



# HAYES SCHOOL

## HR Officer Candidate Pack



### Required from May 2025 for Maternity cover

Monday-Friday, 32 hours per week, 41 weeks per year  
Salary Scale SO1 £29,403- £30,188 (actual salary)  
(Point 23-25 depending on experience)

Our people are our most valuable asset. We are looking for someone with interest and experience in this area to provide support to the Headteacher, Senior Leadership Team and our school workforce.

You will be highly organised with excellent administration skills and attention to detail. In this role, you will be responsible for managing and administering our internal processes, for the maintenance of employment/payroll records, induction, appraisal, training and absence management etc.

You will be a key point of contact for our staff, will enjoy establishing and maintaining positive relationships with others, and share our commitment to staff development and wellbeing.

You will be joining a large, friendly and committed team of teachers and associate staff.

Hayes School is a high achieving, oversubscribed school, which provides excellent education for its students as well as exciting opportunities for professional and career development for staff. The school benefits from its proximity to central London and excellent transport links whilst bordering the beautiful Kent countryside.

*"Pupils enjoy school and achieve highly." (Ofsted)*

*"The curriculum is especially well thought out." (Ofsted)*

*"All who work in the school understand and share these values. This is the Hayes Way" (Ofsted)*

#### **We can offer:**

- Motivated students with outstanding attitudes to learning
- Outstanding student behaviour
- Excellent facilities for staff, including an on-site fitness suite
- A Staff Wellbeing Forum and Wellbeing Charter with a focus on supporting staff wellbeing
- An excellent induction and support programme for new staff
- An employee Assistance Programme and flu vaccination
- Innovative approaches to Teacher Professional Development
- Opportunities to work with other schools through established partnerships
- A friendly working environment

Closing Date: **Wednesday 19<sup>th</sup> March (9.00am)**  
Interviews Date: **Wednesday 26<sup>th</sup> or Friday 28<sup>th</sup> March 2025**

Please send your completed application form and covering letter to [vacancies@hayes.bromley.sch.uk](mailto:vacancies@hayes.bromley.sch.uk). If you require any additional information or have any questions, please contact Blessing Opayemi, HR Officer at [boo@hayes.bromley.sch.uk](mailto:boo@hayes.bromley.sch.uk).

*We are committed to equality of opportunity for all our staff. We particularly welcome applicants from ethnic minority backgrounds as they are currently under-represented on our staff body. We recognise the vital contribution that members of a diverse team make to our students' learning. The range of cultural experiences, differing viewpoints and role models this brings is essential in our Trust and we recognise the gap that would be left in our offering without these.*

*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. Therefore, the successful applicant will be subject to Enhanced Disclosure and Barring Service check.*

# WELCOME FROM THE HEAD OF SCHOOL

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Thank you for your interest in joining Hayes School. I hope that this information pack will help you to learn more about the role, our school and our students.

We are an ambitious, outward looking school with high aspirations and expectations of our students and a commitment to lifelong learning, which is shared by students and staff.

Whether you are new to working in schools, or are looking to move to gain experience and develop your career, you will be joining a friendly family of staff who are committed and supportive of each other. You will also benefit from working with wonderful students.

Having joined the school as a Senior Leader, 6 years ago, and working alongside our Executive Headteacher who has been connected to the school for almost 25 years, I can honestly say that this is a school in which you can grow and develop as a teacher, leader and staff member. A significant number of our staff have been here for many years and their own children attend the school as students, which is testament to our saying '[would this be good enough for my own child?](#)'

Should you wish to arrange a visit to the school or to have an informal discussion prior to submitting your application, please do not hesitate to contact the school.

I hope you will feel that Hayes School is a school which is aligned with your personal values and that we can look forward to receiving your application.



Claire Thompson  
Head of School

# ABOUT HAYES SCHOOL

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## Our School

Hayes School is a high achieving, oversubscribed and well-disciplined 11-18 co-educational school with excellent accommodation and facilities set in very attractive grounds. We provide an outstanding education for our students as well as exciting opportunities for professional and career development for staff. Our 1700 students have a desire to succeed and to learn displaying excellent attitudes and behaviour. Relationships between students and staff are very good and staff enjoy opportunities to lead and participate in a wide range of extra-curricular activities and trips. (There are over 80 clubs and over 100 trips take place every year)

In September 2022, Hayes School was judged Outstanding by Ofsted:

- "It is clear that Hayes School provides all pupils with an exceptional experience."
- "Pupils behave extremely well. They are polite, respectful of others and have excellent professional relationships with their peers and teachers".
- "Leaders and teachers have developed a consistent approach to their work in the classroom".
- "A great deal of emphasis is given to ensuring that teachers are experts in their subjects".
- "Staff were especially positive about the way their wellbeing and workload is considered by leaders".

