



UK HR Manager

Line Manager/Reporting into:	Europe HR Manager
Full Time/Part Time:	Full Time
Fixed Term Contract Length:	Maternity Cover, 12 months
Closing Date for Applications:	9am on Monday 26 September 2022

Inspired are seeking to appoint a UK HR Manager to join us from December 2022 on a fixed term basis.

Successful candidate must be able to travel between Fulham School (London), Reddam House Berkshire (Wokingham) and Head Office (Mayfair).

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

WHY APPLY

“Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

WHAT WE OFFER

- The opportunity to add real value from day one
- Strong growth opportunities
- Being part of a global professional community
- A collaborative team and environment
- A culture of excellence
- A rapidly growing business
- The opportunity to be at leading edge of educational development practice
- Competitive package
- Private pension scheme
- Staff may be eligible for school fee discounts of up to 50% for up to two children, subject to their child(ren) meeting the entrance requirements
- Free delicious lunch each day during term time (school locations)

HOW TO APPLY

An application/information pack can be downloaded from [Careers | Inspired Education](#). Alternatively, for further details please contact Gemma.Hanmore@inspirededu.com

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

ROLE SUMMARY & JOB PURPOSE

- To support the UK Schools and Head Office through the effective management and delivery of the Human Resources function
- Relationship building, supporting employees directly, coordinating, planning and executing HR activities
- To deliver effective and efficient support, maintaining the agreed standards of service, to the staff and students who make up the school community, creating and promoting an image of the trust which is in accordance with its ethos and values.

ROLE RESPONSIBILITIES

To take the lead in the development of the HR service across the UK, such as recruitment and the delivery of the HR function at all UK sites and locations within the Group.

- Support and advise Group's leaders on dealing with relevant HR issues, including discipline, capability, absence and grievance, together with attendance at meetings;
- Manage and support the recruitment process of all staff across Inspired UK Schools and Head Office, ensuring safer recruitment processes are followed and adhered to;
- Manage compliance with all safer recruitment requirement checks during the recruitment and onboarding processes, as well as periodically thereafter;
- Ensure that the Single Central Record is kept up to date at all times and in accordance with the DBS Code of Practice and ISI/Ofsted regulations, leading on this aspect of the role during OFSTED and ISI inspections;
- Take the lead in reviewing and revising the School's HR policies, ensuring that policies are ready for inspection;
- Absence monitoring and record keeping, including return to work interviews, occupational health referrals and working to reduce the impact of long-term absence in line with school policy;
- Manage the usage of Group's HR Management System, SuccessFactors, ensuring data is correct and up to date;
- Ensure all staff are regularly utilising the SuccessFactors modules, including Employee Central, Performance Management, Recruitment and Time Off;
- Work with Leaders to ensure the staff efficiency grid is kept updated on an annual basis;
- Work with Leaders to update and report annual staff budgets, keeping them updated with changes throughout the year and submitting reforecasts as required;
- Manage the payroll each month, ensuring regular, consistent and timely information and instructions are given to the external payroll provider;
- Check payroll reports for accuracy and report on variances to budgets to the Financial Director;
- Support the management of the Groups' performance appraisal;
- Manage the operation of the Group's visa sponsorship licence for employing individuals from overseas and report any changes as appropriate to the UKVI;
- Prepare and submit the annual workforce census;
- Effectively line manage the HR administrators across both UK schools;
- To Keep up to date with developments in employment legislation and human resource best practice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role as directed Senior Management.

EXPERIENCE AND QUALIFICATIONS WE'RE LOOKING FOR

Person Specification – Essential

- Professional qualification in Human Resource Management
- Deep understanding of the principles and practices of employment law, employment contracts and employee relations
- General knowledge of health & safety legislation and the Data Protection Act
- Awareness of Keeping Children Safe in Education
- Demonstrable understanding of the school environment and the requirements of safeguarding
- In depth knowledge of safer recruitment, ideally gained through experience of best practice in education, and ability to maintain compliance
- Excellent written and verbal communication skills
- Excellent administrative and organisational skills, with good attention to detail and the ability to use initiative and prioritise workload
- A self-starter and independent thinker who can adapt their approach and professional knowledge to the needs of an educational setting
- Tact and diplomacy
- Able to interact well with people at all levels
- Competence in standard Microsoft Office software

Person Specification – Desirable

- Experience of working in a similar role within a school environment
- Experience of change management
- Experience of HR Management Information Systems