



Marjory Kinnon School

Human Resources Officer Appointment Details

April 2024



Be Awesome. Be You. Teach SEND.



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A Welcome from our School Community

Our Pupils

Do you understand that everyone is different and that's great? Do you want to interact with amazing young people every day? Can you show kindness and respect to everyone, be tolerant and persevere even when things get tough?

We are looking for supportive, caring and kind people who understand our needs to come and join the fantastic team at Marjory Kinnon School. We like having teachers who are fun, give us exciting opportunities and help us to learn. Patience and empathy are qualities we like in the adults who work with us. If you work here, you must be ready to learn, always show respect and keep us safe. We like to learn from interesting people who will nurture, challenge and inspire us. If you work at MKS, you will meet new people who will always put a smile on your face. Don't be nervous – there is always someone here to help you.

It does not matter who you are or where you are from, as long as you are passionate, hard-working and will listen to us we would love to get to have you at Marjory Kinnon School.

Written with contributions from our secondary pupils

Our Chair

Thank you for your interest in joining Marjory Kinnon School. Our school is a lively, modern and constantly-changing place, where our diverse staff continually nurture, challenge and inspire each and every one of our children to realise their full potential.

People with skill, creativity and passion who join us to make a difference to the lives of our amazing children and their families are welcome; here they will find a highly professional, supportive and progressive learning environment that will challenge them, and reward them with unique opportunities for personal growth and fulfilment.

Tom Gardener

Our Headteacher

At Marjory Kinnon we believe everyone has something unique to offer and we commit to providing opportunities for all staff to learn and grow. We invest heavily in staff training and career progression at all levels.

We want every employee to feel valued within a warm, caring atmosphere with kindness and respect as our core values. If you want a challenge and an opportunity to make a difference to the most vulnerable children and families then we are the place for you. No day is ever the same and every day will give you a purpose to be proud of.

Tracy Meredith



Our What. Our How. Our Why.

Our Mission

We believe that through our learning, work and play we can nurture, challenge and inspire each other to achieve our full potential. As a new and expanding purpose built SEND school, we have fantastic opportunities for people to use their knowledge to teach, their passion to change lives and their enthusiasm to inspire.

Our Vision

Every pupil will learn the skills and develop the confidence needed to become a valued integrated and independent member of their community.

Our Values

Kindness – We aim to be kind to everyone.

Perseverance – We keep trying until we succeed.

Tolerance – We value and celebrate differences in each other.

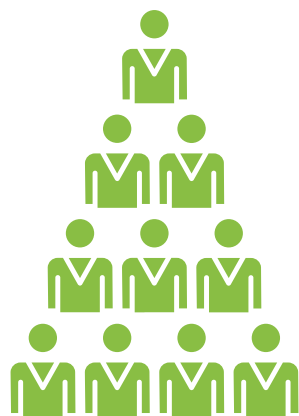
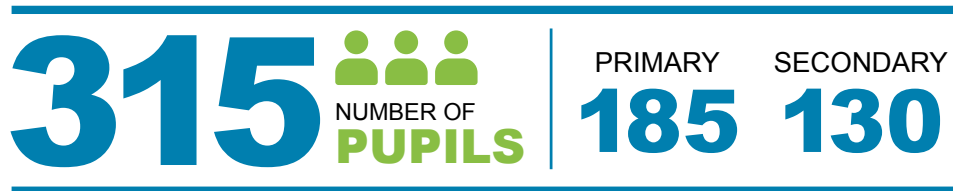
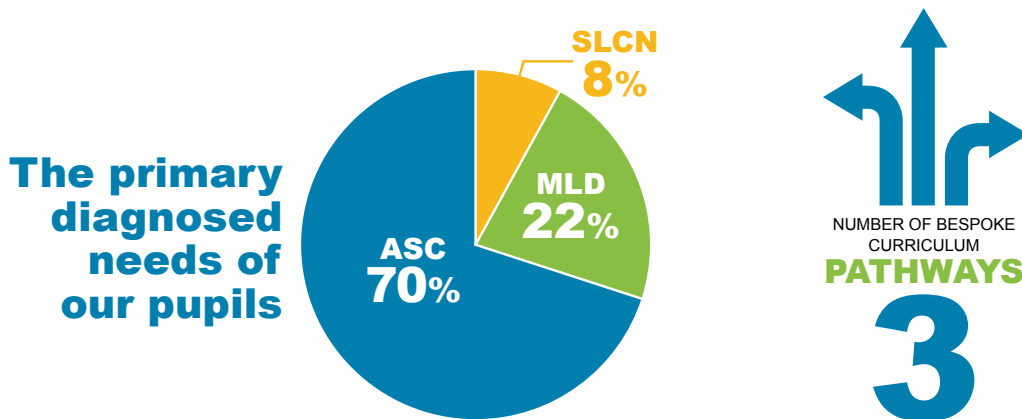
Respect – We are respectful and responsible in everything we do.