Attainment and progress are high and above local and national averages. In 2024, students achieved considerable academic success in GCSE, A level, vocational and L1/2 qualifications. 81% of GCSE students achieved at least a Grade 4 in English and Maths, nearly 1 in 4 grades were Grade 7-9 and students made excellent progress across a range of subjects/courses. Our Year 13 students achieved considerable success with 57% and 84% of all grades at A\*-B and A\*-C respectively, and an average grade of B- across both our A Level and vocational courses.

Our Sixth Form of 500 students is heavily oversubscribed and successful. "The Sixth Form curriculum meets the needs of all students and includes a range of academic and vocational qualifications (Ofsted 2022)."

However, Hayes is not complacent. We have a relentless commitment to improvement. We judge everything we do by the standard "would this be good enough for my child?" All staff go the extra mile to provide challenge, support and opportunities for every child.

We are very proud of our school, of the opportunities we provide, and of our role in the community. We strive to build on our success creating an environment where each individual is valued: an environment that fosters tolerance and compassion, vibrant, caring relationships, life-long learning skills and a strong sense of moral purpose.

### **Our Facilities**

Hayes School benefits from a beautiful campus comprising green spaces, trees and a variety of purpose-built teaching blocks. The School offers exceptional educational facilities, which are continually being maintained, extended and developed. We have a recently installed a purpose-built fitness suite for use by students and staff and a new, refurbished staff room.

Partnerships with local sporting clubs, Ealing Trailfinders RFC and Brunel University support our academy programmes and provide students and staff with access to high quality coaching and expertise.

Our arts provision in art, music, dance and drama is outstanding – students excel and benefit from high quality teaching and a wide range of opportunity.

All teachers and students have access to ICT to enhance teaching and learning.

The school benefits from:

- Staff laptops
- Brand new touch screen interactive panels in every classroom
- A significant number of networked computer suites across the school
- Media and photography equipment including digital stills, video cameras, studio and dark room
- Industry standard machinery including laser cutters, 3D printers and CAD/CAM equipment
- State of the art audio-visual equipment to support high quality performances
- A high speed wireless network across the campus
- An on-site Fitness Suite available for staff use

### **Our students**

Our students are a delight to work with. They are kind, caring and supportive of each other. We have “uncompromising aspirations” for all and encourage our young people to aim high and to live our motto “Excellence through Endeavour.” Hayes students want to do well and recognise that they need to work hard to achieve their own personal ambitions. The “Hayes Way” enables all students to demonstrate the behaviours for learning we expect and supports us in sustaining an environment where all are respected and can be safe, happy and successful.

We recognise our responsibility to prepare students for life beyond school and place equal emphasis on the development of skills and attributes as we do success in public examinations. ‘The Hayes Learner’ promotes reflective, creative, communicative, independent and collaborative students and at their heart, we expect our students to be kind, respectful, responsible, tolerant and proud.

We have a well-developed pastoral system and staff genuinely care about our students as individuals. We encourage students to participate in school life and to lead our school. There are countless opportunities to volunteer, mentor other students and participate in extra-curricular clubs, activities and educational trips and visits.

### **Our staff**

We recognise and value the skills, knowledge and expertise of all our staff and are committed to supporting their professional development. Our newly launched Teacher Professional Growth programme supports teacher professional development within ‘teaching and learning communities’ as we model our commitment to lifelong learning to the students we teach. In this respect, we balance the needs of the school with those of

the individual. Teaching and leadership development programmes are delivered in-house and there are opportunities to mentor and support trainee and early career teachers, or to participate in coaching programmes.

An induction programme, staff buddies and an active staff committee all contribute to helping staff new to the school to find their feet. All staff are willing to share expertise, resources and ideas and are a great source of support.

We are committed to working in partnership with other schools, both within and outside our Trust. We encourage and support further learning and research and there are opportunities for specialist career progression and to work with and support other schools through networks and partnerships.

