




COWORTH FLEXLANDS
Prep School & Nursery

Inspiring Minds, Nurturing Spirit

COWORTH FLEXLANDS PREP SCHOOL AND NURSERY

HR Manager and Co-Curricular
Co-ordinator

About the School

Coworth Flexlands is a co-educational Independent Prep School and Nursery for children aged from 2 ½ years to 11 years, located in 13 acres of beautiful grounds, where you will discover a happy, high achieving school.

Coworth Park School was established in 1962 by the Sisters of the Resurrection. In 2004, the school merged with Flexlands School Chobham, and became known as Coworth Flexlands. Flexlands was an Independent girls School, taken over by two sisters Ann and Katherine Mais in 1935. Coworth Flexlands became fully Co-Educational in 2023.

Coworth Flexlands joined United Learning in 2018. This is a national educational charity consisting of 30 Independent Schools and Academies, that aims to provide excellent education to bring out the Best in Everyone. Our subject specialists, group-wide intranet, our own curriculum and online learning portal all help us to share knowledge and resources, to simplify work processes and manage workload for an improved work-life balance.

Our aim is to develop pupils into fulfilled, happy and successful individuals that take skills with them that last a lifetime. Pupils are placed at the heart of the school, ensuring every opportunity is given to achieve our approach of Inspiring Minds and Nurturing Spirit.

Every pupil grows potential at a pace that is right for them. Through highly specialised teaching, led by staff who are passionate and knowledgeable about their curriculum area, talents are nurtured and pupils are encouraged to follow their passions. The ethos of our school is built upon a successful history, as well as aspiration and energy for the future.

We are a school where Happiness Gets Results! Pupils leave as happy, confident and curious learners, ready to embrace new opportunities and make the most of the world ahead of them.



Head's Welcome

Thank you for your interest in joining Coworth Flexlands School. I hope this information pack gives you a clear sense of the role and an insight into what it is like to be part of our School community.

At Coworth Flexlands School, every child is valued and supported by our team of dedicated staff. We are privileged to have a fantastic team who are not only passionate about education, but also committed to our motto of Inspiring Minds and Nurturing Spirit. We celebrate every pupil's achievement, encourage them to explore new challenges, strive for excellence, and remain confident in who they are.

You will find a strong sense of community here, every member of staff plays an essential role in our success. We work hard to provide a friendly, thriving working environment, with generous benefits, excellent professional development, and the opportunity to make a meaningful difference.

If you have any questions, please do not hesitate to contact us, as we will be delighted to help. I would invite you to explore our website for more about our vision, values, and life at Coworth Flexlands. I hope you feel inspired to apply, and we look forward to welcoming you to our School.

Miss Nicola Cowell
Head



Employee Benefits

By joining us, you will become part of one of 14 United Learning Independent Schools, with the highest expectations in all areas to bring out the Best in Everyone. You will be joining a supportive and collaborative community, playing a key role in the success of our School. We actively encourage all staff to engage in the wider life of the School, with numerous opportunities to take part in events and activities, alongside colleagues, parents and members of the wider community.

As well as receiving the following employee benefits, you will be part of a workplace that values professional growth, teamwork and a shared commitment to excellence.



FREE MEALS

daily lunches provided



PARKING

free onsite parking



LOCATION

well connected, with access to the M3, and M25



EMPLOYEE REFERRAL SCHEME

bonus for successful referrals



DISCOUNTS

250+ discounts through Westfield Rewards, and Cycle to Work and Car Leasing schemes



PROFESSIONAL DEVELOPMENT

opportunities for career development and progression



PROFESSIONAL NETWORKS

connection with other colleagues in similar roles



ANNUAL REVIEW PROCESS

tailored programme for professional development



DISCOUNTED SCHOOL FEES

school fee discount for staff with children



PENSION

employer contributory schemes



WORKING ENVIRONMENT

friendly, supportive environment, with ongoing governors



HEALTH & WELLBEING

Employee Assistance Programme offering confidential counselling and online GPs

Application Process

All of our jobs are advertised on our website under the Current Vacancies Page, and the United Learning Hub. The application form, as opposed to curriculum vitae (CV), is used to ensure that information is presented in a standardised format, and that only the details we require are provided. This ensures all applicants are treated fairly and equally.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully as possible. These sections consist of:

- Current Employment
- Employment History
- Education
- Professional and Vocational Qualifications
- Personal Statement
- Referees (references may be undertaken prior to interview. If you do not wish for your references to be called for at this stage, please make that clear on the reference section of your application form)
- Personal Relationships with anyone employed with United Learning
- Applicant Monitoring Form (Please note this information will be removed from your application, and is not used as part of the selection process)
- Confidential Disclosure
- Declaration Agreement

For any queries regarding your application, please call 01276 855707, or email HR@coworthflexlands.co.uk.

We reserve the right to interview and offer to a strong candidate prior to the closing date. It is strongly recommended that candidates submit their application as soon as possible.