Marjory Kinnon School is one of the country's largest SEND schools. Since having moved into a new purpose built school building in 2018 the school has doubled in size. A well performing school, MKS provides education to 315 pupils between the age of 4 and 16, many of whom have ASC as their primary diagnosed need.

We are a multi-disciplinary team of dedicated, knowledgeable and creativity professionals, over 200 in number, working collaboratively to effectively support every single child in the way they need. Our vision is that every pupil leaves our school having learnt the skills and develop the confidence needed to become a valued, integrated and independent member of their community. We are always keen to hear from other professionals who have a desire to work in a SEND setting. Please do get in touch if you would like to come and have a look or just want to find out more about us.



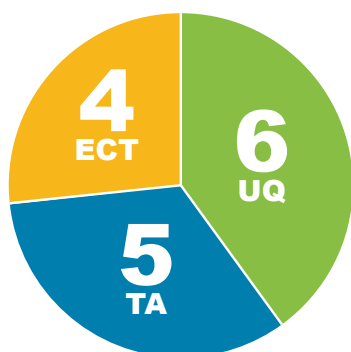
MKS at a Glance



Number of team members

223

Teachers	Education Support	Business Support
65	113	45



15 Colleagues on their journey to QTS



Size of school budget
£10.3m



Staff Benefits

It's not just a job, it's a career – the benefits we offer you:

- A well-resourced, enjoyable and caring working environment.
- Competitive salaries and pay progression – as a growing school there will be a number of opportunities over the next few years for staff that wish to progress.
- Generous annual leave entitlements for all year round support staff, starting from 23 days and rising to 31 days after the completion of 5 years' service.
- Christmas closure – 3 additional days off between Christmas and New Year.
- A commitment to staff wellbeing, including access to Occupational Health and an Employee Assistance Programme (counselling, information and support), a wellbeing week every half term and the offer of an annual flu vaccination.
- Extensive CPD training which provides a range of tailored and bespoke CPD opportunities to all.
- An in-house Professional Development Centre.
- A supportive leadership team who are engaged in your professional development and success.
- All non-teaching staff have access to the generous Local Government Pension Scheme. All teaching staff have access to the Teacher's Pension Scheme.
- Excellent transport links with Hatton Cross Station and Feltham Station close by.
- Tax Free Childcare (TFC) scheme to help working parents with the cost of childcare.
- On-site staff canteen.
- Free on-site car parking and electric charging points.



Things that help make us different

- We recognise the individuality of pupils with ASC and complex needs, having 3 pathways to personalise the curriculum to meet their learning needs.
- All staff are trained in specific techniques for working with ASC pupils such as TEEACH.
- We run SCERTs as a basis for working with ASC pupils and this is complimented by our THRIVE approach.
- A full induction programme delivers training on ASC pupils to all new staff.
- 'Marjory Kinnon's got talent' has got to be seen, it allows all our pupils showcase their talents and interests and is fully inclusive.
- A bespoke assessment system to assess progress of all our pupils.
- Well-resourced sensory room.
- Well-resourced equipment for individual classes.
- High ratio of adult to pupils in classes.