Staff regularly go the extra mile at Hayes to support students and to give their time to the broad extra-curricular programme, which includes sports, music, drama and a host of trips, exchanges, clubs and other activities.

We are a friendly team of teachers and associate (support) staff and look forward to welcoming you to our school.

### **The Impact Multi Academy Trust**

Hayes School joined with Ravens Wood School in April 2017 to form the Impact Multi Academy Trust.

In September 2022, our trust merged with Langley Park Learning Trust to form a new trust of seven schools (Clare House Primary School, Hawes Down Primary School, Hayes School, Langley Park Primary School, Langley Park School for Boys, Langley Park School for Girls and Ravens Wood School).

It is rare to see two high performing, like-minded trusts come together in the interests of providing better and more sustainable education and care for all of the children in their schools and community, but we believe this is what the Impact Multi Academy Trust is.

Our schools are popular and high performing, serving the same community. They are also driven by a commitment to improving even further to deliver the very best education, care and life chances for all children. We are driven by educational and moral purpose as well as enlightened self-interest. We want all schools within the Trust to retain their identity and compete, but also to collaborate to provide an outstanding educational experience that impacts on the life chances of all students. This is reflected in our Trust vision, mission and values.

There is an African proverb "If you want to travel fast travel alone. If you want to travel far travel together." Together in collaboration, we will build on the strengths of all schools, address those areas that could and should be improved further, and travel both fast and far in the interests of all our students.

Working within a trust provides opportunities for support from a network of teachers and support staff across all our schools.

For more information about the school, please watch our introductory video ([click](#) on image below)



### What do parents say about Hayes School?

"Hayes School produces wonderful young people"

"The school encourages the students to achieve the best they can, to reach their potential."

"My children are comfortable and relaxed at school with great friends. They respect their teachers and enjoy their day. They never complain or moan about school. We are extremely happy with Hayes School."

"I have been so impressed and grateful for the dedication shown by teachers to enable my son to achieve the best that he can."

"Strong leadership and management starts from the top and filters throughout the whole school."

"The school has a family feel about it."

"Hayes is an outstanding school that doesn't rest on its laurels. The school continues to strive to do better."

"The leaders are regularly seen around the school talking to students which I think is great to see."

"I believe you have created a school environment which is what a school should be. Happy, safe, that allows students to be the best they can be and celebrates them for who they are."

"The support my child has received both pastorally and academically has been brilliant. The teaching is fantastic and the good behaviour of students is maintained."

"A huge range of opportunities and leadership activities is offered to children and they receive recognition for this."

"Hayes has built a reputation that is the envy of many other schools. As parents, we are very grateful that our children attend Hayes, as this will stand them in good stead for their futures."

"Hayes as a place is a fantastic community and this school is at the heart of it."

### What do staff say about working at Hayes School?

"Since starting at Hayes, it has been clear that Teaching and Learning is at the very heart of everything at the school. I feel very supported here at Hayes, especially in developing teaching and learning practice."

"Students are incredibly dedicated and hardworking and are always pushing themselves to do their best. Working with students that are proactive, marvellously polite, well-mannered, and with high goals, is a really exceptional experience."

"The organisation and effective set up of whole-school procedures make Hayes School both a fulfilling and straight forward place at which to work."

"When I look back at my time at Hayes so far, it's very rewarding to see how I've progressed professionally. Every year I have been encouraged to, and have taken on responsibilities that I never thought I could do when I began teaching here."

"Academic success is central to the vision and aims of the school, but this is not at the detriment of the absolute commitment to the development of the whole child. The pastoral support, the ACTIVE (PSHE) curriculum and the extra-curricular opportunities are truly outstanding."

"Staff are highly motivated, committed to excellence and are always willing to support each other."

"Hayes is a true community school, which everyone is proud to be part of. I feel very much a valued member of a vibrant team working here."

"Hayes School is the kind of school you wished you could have attended as a child. The possibilities and opportunities are endless!"



### HR Officer

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The HR Officer will be a member of the school's associate (support) staff and will report directly to the Headteacher.

You will be a people's person, solution-focussed and committed to ensuring we grow, develop and look after the people within our organisation.

You will be supported by the Trust Head of HR and will work closely with the Headteacher.