Coworth Flexlands School is committed to safeguarding and promoting the welfare of children, and expect all staff to share this commitment, and adhere to the School's Safeguarding and Child Protection Policies at all times. An enhanced DBS check and online social media screening is required, alongside other pre-employment checks for all successful candidates.

United Learning values diversity and inclusion, and is committed to creating and sustaining a more diverse workforce.

Key Role Responsibilities

Job Title	HR Manager & Co-curricular Co-ordinator
Start Date	To be agreed, but as soon as possible
Contract Type	Permanent
Salary	Competitive
Hours	22.5 hours per week (0.6 FTE) term time plus
Reporting To	Business Manager

JOB DESCRIPTION & ROLE RESPONSIBILITIES

The role of Human Resources Support within Coworth Flexlands School will contribute to the smooth running of the HR department, and you will also be a member of the school office team, supporting the school in general administration and First Aid. You will be required to build strong, professional relationships with all staff, pupils, and parents to sustain and enhance the reputation of the school.

It is envisaged you will work a minimum of 3 days per week during the term time, which is a total of 22.5 hours per week (excluding 0.5 hours unpaid lunch break). The hours would be flexible but where possible it would be desirable to be until 5:30pm but this could be discussed. Hours will be more flexible during the school holidays and it is envisaged you will work a total of 3 to 4 weeks over the yearly school holiday period.

You will work across the Pre-Prep and Prep School which will ensure your thorough knowledge and understanding of the school.

GENERAL RESPONSIBILITIES

- Actively promote and develop the ethos and vision of the school, attend school events as relevant, and set a good example in terms of dress, punctuality and attendance, and follow school Health & Safety, Child Protection, Finance and other policies
- Display a high standard of professional behaviour and integrity at all times.
- Establish excellent relations and build a professional rapport with staff, parents, and visitors to the school.
- Demonstrate excellent organisational skills, with the ability to see the big picture.
- Providing general assistance at school events.
- As part of the administration team, assist other staff members throughout the school, i.e. admissions and marketing team, premises and teaching staff, as required.
- Work alongside the Business Manager and other members of SLT in maintaining a vibrant and thriving school.

HUMAN RESOURCES MANAGEMENT

Reporting to the School Business Manager you will:

- Lead the day-to-day operations and administration tasks within the Human Resources Department.
- Drive Staff Recruitment: preparing and placing adverts to enable successful recruitment. and supporting the process from start to finish with regard to short-listing and final offers.
- Prepare contracts of employments and any other HR related documents.
- Ensure legal compliance through on our onboarding process, in line with the Safer Recruitment practices outlined in KCSIE.
- Organise and maintain personnel records.
- Update internal HR database (iTrent).
- Be responsible for the preparation of payroll.
- Support employees while conforming to employee laws.
- Ensure all staff undertake mandatory training, keeping a log of the training completed, filing appropriately and keeping the Business Manager and SLT updated.
- Communicate across the school the perks on offer and encourage broader involvement.
- Prepare regular reports and presentations on HR metrics (such as staff absence).
- Research training material and support the agenda for INSET days for both Teachers and Support Staff.
- Co-ordinate the participation and analysis of the staff/parent survey, driving forward change and improvements.
- Support our Wellbeing programme for staff.

CO-CURRICULAR

- Assume responsibility for co-ordinating and leading the co-curricular activities for the school, including collaborating with the SLT to develop an exciting and varied range of co-curricular activities throughout the school.
- Liaise with club leaders to ensure the smooth running of clubs and holiday camps in accordance with the school calendar.
- Assisting with organising trips and all aspects relating to these.
- Assisting with peripetetic music lessons, including contracts and timetabling each term.
- To book transport and other services required to support the educational activities of the school.
- Assist with sports fixtures co-ordination, letters, trips and club changes.
- Assist in preparations for major functions, e.g. Open Mornings, school productions, Christmas events, etc.

GENERAL

- To answer the school telephone and emails to the school, providing relevant information and communication of messages as required.
- To provide administrative support to SLT and teachers
- To collate materials and statistics as requested by the Senior Leadership Team, e.g. school inspection, statistical returns.
- To provide administrative support to SLT and wider staff team, as and when required.
- To maintain records for clubs, trips and other activities ensuring relevant information is provided to the Finance Team to ensure appropriate billing.

PERSON SPECIFICATION

ESSENTIAL:

- HR Experience
- Proficient in the use of Microsoft Office
- Accurate with attention to detail
- Good written and verbal communication skills
- Good time management and organisational skills to ensure that deadlines are met
- Friendly, 'can-do' disposition
- Team player with a willingness to provide general assistance when required
- Able to support the Christian ethos of the school
- GCSE Maths and English

DESIRABLE:

- Experience working within an Independent School
- Current First Aid qualification



COWORTH FLEXLANDS
Prep School & Nursery

Inspiring Minds, Nurturing Spirit



Coworth Flexlands Prep School &
Nursery
Chertsey Road
Chobham
Surrey
GU24 8TE

01276 855707

www.coworthflexlands.co.uk