About the Role

Job Summary

Post Title: Human Resources Officer (HRO).

Responsible to: Head of Human Resources (HHR).

Contract Type: Full-time or Part-time.

Salary: Scale 6 – SO1, depending on skills, experience and qualifications (£27,679 - £31,703, based on 36 hours per week, 39 weeks per year).

Contractual Hours: Full-time: 36hrs p/w, term-time only, 39 weeks per year.
Part-time: Minimum of 20hrs p/w term-time only. (T&C's to be agreed with school).

Line Management: Currently None. This post has the facility to line-manage team members if required.

Job Purpose

- Support the Head of Human Resources (HHR) in delivering an exceptional HR function by efficiently and accurately managing administrative tasks.
- Promote and model the highest professional standards whilst embodying our schools' values of kindness, perseverance, tolerance and respect.
- Contribute to the overall effectiveness of the HR department that operates in accordance with relevant statutory responsibilities and in line with best practice and that fosters a positive and organised work environment.





Job Description

Data Management and Personnel Records

- Maintain all personnel files to a high standard, ensuring that they are fully populated, up to date and that files are located and stored in the correct location and in the proper manner. Archive leaver files, storing for the statutory period required.
- Facilitate the systematic organisation and maintenance of HR documents, including contracts, policies, and confidential materials.
- Maintain and update the HR System (SIMS / Every).
- Maintain the staff list.
- Prepare and issue yearly statements of Teacher Salaries.
- Monitor and respond to general HR queries and emails in the HR inbox, supporting the resolution of queries, escalating where necessary.
- Provide staffing information in a timely manner as requested.
- Timely and accurate completion of all HR statutory returns within specified timelines e.g. DfE School Workforce Census.
- Comply with GDPR and keep knowledge up to date.

Administrative support of Recruitment, Induction, Probationary and Learning and Development

- Coordinate campaigns and provide support for all recruitment and selection activity as defined by the HHR.
- Assist with writing and updating adverts, job descriptions and person specifications.
- Place adverts using online recruitment platforms ensuring accuracy and timeliness.
- Co-ordinate the recruitment process to include correspondence with candidates, answering vacancy enquiries, liaising with line managers to arrange shortlisting and interviews.





- Facilitate on-boarding process ensuring necessary checks are carried out, escalating any issues or queries to the HHR.
- Book meeting rooms, facilitate tests and chaperone candidates to assist with the smooth running of interviews on recruitment days and/or agency trial days.
- Co-ordinate the induction process, inviting attendees and hosts, book meeting rooms and keep a record of attendance.
- Assist in coordinating training sessions, tracking employee training records and supporting professional development initiatives ensuring that personnel files (including induction, individual L&D, offboarding) are and up-to-date and accurately reflect service history.
- Support the administration of the probationary process, ensuring timely administration and accurate records keeping and that any issues are escalated appropriately.

Safeguarding and SCR

- Maintain an accurate and up to date Single Central Register and carry out the necessary checks required in accordance with KCSIE for staff, contractors and visitors. Including checking DBS Certificates and photo ID for supply staff on their arrival and taking them to their allocated class.



Sickness and Absence Management

- Log absences in a timely manner.
- Play an active role in the monthly monitoring of staffing absence, notifying the HHR of employees that have breached the Management of Absence triggers, producing reports as and when required for monitoring of the same.
- Collaborate with colleagues responsible for school cover arrangements to ensure well-informed and coordinated HR activities related to absence management.

Payroll

- Process pay changes and payroll instructions with the school's HR & Payroll provider, once signed off by the Headteacher.
- Ensure the timely submission of payroll instructions to local authorities.
- Submit monthly sickness returns in a timely manner.
- Liaise with the relevant post holders to resolve any staffing, pay and contractual issues or queries
- Send letters and contracts received from LBH Personnel to staff and keep personnel files up to date.
- Process maternity, paternity and shared parental leave paperwork.