### JOB DESCRIPTION

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### JOB DESCRIPTION

#### **Purpose of the Post:**

The HR Officer is responsible for:

- Organising and managing all aspects of the school's human resource function, including that of its extended facilities, and fulfilling the requirements of safer recruitment legislation.
- The effective operation of systems and policies within the school, and the development of its human resource service, ensuring compliance with employment law and appropriate education legislation.
- Support with the school's recruitment strategies including those related to teachers and support staff.
- Supporting and encouraging the school's ethos and its objectives, policies and procedures.
- Completing administrative routines relating to the human resources function, including payroll and maintenance of records and files such as SCR.

#### **Duties and responsibilities:**

The main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher. Please note that the post holder may, in exceptional circumstances, be required to work outside of normal school working hours for school events, meetings and emergencies.

#### **Personnel management**

- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, agencies and contractors.
- Be a point of contact for staff in school with HR enquiries, providing support and advice, or signposting to other key personnel within the school and trust.
- Maintain and update information held on school systems, in particular those relating to human resources, including staff details, recording contractual changes, payroll information, accessing and producing reports for the Headteacher, as requested.
- Ensure that all staff are informed, as required, of changes and developments associated with employment matters, in liaison with the Trust HR Manager.
- Implement and co-ordinate the school's appraisal arrangements for associate (support) staff.

- Establish and co-ordinate the school's continuing professional development programme for all staff.
- Ensure effective line-management is in place for all staff, in discussion with the Headteacher.
- Update and implement the school's staffing structures, including necessary consultation, in discussion with the Headteacher and governors/trustees, as required.
  
- Ensure that all the necessary data required for payroll, the teachers' pension and local government pension agencies is submitted, in liaison with the finance department, when:
  - A new appointment is made.
  - Changes are made to an existing member of staff's terms and conditions.
  - A member of staff's employment terminates.
- Liaise with the school's payroll provider, in conjunction with the finance department, to ensure all forms including timesheets, new starter/leaver/variation forms and annual returns are submitted within required deadlines.
- Ensure that all aspects relating to work status and registration, immigration and sponsorship are followed, including liaison with all relevant parties as necessary (for example, local authority (LA) and Home Office).
- Ensure that all relevant changes affecting staff are notified as required to the finance department for action, including contract, salary and pensions information.
- Ensure that annual salary statements are completed and issued to all staff.
- Oversee arrangements for the induction of new staff and maintenance of training records.
- Collect, enter and extract data required to complete statutory returns, including the completion of the annual School Workforce Census.
- Maintain the staff absence management system, maintain records of absence and hold return to work meetings for associate (support) staff, following periods of absence.
- Complete maternity risk assessments and occupational health referrals, in discussion with the Headteacher.
- Complete reviews of job descriptions with employees, as required.
- Liaise with and seek advice from the Trust HR Manager, advising the Headteacher of matters concerning employment law and appropriate legislation.
- Support the Headteacher with the implementation and operation of all internal personnel policies e.g. discipline, grievance, capability, redundancy, absence monitoring, and equality schemes including the appeals process, in partnership with the Trust HR Manager.
- Be responsible for administering leaving procedures for all staff.

### Recruitment

- Complete the recruitment procedure with the identification of vacancies, safer recruitment, vetting and barring checks, contracts of employment and other recruitment processes, as required.
- In discussion with the Headteacher, be proactive in the development and implementation of succession planning and recruitment strategies and options.

### Administrative

- Liaise as necessary to ensure an efficient and effective administrative support to the school and its extended services, including the minuting of meetings as required.
- Undertake responsibility for all necessary administration relating to all areas within the remit of this role.
- Ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- Collate information, statistics and prepare reports as required by the Headteacher, Governors or Trust.
- Ensure that all manual and computerised records and filing systems relating to all areas are maintained as required.
- Process, input, extract and analyse information from the school's system/s.

- Take minutes/notes in meetings as required and circulate associated information.
- Deal with correspondence promptly and as required.

### General

- Attend school events as required.
- Participate in school emergencies, in conjunction with other members of the senior leadership team (SLT), including the implementation of effective evacuation and search procedures as required.
- Implement, in conjunction with staff and members of the SLT, all health and safety and safeguarding procedures and requirements.
- Attend training sessions and meetings as required, including relevant governors' sub-committee meetings.
- Arrange and provide training sessions to staff to ensure that they are aware of associated procedures and regulations, as appropriate and in discussion with the Headteacher.
- Be responsible for the effective management of budgets within your remit, negotiating best value rates with recruitment agencies and other parties.
- Ensure compliance with data protection regulations.
- Seek, consider, and act upon professional support and advice as required.

