of the function resource, HR administration, including contract changes, salary letters, maternity/paternity leave, OHU referrals, and ensuring probationary review meetings are conducted.
- HR Support: Provide support to staff on HR issues as needed and maintain confidentiality.
- Record Maintenance: Maintain records and databases as required, ensuring data protection compliance and information accuracy.
- Support to Senior Leadership: Assist the Commercial Director and Senior Leadership Team with performance concerns, disciplinary issues, staffing restructures, or redundancy procedures.
- Project Management: Lead and support HR projects as required.
- Safeguarding Commitment: Support the school's commitment to safeguarding children and promoting their welfare.
- Policy Compliance: Ensure compliance with health and safety, security, confidentiality, and data protection policies.
- Flexibility and Proactivity: Be responsive to the changing needs of the school and maintain a flexible and proactive approach to work.
- First Point of Contact: Serve as the first point of contact for day-to-day HR matters at the school.
- Payroll Liaison: Liaise with the payroll team regarding payroll changes.

- Staff Benefits and Training Updates: Update staff on benefits and monitor completion of statutory training and maintain records.
- Vision and Values Alignment: Reflect and consider the school's vision and values when delivering HR services.
- Ethos and Aims Contribution: Contribute positively to the overall ethos and aims of the school.

Wider School Policy

- Be aware of and comply with all School policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person.
- Carry out all duties with regard to the school's policies and codes of conduct.
- Participate in training and other learning activities as required and to participate in appraisal and professional development.
- Set high expectations of conduct, whilst acting as a good role model for others

This list is not exhaustive but rather an indication of the main requirements of the role.

PERSON SPECIFICATION

HR Manager

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none">• Educated to degree level or equivalent.• Appropriate CIPD qualification or equivalent in HR.	
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none">• Strong knowledge of UK employment law and demonstrable experience of its application.• Considerable experience in HR management and recruitment.• Experience advising senior/middle managers on employment law issues such as discipline, absence, capability, and grievance.• Experience dealing with confidential work with tact and discretion, combined with sound judgment.• Experience in a complex, busy, service-driven environment.• Demonstrable experience using HR information to aid decision-making.• Ability to develop and implement HR-related systems and procedures.	<ul style="list-style-type: none">• Experience of developing collaborative working relationships within a unionised environment.• Previous experience working in a school and/or knowledge of HR in schools, including current school safeguarding regulations.• Knowledge of HR databases.• Successful change management experience.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent administration and organisational skills.• Strong attention to detail.• Ability to work both independently and as part of a team.• Excellent verbal and written communication skills.• Strong IT skills, including Outlook, Word, and Excel to an advanced level.• Good time management with the ability to work under pressure and prioritise as necessary.• Ability to manage multiple ongoing projects effectively and efficiently.• Excellent interpersonal skills, with the ability to relate well to people at all levels with sensitivity, tact, and diplomacy.• Proven ability to manage difficult situations and work with those involved to devise solutions.• Ability to develop positive relationships and be an excellent team player.	<ul style="list-style-type: none">• Excellent recruitment skills, including the use of social media and networks.• Diplomacy and confidence with the ability to engage and challenge senior leaders as required.

PERSON SPECIFICATION

HR Manager

	ESSENTIAL	DESIRABLE
SKILLS AND ABILITIES	<ul style="list-style-type: none">• High level of personal integrity, with proven experience handling sensitive situations with tact and diplomacy, and complete respect for confidentiality.• Reliable and trustworthy with the ability to be sensitive to the needs of others.• Excellent personal organisation and self-motivation.• Ability to prioritise and work on own initiative.• Understanding of and commitment to Equal Opportunities and Diversity.	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none">• Willingness to learn, develop, and improve.• Ability to work with discretion at all times.• Ability to work flexibly and positively, adapting to changing work patterns.• Strong attention to detail and accuracy.• Ability to maintain the strictest confidentiality and integrity at all times.	

DETAILS OF EMPLOYMENT

HR Manager

The School provides all lunches, tea, coffee etc. and other amenities free of charge.

Applications should be submitted by **Friday 23 August**. Interviews to be held **week commencing Monday 26 August**.

Applicants who have any questions can email HR department:

hr@westholmeschool.com

Westholme School is committed to safeguarding and promoting the welfare of children and all staff must share this commitment – please refer to our Safer Recruitment and Safeguarding policies on the website.

Westholme School is committed to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.



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TO APPLY

Please complete the application form which can be found on our website

www.westholmeschool.com

or email: HR@westholmeschool.com

TRAVELLING TO WESTHOLME

We are easily accessible on main road networks including the M6 and M61.

Car parking is available on site for visitors.

Westholme
Wilmar Lodge
Meins Road
Pleasington
BB2 6QU
Tel: 01254 506070