Employee Relations

- Lead on assigned case work as directed by the HHR, assisting with the timely and effective resolution of employee relations issues.
- Support organisational change as directed by the HHR.
- Prepare documentation and provide administrative support to meetings, panels and other processes as required.
- Ensure HR policies and procedures are followed and that the school's interest and reputation is protected at all times.



Departmental Support

- Support colleagues in other teams to help cover staff shortages/absence, team meetings and peak times as agreed with the Human Resources Manager.

Health and Safety Management

- Ensure health and safety policy and procedures are adhered to at all times.
- Serve as Fire Marshal, with training provided.
- Act as a First Aider for the school (only if willing – training to be provided).

Other

- Contribute to the creation and development of an empathetic organisation in which all staff feel valued and recognise that collectively we are all accountable for the success of our school.
- Help cover for support teams to enable team meetings to take place without compromising front line services.
- To attend and participate in INSET and other planned training sessions.





Person Specification

			Essential / Desirable	Assessed at A/T/I
Qualifications and Experience	1	GCSE or equivalent qualification in English and Maths.	E	A
	2	Degree or equivalent qualification in a relevant subject or qualified by experience in Human Resources administrative work.	D	A
	3	Human Resources (CIPD Level 3) or other relevant qualification(s).	D	A
	4	Practical experience in HR administration.	E	A, T & I
	5	Experience of working in an educational setting.	D	A & I
	6	Strong verbal and written communication skills in English.	E	A & I
	7	Significant experience of using ICT systems, in particular proficient in utilising HR Software and the Microsoft Office suite.	E	A, T & I
	8	Experience of successfully working as part of a team within a fast-paced and dynamic environment.	D	A & I
	9	Experience of or an understanding of supporting children with additional needs.	D	A
	10	Experience of delivering a customer centred service.	D	A & I
	11	Experience of working within a multi-disciplinary team.	D	A & I
	12	Experience of being a Fire Marshall (or be willingness to undergo training).	D	A
	13	Experience of being a First Aider (or be willingness to undergo training).	D	A
Knowledge and Understanding	14	Knowledge of employment laws and regulations appropriate to level of role.	E	A, T & I
	15	Thorough understanding of safeguarding, KCSiE & child protection policies and procedures applicable to HR functions within educational setting.	E	A, T & I
	16	Knowledge and understanding of working within the education sector.	D	A
	17	Exceptional interpersonal skills and ability to work constructively and collaboratively as part of a team.	E	A & I
	18	Exceptional proficiency in administrative tasks and exhibits strong organisational acumen, self-management and levels of accuracy.	E	A, T & I
	19	An ability to plan own workload on the basis of sound research, analysis and judgement and manage deadlines.	E	A, T & I
	20	Ability to use own initiative to identify issues, problem solve and implement solutions working quickly and efficiently whilst under pressure with minimum supervision.	E	A, T & I
	21	Discrete and confidential and understands need for sensitivity showing the highest degree of confidentiality and data protection of all materials.	E	A, T & I
	22	Dedication to ongoing professional development, with a proactive approach to staying abreast of industry developments and adopting best practices.	E	A & I
	23	Ability to relate well to all school stakeholders (including children, teachers, school staff, parents, visitors, governors).	E	A & I
	24	Proficient understanding of data protection regulations, including GDPR compliance.	D	A & I
	25	Knowledge of Quality Assurance Processes.	D	A & I



