



theHammond

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HR Officer (Temporary Maternity Cover)



Thank you for your interest in this key role as The Hammond continues to build upon its powerful and prestigious history.

This is an exciting time to join The Hammond as it further develops the plethora of courses offered to students from GCSE and A Level study, expert dance, and musical theatre training as part of the Trinity Diploma, specialised Theatre Arts training, to the rigour of our Musical Theatre Performance degree in collaboration with the University of Chester.

Alongside our small class sizes, excellent results, and the outstanding range of opportunities on offer, we feel that our greatest strength lies in our friendly, supportive, and nurturing ethos, encouraged by excellent staff and student relations and a highly supportive parent body.

The Hammond is the North West's leading provider of performing arts education and the UK's oldest vocational dance school. Hammond students are encouraged and trained to be curious, independent, resilient young people who develop leadership skills, potential and talent to compete at the highest level. The Hammond offers a full and exciting curriculum alongside outstanding vocational training for students aged 11 – 19; beyond this The Hammond offers a Bachelor of Arts degree course in Musical Theatre Performance to prepare students for the musical theatre industry at a professional level.

The Hammond is a boarding and day school that prides itself on strong pastoral care; nurturing, guiding, and inspiring every student to be the best possible version of themselves. Here at The Hammond, we are passionate about providing the best possible vocational training in dance, drama, acting and music, alongside an enriching academic curriculum.

We offer a stimulating and challenging creative environment in which we actively encourage young people to adopt lifelong learning skills that will enable them to flourish and thrive in their chosen discipline. We recognise and value achievement; Hammond alumni can be seen performing and teaching in the West End, Broadway, motion pictures, national tours, and teaching across the globe. Housed in the historic Hoole Bank House and surrounded by beautifully landscaped grounds, our campus comprises several performing arts centres with a 420-seat industry-standard theatre and 19 state-of-the-art dance and music studios, including a professional recording suite.

Situated on the outskirts of Chester, The Hammond is located within an hour of Manchester and Liverpool international airports and is two hours from London by train. At The Hammond, young people are fully supported to explore and reach their potential, whilst recognising the importance of cooperation, acceptance, and friendship.

I hope the information provided gives you a sense of what to expect at The Hammond and encourages you to want to be part of our vibrant community.

Jennifer Roscoe MA (Oxon)
Principal

Job Role: HR Officer (Temporary Maternity cover)

Accountable to: Director of Operations

Salary: £25,219 (pro rata, per annum)

Key Responsibilities:

1. Recruitment

- 1.1 to prepare advertisements and job details for new staff appointments.
- 1.2 to ensure line managers have submitted relevant Job Descriptions for the role.
- 1.3 to upload advertisements on the Hammond website or other websites.
- 1.4 to ensure that recruitment pages on the Hammond website are up to date and accurate.
- 1.5 to develop and maintain partnerships to support recruitment with colleges, universities, newspapers, journals, websites and recruitment agencies.
- 1.6 to develop and maintain recruitment templates for line managers to complete.
- 1.7 to track applications and prepare candidate summary sheets for interviews.
- 1.8 to arrange candidate interviews and oversee the interview process.
- 1.9 to ensure references are obtained and checked and any concerns highlighted.
- 1.10 to draft and send offer letters and manage any variations to contract.
- 1.11 to conduct pre-interviews where required to clarify and discrepancies in candidate information.
- 1.12 to ensure pre-employment checks are complete and satisfactory prior to commencement of employment.
- 1.13 to ensure that applications are retained and archived in accordance with GDPR requirements.

2 Induction

- 2.1 to oversee the administration of the new staff induction process.
 - 2.1.1 to liaise with line managers ensuring they complete a thorough induction and probation process for new staff.
 - 2.1.2 to support the induction process throughout the academic year including catch up sessions for any missed training.
 - 2.1.3 to develop and maintain induction training records.
 - 2.1.4 ensure the probation period for all new staff is managed by line managers.

3 Absence

- 3.1 to develop and maintain the absence management register and advise line managers of long-term absence.
- 3.2 to audit staff sickness records and prepare monthly records showing impact and trend analysis
- 3.3 to ensure payroll is informed of any new starters, leavers or staff absence on a daily basis.

3.4 assist the Director of Operations with staff disciplinary, grievance, capability or redundancy investigations, hearings or appeals, advising line managers on their first steps with these processes.

3.5 to manage leave requests, keep records and advise line managers of leave taken and allowances still available on a monthly basis.

3.6 to assist the Director of Operations in managing flexible work requests.

3.7 to undertake any HR related tasks as required by the Director of Operations, to include referrals to occupational health, organising interviews, liaising with staff representatives, etc,

4 Performance Management

4.1 to assist with the implementation of the Performance Management Policy including the review of all contracts and job descriptions and the subsequent annual review of job descriptions.

4.2 To ensure all staff training records are up to date and to provide reports as required by managers/departments.

4.3 To assist the Director of Operations in developing and maintaining a 'training passport' system to capture mandatory and developmental training.

