

**Cokethorpe**  
**SCHOOL**



# **APPLICANT'S PACK**

**HR and Compliance Officer**

Closing Date: Midday on Friday 24 December







## From the Headmaster

Thank you for your interest in working at Cokethorpe School.

As Headmaster, I am tremendously proud of the work that is done here on a daily basis; I lead a dedicated and talented Common Room who, together with our committed support staff, have helped to create a dynamic learning environment, undoubtedly enhanced by the stunning parkland in which the School is set.

I describe Cokethorpe as being a 'restless' school. This does not mean that we are itching to change for the sake of it but rather that we are constantly reflecting on what we do to ensure that it is as effective as

possible. This models the behaviour we expect of our pupils - always looking for ways to improve their learning.

Cokethorpe support staff are an integral part of the whole School community. To give you a sense of who we really are, please take a moment to explore our website further.

**Mr Damian Ettinger**  
Headmaster, Cokethorpe School







## From the Bursar

I hope this pack provides you with all you need in order to move forward with your application. If you are left with questions, please get in touch with our HR Department; we very much look forward to receiving your application.

Cokethorpe is a special place to work, and you will certainly feel this from the moment you arrive, visitors are given a warm welcome and you will notice that people meet your eye and offer a cheery hello.

The culture at Cokethorpe is collaborative and supportive, each department works hard towards delivering their objectives but will always make time to support colleagues, be it a supportive conversation

over a cappuccino from the onsite UE Coffee Shop, working together on a whole School event or simply sharing knowledge and skills.

**Harriet Stapleton**  
Bursar, Cokethorpe School







## ▶ About Cokethorpe

Cokethorpe is an HMC and IAPS, independent day school providing a liberal education to boys and girls from the age of four to eighteen. Situated in beautiful parkland just ten miles outside Oxford, the School has a strong reputation for providing a rigorous, broad curriculum underpinned by a firm belief in the principles of a liberal education, and a knowledge that all pupils have the capacity for excellence if encouraged to be ambitious and take responsibility for their learning.

The School is proud of the fact that its admissions process credits pupils who show a wide-range of skills, leading to a dynamic and diverse learning environment. Students leave Cokethorpe to study at a range of different institutions, including Oxbridge, Russell Group and other equally reputable institutions. Results at GCSE and A Level are very positive, with a strong emphasis on the

value that is added to students through excellent teaching and learning. Success at Cokethorpe is bolstered by the Leadership Programme, which runs throughout the School and encourages pupils to develop particular traits: ambition, courage, integrity, judgement, empathy and responsibility. The aim is for pupils to take ownership of their own development.

The School employs around 225 staff using a variety of employment contracts. We offer competitive packages, generous holidays, and a number of attractive benefits and development opportunities to staff across the School. We retain a firm of Employment Law and HR specialists to support our HR Department with expert advice when required. Teaching and support staff report to the Senior Management Team through Heads of Department, be they academic or support departments, and

teachers are supported by the Head of Professional Learning – who has responsibility for Training and Professional Development, including annual performance reviews.

Our School Management Information System “PASS” holds our HR records and the Single Central Register. PASS is currently server-based but we are looking at moving to a Cloud hosted service to exploit the full functionality of the software across the School. We are working towards a paperless environment and make extensive use of the Microsoft Office 365 suite across all areas of the School. Cokethorpe School is currently pursuing the Microsoft Showcase School status, all teachers work with Surface Pro devices and all Senior School pupils have a Surface device as well.



## Job Description

**Role:** HR and Compliance Officer

**Reporting to:** The Bursar

### Purpose

The HR and Compliance Officer will support and advise the Bursar and Headmaster while providing an effective, efficient, and compliant HR service to the School. An ideal candidate will be experienced and comfortable within both an educational environment and a busy administrative role. It is essential that you are experienced in managing a full range of HR and compliance activities, including recruitment, policies and procedures, contracts,

staff wellbeing, family leave, employee relations, and restructuring. It would be advantageous to have experience of safeguarding including responsibility for maintaining the Single Central Register (SCR).

Success in this role requires acute attention to detail, organisation, confidence, and discretion. You will need to be able to maintain confidentiality, work collaboratively, deal sensitively with employees, embrace technology, and show initiative in your work.

### Duties

#### HR Compliance

- Follow safer recruitment practices.
- Monitor legislative and compliance (ISI and DfES) changes and update and maintain HR policies and procedures on a timely basis.
- Responsible for ensuring the School is fully compliant with, and that all staff are aware of, relevant policies and regulations.
- Responsible for maintaining the SCR and ensuring all checks are recorded accurately and on a timely basis in line with Independent School Standards Regulations (ISSR).





## Recruitment

- Manage the overall process for recruitment and selection, including setting up interview schedules and co-ordinating all correspondence, offers and issuing contracts.
- Responsible for maintaining a library of up-to-date employment contracts, application forms, general forms and template letters to support the smooth running of the HR function.
- Develop job descriptions and recruitment packs with SMT, managing templates and ensuring that our HR marketing is continuously refreshed and attracting strong candidates.
- Work with the Communications Department to provide copy for recruitment advertising.
- Responsible for advertising vacancies and negotiating with sites and/or agencies to ensure value for money.