Professional values and practice
Be committed.
Be consistent.
Have a flexible and adaptable approach to work, be willing to go the extra mile when required to get the job done for the benefit of our pupils, our colleagues and for ourselves.
Whilst being willing to work hard for the success of the school and its pupils, ensure that you and your team have a work life balance that enables health, happiness and wellbeing.
Have a happy, constructive and collaborative attitude to the work you undertake.
Be positive and respond to situations in a calm, professional manner at all times.
Have a thirst for excellence and a relentless drive to achieve the best outcomes for our pupils.
Have the capacity and enthusiasm to learn, be self-motivated, reflective, creative and innovative in order to continuously improve.
Be emotionally resilient.
Maintain the professional standards associated with your role in our school (e.g. DfE Teachers Standards; MKS Teaching Assistant Standards; MKS Business Management Standards).
Have a strong awareness of professionalism and respect for confidentiality.
At all times model good relationships, attitudes, and behaviour.
To be able to self-evaluate your own and your team's performance, keep own knowledge and skills up to date, and participate in relevant training and CPD opportunities as required.
Present a smart and professional appearance appropriate to your role.
Willingness to work flexible hours and to occasionally attend meetings outside of normal working hours (e.g. in relation to parental events or governance meetings).
Have a high level of commitment to safeguarding, inclusion, equality and value our school's diversity.
Understand and respect all social, cultural, linguistic, religious and ethnic backgrounds.
Support the Governing Body, the Headteacher and SLT in their duty to ensure that the school meets its aim to deliver the best possible educational outcomes for pupils and everyone is kept safe.
Act as a positive ambassador for Marjory Kinnon School and make a meaningful contribution to the school community.





Our School Statements

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and external agencies to share this commitment. All applicants undergo a thorough selection process, including background checks to ensure their suitability to work with children. All staff members receive comprehensive safeguarding training to ensure they are aware of and understand the signs of abuse, the school's procedures for reporting concerns, and their role in creating a safe environment. Our school promotes an open culture where everyone, including staff, pupils, and parents, is encouraged to share any concerns they may have regarding the welfare of our pupils.

Equality, Diversity and Inclusion

In our school community, we celebrate and embrace diversity as a source of strength. We are committed to fostering an inclusive environment that values and respects all individuals. Our mission is to create a culture of equity where everyone feels heard, seen, and valued. We strive to eliminate bias and promote equal opportunities for learning and growth. Join us in cultivating a school where diversity is not only acknowledged but cherished, and where every student and staff member can thrive.

Professional Standards

At Marjory Kinnon School, we uphold the highest professional standards to create a positive and inclusive learning environment for our pupils. All staff are expected to adhere to our Code of Conduct which guides our professional behaviour and ensures that every member of our team operates with integrity, treats others with respect, and upholds the ethical standards that define our school.

GDPR

We are required under the General Data Protection Regulations 2018 to confirm why we collect personal and/or sensitive data from you, what we use it for and how we will store it. The personal/sensitive information that you provide to us on the application form will be used and retained as part of our recruitment process. This means information provided by applicants to inform part of our assessment during the recruitment process and for successful candidates the information will be used as part of the contract of employment and be shared with the school's payroll provider. We may contact other relevant organisations to check the information that you provide, including for safeguarding purposes. The information will be stored electronically and disposed of after 6 months if your application is unsuccessful.



How to Apply

Thank you for your interest in this role.

Application Form

You will find the application form on our website on our 'Current Vacancies' page.

Please complete and return this via email to hr@marjorykinnon.hounslow.sch.uk

CVs are not accepted.

Closing Date: 13th May 2024

Shortlisting: 14th May 2024

Interviews will be commencing around 20th May 2024.

We will communicate directly with shortlisted candidates to confirm interview details.

Safer Recruitment

In order to comply with 'Keeping Children Safe in Education' a number of checks will be carried out, including:

- **DBS Checks**
All applicants will be subject to an enhanced DBS and barred list check.
- **Online Checks**
Online checks will be carried out for all shortlisted candidates.
- **References**
All offers of employment are subject to the receipt of two satisfactory references.

Visits to the School

If you would like to visit our school and meet a member of SLT, or if you have any queries relating to this opportunity, please contact HR via email hr@marjorykinnon.hounslow.sch.uk or telephone **020 8890 8890**.

You can find more information about Marjory Kinnon School on our website www.marjorykinnonschool.co.uk



Marjory Kinnon School

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