4.4 To provide termly records of INSET to the Senior Leadership Team assisting with analysis, recommendations and future INSET bookings.

5 Employment policies & procedures and compliance

5.1 to review and contribute to the production of the Staff Handbook on an annual basis.

5.2 to review and contribute to the production of HR related policies and procedures on an annual basis or following any significant changes in employment law or circumstances.

5.3 to assist with HR related data return requests from external authorities as and when required.

5.4 to assist with the provision of up to date and complete HR related documentation and data to aid the inspection processes.

5.5 to provide HR advice and support to the Hammond and where necessary liaise with the retained Employment Law Consultancy for guidance and support.

5.6 create reports regarding absence, performance and training as and when required by the Director of Operations.

5.7 to be responsible for maintaining the accuracy of the Single Central Record.

6 Administrative Duties

6.1 to be responsible for organising confidential staff files and maintaining them in an orderly manner.

6.2 to deal with all matters relating to day-to-day staff welfare and personnel functions.

6.3 to deal with reference requests or other HR data requests from external authorities.

6.4 to complete such clerical duties, telephone calls and secretarial tasks as may be reasonable expected, including cover of Reception if required.

6.5 to monitor and arrange agency cover for staff absence when required.



All staff are responsible for the promoting and safeguarding the welfare of students and pupils at the Hammond by ensuring compliance with the Hammonds safeguarding and child protection policies at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students or pupils to the Designated Safeguarding Lead (DSL).

All staff must ensure confidentiality of information, including the safeguarding of information about current, past and prospective employees; to ensure the privacy and confidentiality of personal information, subject to any legal rights of the employees in respect of information relating to them. HR staff must abide by the code of professional conduct set by the Chartered Institute of Personnel and Development (CIPD).

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by their line manager, Senior Leadership team or Principal. All staff are expected to uphold, support and realise the ethos of the Hammond as outlines in the mission statement and supporting policies and procedures.

Job Descriptions are subject to regular review dependant on the business need.

Person Specification:

Area	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> • CIPD Level 5 (or working towards) • Degree level or Equivalent 	<ul style="list-style-type: none"> • Further HR Training • GDPR, First Aid, Mental First Aid
Experience	<ul style="list-style-type: none"> • Previous HR experience at office level or higher • Experience working on your own and interacting with a wider team 	<ul style="list-style-type: none"> • Experience within an Educational Environment • Experience in the Independent education sector
Skills & Aptitudes	<ul style="list-style-type: none"> • Excellent spoken English • Excellent writing, proof reading and editing skills, including the ability to tailor content and format to different stakeholder needs • Excellent IT skills including Office 365 suite • Strong organisational skills and the ability to prioritise effectively 	<ul style="list-style-type: none"> • Confidence using Educational Management Information Systems
Disposition and personal qualities	<ul style="list-style-type: none"> • Understanding of, and commitment to the aims of the Hammond • Integrity and ability to give clear and consistent HR advice and information • Understanding the importance of safeguarding and the welfare of children • Self-starter, highly motivated, proactive with a 'can do' attitude • Approachability, confident demeanour, ability to empathise and good listening skills • Discretion and sensitivity, including an understanding of professional confidentiality • Ability to make hard decisions and deliver difficult resolutions when required 	



Salary & Benefits

Normal Hours of Work

Your normal hours of work will be 40 hours per week (8:00am to 4:30pm, Monday to Friday), with a ½ hour unpaid lunch break every day. This is a full-time, fixed contract position for 9-to-12-month duration. You may also be expected to attend other school functions relating to your job, including Open Days, Inset days and similar events outside your normal work hours.

Breaks

Half an hour for lunch which is to be taken between the hours of midday and 2pm, which is unpaid.

Rate of Pay

Your salary will be £25,219 pro rata, per annum, payable in arrears by credit transfer to your bank or building society account on the 28th Day of each month and subject to normal PAYE deductions.

Probationary Period

The first 3 months of your employment are probationary. Either party can end the employment by giving two weeks' notice during this or on the expiry of the probationary period.

Holidays

You are entitled to 30 days holidays, plus bank holidays, per school year (September to August). This will be a pro rata allocation for fixed term contracts under 12 months.

Pension

The Hammond operates a pension arrangement which complies with government legislation on workplace pensions. You will automatically be enrolled into the scheme and following this you will receive documentation to confirm contributions and what to do if you wish to opt out.

For more information about The Hammond, please see our website

www.thehammond.co.uk

For an informal conversation concerning this role please speak to the Director of Operations and Estates, Steve Ryan, by telephoning 01244 305 350.



SAFEGUARDING RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following duties are required of all staff:

- Adhere to child protection policies and procedures.
- Promote and safeguard the welfare of children and young persons for whom you are responsible for and come into contact with.
- Ensure full compliance with all statutory regulations, communicating concerns to line manager's and other staff of The Hammond as appropriate.

The successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS). The Hammond is an equal opportunities employer.