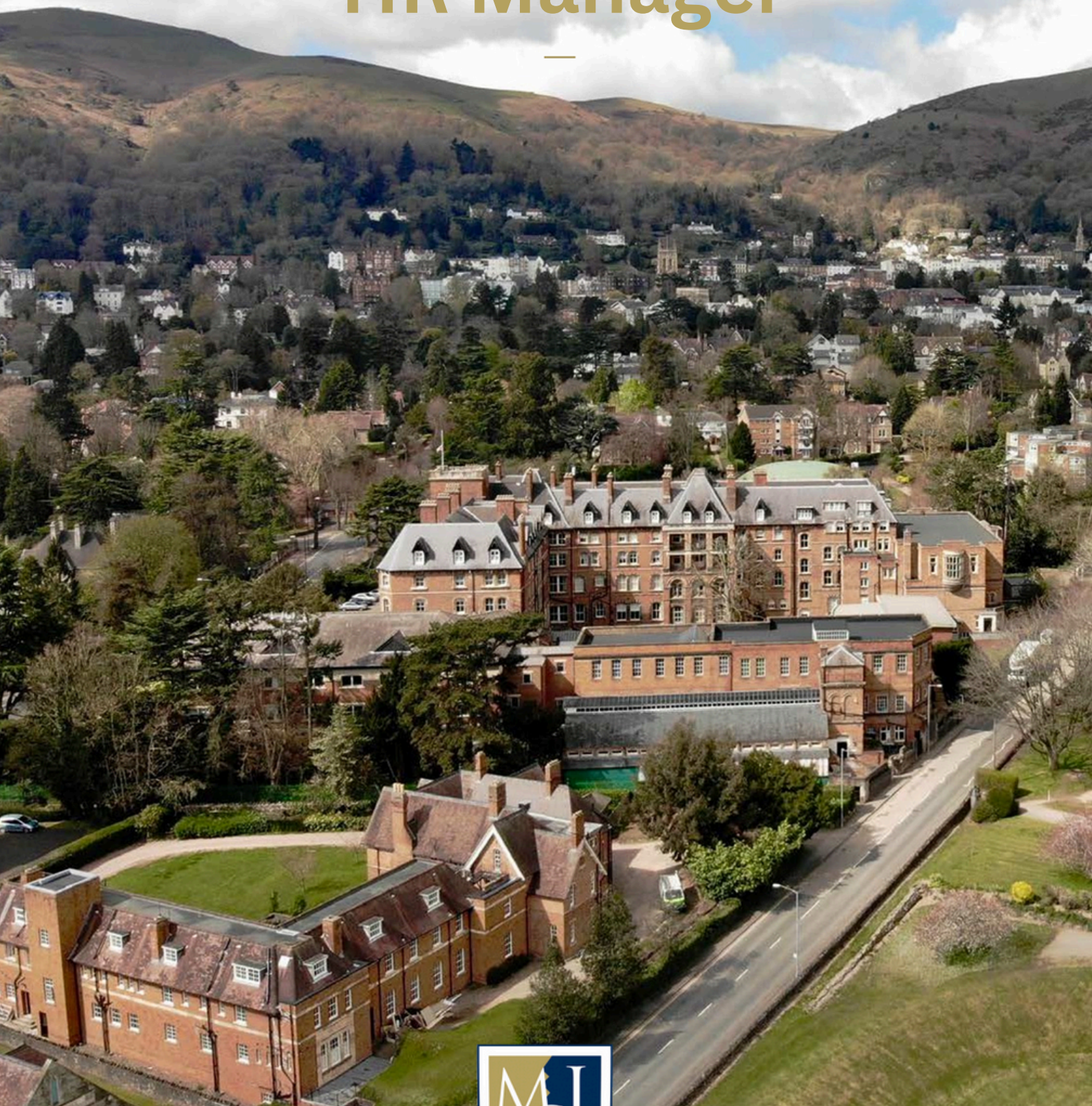


Joining the MSJ Family

HR Manager



Working at MSJ

From September 2025, Malvern St James will become co-educational. We are a 3-18 boarding and day school with an imaginative vision of education taught within a positive, purposeful atmosphere.

MSJ fosters creativity and bold thinking; challenging and encouraging every student to extend their personal horizons and realise their full potential.

Two hours from London and one hour from Birmingham, we are in the heart of Malvern in Worcestershire, with excellent transport links. Great Malvern train station is situated opposite the school. Our school Minibus service covers five counties to pick up and return students each day.

The School is home to a warm and welcoming community, all enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 upwards), to fit in with the demands of modern family life and students can choose from full, weekly or flexi-boarding.

In March 2021, our School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care and support for pupil and staff mental wellbeing.

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each student is treated as an individual.

MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each student with the challenges and support to develop their talents, character, and abilities to the full.



We prepare students for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.



The School has excellent facilities, which include an award-winning Science and Mathematics centre and a newly updated Astroturf, launched in October 2020.

At MSJ we use Microsoft and there has been significant investment and development of e-learning in recent years.

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School's daily life. We offer a values based ethos with respect and kindness at the heart of the community



"Teachers employ teaching methods that extend pupils' thinking and deepen their learning."
Independent Schools' Inspectorate 2025



"Pupils consistently show positive behaviour and high levels of self-motivation contribute to a positive learning environment."
Independent Schools' Inspectorate 2025





MSJ Values

Honesty
Courtesy
Kindness
Respect
Tolerance
Consideration

General requirements

All staff are expected to:

1. Work towards and support the school vision and the current school objectives outlined in the School Development Plan;
2. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
3. Contribute to the school's programme of extra-curricular activities;
4. Support and contribute to the School's responsibility for safeguarding pupils;
5. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
6. Work within the school's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors;
7. Work within the Equal Opportunities, Diversity and Inclusion Policy to promote equality of opportunity for all pupils and staff, both current and prospective;
8. Engage actively in the performance review process;
9. Adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations;
10. Adhere to School Safeguarding and Child Protection Policies;
11. Uphold and model the School's values;
12. Contribute to the marketing of the School by attending key marketing events and promoting the school within the wider community;
13. Undertake other reasonable duties related to the job purpose required from time to time.

HR Manager

Job Description



At a glance



39 hours per week
52 weeks per annum



Reports to:
Bursar

About the role

The HR Manager will play a pivotal role in supporting the School and its employees by leading on employee relations casework, overseeing recruitment processes and ensuring the effective delivery of HR operations, aligned with the full employee life cycle. The HR Manager will take ownership of their workload, delivering timely, consistent and high-quality HR support. Strong administrative and organisational capabilities will be essential.

The HR Manager will be a professional, pragmatic and approachable leader who communicates effectively and builds strong relationship at all levels of the organisation. A key part of their role will be applying a solutions-focused approach to resolving complex HR issues. They will demonstrate a high degree of integrity, maintain strict confidentiality and bring meticulous attention to detail in all aspects of their work.

The HR Manager will have:

- A relevant HR-related qualification at Level 7;
- Experience across all areas of HR - the successful candidate will be a true HR generalist;
- A minimum of 5 years HR Manager experience, ideally within a school environment.

Key responsibilities and tasks:

- Develop and implement overall people processes, systems and policies across the school to drive consistency and guide management and leadership in the application of these, to enable them to effectively manage and lead their teams;
- Provide expert HR advice to senior leaders on employee relations, employment law, contracts and HR best practice;
- Oversee the recruitment and selection process for all roles and on-boarding of Operations staff, ensuring compliance with Safer Recruitment in school regulations and employment law (including DBS checks, references etc.);
- Advise and support the performance and development approach to drive positive behaviour and alignment to our school values, enabling staff to give their best every day. Work with management and leadership to ensure the engagement and delivery of this approach throughout the performance year;
- Ensure key employee relations matters are dealt with effectively and in line with employment legislation and HR best practice;

Continued on next page

Key responsibilities and tasks (continued):

- Maintain and monitor the Single Central Record (SCR) and pre-employment checks, ensuring compliance with safeguarding requirements;
- Manage and maintain staff records and files;
- Promote employee well-being initiatives to foster a positive and supportive working environment;
- Ensure all HR processes comply with GDPR and employment legislation;
- Manage all Subject Access Requests.

HR function

- Lead on the management of all HR, employment and employee matters for the School;
- Advise line managers on policy implementation;
- Coach and support line managers to develop their people management skills, where necessary, across a range of HR activities;
- Lead on ensuring data retention of staff/candidate data is kept in line with policy and GDPR;
- To be responsible for the coordination and production of letters of appointment and contracts to all employees, including carrying out relevant employment vetting checks, to include DBS, Right to Work, relevant overseas checks, Teaching Regulation Agency checks, qualifications, references etc.;
- Lead on holding and keeping the school's Single Central Register (SCR) up-to-date and in line with national guidance and ISI requirements, in liaison with the Bursar;
- Meet with ISI inspectors during inspections and be accountable to them and the Head in ensuring the School continues to have an accurate SCR;
- Responsible for organising probationary review meetings for all staff;
- Monitor and record annual leave and holiday working for all Operations staff;
- Oversee and manage staff absence procedures, to include:
 - ensuring Fit for Work certificates are sent in by the absent staff member;
 - logging all absences onto the School's information management system and for payroll purposes;
 - compile statistical absence reports as required;
 - ensure effective absence management and occupational health procedures are in place;
 - support line managers in absence management and promoting staff well-being;
 - monitor absence records and ensure procedures are followed, to instigate different actions where required, as stated in the procedures;
 - organise and oversee Return to Work meetings and formal stage meetings, ensuring line managers are following the procedures and produce letters in line with legal requirements and the school's policies;
 - process Occupational Health referrals, monitor progress and arrange Independent Medical Assessments (IMA) if necessary;
 - ensure there is a consistent and regular line of communication with all absent colleagues.
- Oversee and manage exit interview procedures, to include:
 - leading exit interviews;
 - data capture and analysis to drive improvements.