- Providing and monitoring recruitment statistics to inform SMT and shape future recruitment strategies.
- Process and monitor all UKVI applications for new staff and overseas pupils in line with government requirements.
- Ensure all new appointments are recorded and all SCR checks completed in line with the requirements at the date of appointment.
- Support the Teaching Staff induction programme as required by SMT.
- Responsible for the induction of all Support Staff, working collaboratively with the relevant Department Manager.
- Deal with unsolicited letters of application promptly.
- Responsible for probation management.

## Employee Relations

- Provide advice to staff on HR matters, liaising with their Line Manager or SMT as appropriate.
- Support the Bursar with the administration of annual appraisals.
- Support the Head of Professional Learning and SMT with Teaching Staff training and appraisals as required.
- Support the Bursar with management of training needs and sourcing of training courses for Support Staff.
- Maintain and ensure regular updates of staff database records.
- Be aware of current market rates and external recruitment information.





### **General HR and Payroll**

- Input timely information to payroll in line with deadlines.
- Pensions administration and payroll deductions including monthly and annual returns and management of auto enrolment.
- Develop the HR database and ensure this is the single source of current staff information.
- Report on all absence working with collaboratively with colleagues to ensure efficient collection of data across all departments.

### **General**

- Liaise closely with other members of staff/School departments to fulfil the role.
- Be committed to safeguarding and promoting the welfare of children and adhere to and ensure compliance with the School's Child Protection Policy.
- Promote fundamental British values
- Comply with the requirements of the health and Safety at Work Regulations. Taking reasonable care for the Health and Safety of him/herself and for others affected by his/her works and to cooperate with the employer in ensuring that Health and Safety responsibilities are carried out.

- Duty of confidentiality towards the School. To acknowledge that in the course of employment you will have access to Confidential Information. You agree that you shall not divulge or communicate to any person, corporation, company or other organisation; use for your own purposes other than those of the School; or otherwise disclose or make use of any Confidential Information relating to or belonging to the School.

No job description can fully cover all aspects of this varied and busy role. The list of duties above is not exhaustive and the job holder may be required to undertake duties which are broadly in line with these responsibilities.





## Person Specification

### Essential:

- Substantial demonstrable employment law knowledge applied in a HR function.
- Excellent organisational and administrative skills.
- Acute attention to detail.
- Strong IT and Database skills.
- Customer focused and desire to continually improve the employee experience.

### Desirable:

- CIPD Qualification.
- Knowledge and experience of maintaining SCR.
- Good critical thinking and a curiosity and ability to learn and apply new concepts quickly.
- Previous experience of working in an educational environment.





## Appointment of Staff

### To apply

Interested and qualified candidates should submit electronically (as separate PDF documents in one e-mail) the following to [recruitment@cokethorpe.org](mailto:recruitment@cokethorpe.org):

- A covering letter addressed to Mrs H Stapleton, Bursar
- A fully completed Cokethorpe School Support Staff application form
- Personal CVs are not required.

Deadline for applications: Midday on Friday 24 December 2021. Early applications are encouraged.

Interviews will take place in January 2022.

**Appointment Date:** As soon as possible.

### Terms of Appointment

Shortlisted candidates will be interviewed and written documentation recorded. Any gaps in employment history will be fully investigated. Safe recruitment procedures are followed and members of the Senior Management Team are accredited by the Oxfordshire Safeguarding Children Board/

NSPCC for recruitment. Child protection awareness is an integral part of the induction programme for new members of staff.

Following acceptance of an offer of appointment, a formal contract of employment will be drawn up. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.





### **Benefits include:**

- Fee discount for children of permanent staff subject to Cokethorpe's admissions criteria and means testing
- Personal Accident Insurance
- Cycle to work Scheme
- Free use of the School's sporting facilities (including the Gym, Tennis Courts and Golf Course)
- Free Meals and Common Room Refreshments during term time
- Free use of the School's Coffee Shop in association with Ue Coffee Roasters
- Free parking on site
- Access to electric vehicle charging points

- A number of subsidised social events organised by the Common Room Committee.

**Hours of Work:** Full time 37.5 hours per week 8.30am to 5pm with an unpaid lunch break of one hour.

**Salary:** £30,000 - £35,000, dependent on experience.

**Holiday:** Annual leave of 5.6 weeks, inclusive of the eight normal bank/public holidays, is included in the salary amount offered. All holidays to be taken during school holiday dates. In addition to holiday the School site closes over Christmas for five days

which will be notified in advance by the Bursar and you are not required to work during this period.

**Pension:** The appointee will be automatically enrolled on to the School's Group Personal Pension Plan for non-teaching staff unless you exercise your right to opt out of the scheme.

**Medical Fitness:** Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.





## Recruitment Checks

The School is committed to safeguarding and promoting the welfare of children. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of

the offence. Our policy on the employment of ex-offenders is available on the vacancies section of the School's website.

All employees are expected to undergo child protection screening and appointments are subject to a satisfactory enhanced Disclosure and Barring Service check and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical

fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and an overseas police check if the applicant has worked abroad within five years from the date of appointment.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have so that adjustments can be made if required.





# Cokethorpe

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## SCHOOL

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[cokethorpe.org](http://cokethorpe.org)

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