Employee Relations

- Attend informal and formal meetings in an advisory capacity;
- Maintain comprehensive records in line with policy and legislation, to ensure the School is able to defend its position at an Employment Tribunal, if necessary;
- Keep up-to-date with relevant employment law and school policies and procedures;
- Actively contribute to organisational change efforts, such as restructuring, redundancy, as required.

Recruitment and Induction

- Lead the recruitment process for internal and external recruitment, liaising with the Senior Leadership Team (SLT) to develop job descriptions and person specifications to meet both school and legislative requirements;
- Lead on safer recruitment obligations in line with Keeping Children Safe in Education and Working Together, for all those either employed by or working with the school, compiling and recording documentation as appropriate;
- Oversee the vetting and induction of all staff;
- Lead and ensure that the administration relating to recruitment is conducted in a timely manner and in line with relevant legislation and School policies.

Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the School;
- Comply with the School's Safeguarding Policy in order to ensure the welfare of children and young persons.

Other Responsibilities:

- Undertake projects, as assigned by the Bursar, ensuring agreed outcomes are delivered in a timely manner;
- Undertake any other duties as reasonably directed by the Bursar;
- Prepare papers for the SLT as required, providing regular updates to them on key projects and developments within the HR function;
- Lead on HR projects as these arise, working in collaboration with the Head, Bursar and wider SLT on the delivery of these projects.

Remuneration:

Salary in the region of £40,000 per annum, depending on experience and qualifications, plus pension package.



HR Manager

Person Specification

Essential Criteria

- Exceptional written and verbal communication skills;
- Excellent administration and IT skills;
- Discrete, professional and confidential;
- High attention to detail;
- Ability to work flexibly and deliver under pressure;
- Outstanding organisational skills with the ability to juggle both operational and strategic priorities and transition effectively between this, ensuring delivery across the full breadth of the function;
- Commitment to Equal Opportunities and the school's ethos and aims;
- Experience of working in a stand alone role, or as part of a small HR team, dealing with the full breadth of HR, from administration through to strategic projects;
- Strong employment law knowledge with a proven track record of applying this in the context of education;
- Demonstrable experience of change management and coaching line managers to achieve positive outcomes;
- Current experience of dealing with complex HR issues;
- The ability to respond to change quickly and provide clear and concise guidance to the business and its staff;
- A passion for working in the education sector, with a drive to continuously improve the people agenda of the school;
- Resilience and determination to drive towards positive outcomes for the staff/school.



Benefits for Staff

Malvern St James prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

A selection of the benefits for the staff of Malvern St James can be seen below. Please note, some benefits such as pension enrolment activate after completing three months' employment with the School:



**COMPETITIVE
PACKAGE**



**FREE LUNCH
PROVIDED
DURING TERM
TIME**



**FREE GYM
MEMBERSHIP**



**PENSION
SCHEME**



**CHRISTMAS
SHUTDOWN**



**PROFESSIONAL
DEVELOPMENT**



**DISCOUNT ON
SCHOOL FEES**



**FREE
PARKING**



**TREAT
THURSDAYS!**

The application process at MSJ

Malvern St James is committed to Safeguarding and promoting the welfare of all children. All applicants must be willing to undergo child protection screening as appropriate to the post, including checks with past employers, online checks and the Disclosure and Barring Service at Enhanced level.

Please note that the closing date is **open**.

We reserve the right to appoint as soon as we find the right candidate.

1

Complete your application form, which must include all dates of previous employment and give reasons for any gaps in employment. A CV will not be accepted instead of a completed application form.

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department via email to recruitment@malvernstjames.co.uk or by post to Malvern St James, 15 Avenue Road, Great Malvern, WR14 3BA

General requirements

This job description is not necessarily a comprehensive definition of the post and is designed to be enabling rather than restrictive.

It will be reviewed at least once every year and may be subject to modification or amendment at any time after consultation with the post holder.

References

References of shortlisted candidates will normally be taken up before interview, one of which should be from your most recent employer.

Two satisfactory references are required before the appointment is confirmed.

The appointment of the successful candidate will also be subject to satisfactory Enhanced DBS checking.



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