*The above is not an exhaustive list of responsibilities and duties and the post holder will be expected to carry out other duties as requested by the Headteacher. All duties are subject to periodic review and job descriptions can change according to the needs of the School. All colleagues appointed at Hayes School will be expected to demonstrate a wholehearted commitment to the development of support for the student and a willingness to assist in preparing for, and adapting to, the changing needs of the School.*

## PERSON SPECIFICATION

<b>Qualifications &amp; Training</b>	
Recognised personnel (HR) qualification/s and/or significant experience in field.	<b>Essential</b>
Further or higher education qualifications relevant to the field.	<b>Desirable</b>
Evidence of personnel management within a school or similar organisation.	<b>Desirable</b>
Evidence of being an effective member of an establishment/ company's management team.	<b>Desirable</b>
Evidence of personnel management experience to support the day-to-day operation of an establishment/company.	<b>Essential</b>
A track record of operating at a high level of trust and confidentiality	<b>Essential</b>
Experience of managing change and implementing new systems/ procedures/controls.	<b>Essential</b>
GCSE Maths and English to grade C (or equivalent)	<b>Essential</b>
Recognised personnel (HR) qualification/s and/or significant experience in field.	<b>Essential</b>
<b>Skills, knowledge and aptitude</b>	
Ability to build and form good relationships with students, colleagues and other professionals.	<b>Essential</b>

Ability to work constructively as part of a team, understanding school roles and responsibilities including own.	<b>Essential</b>
Ability of working as team to formulate and review the aims and objectives of an establishment/ company.	<b>Essential</b>
Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals	<b>Essential</b>
Ability and knowledge to implement a wide range of personnel procedures.	<b>Essential</b>
Ability and knowledge of writing and reviewing policy documents.	<b>Essential</b>
A current knowledge and understanding of employment law, appropriate education legislation and requirements of employment contracts.	<b>Essential</b>
Working knowledge of law with regard to health and safety legislation, contracts, Freedom of Information Act, copyright, data protection and GDPR.	<b>Essential</b>
Ability to proficiently use office computer software including word-processing, spreadsheet, personnel information and internet systems.	<b>Essential</b>
Experience of recruitment strategies and procedures.	<b>Desirable</b>
Knowledge and understanding of safer recruitment requirements in schools.	<b>Desirable</b>
<b>Personal Attributes</b>	
Energy and enthusiasm	<b>Essential</b>
Resilient	<b>Essential</b>
Initiative and ability to solve problems and prioritise one's own work and that of others to meet deadlines.	<b>Essential</b>
Sense of humour	<b>Essential</b>
Team player, capable of motivating and working with others	<b>Essential</b>
Efficient and meticulous in organisation and attention to detail.	<b>Essential</b>
Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations.	<b>Essential</b>
Ability to evaluate own development needs and those of others and to address them	<b>Essential</b>
A willingness to seek specialist advice and awareness of where to seek it.	<b>Essential</b>
Commitment to the highest standards of child protection and safeguarding.	<b>Essential</b>
Recognition of the importance of personal responsibility for health and safety.	<b>Essential</b>
Commitment to the school's ethos, aims and its whole community.	<b>Essential</b>

### **Application Procedure**

- 1) Carefully read all the information about this post.
- 2) Complete the application form as fully as possible. You must use the school application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.
- 3) In section 'details in support of your application' please tell us:
  - a) Why you are applying for this post.
  - b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found.

### **Appointment Process**

- 1) Suitable applicants will be shortlisted for an interview.
- 2) If successful, you will receive either an email or phone call inviting you to attend an interview. It is therefore important that you give us a daytime telephone number and email address.
- 3) Candidates called to an interview will:
  - a) Be given a tour of the school.
  - b) Have an opportunity to meet with members of the team.
  - c) Complete a task/tasks.
  - d) Have a formal interview with members of the Senior Leadership Team.

### **Pre-Employment Checks**

The successful applicant will be required to:

- 1) Provide details of two referees who know you in a professional capacity, one of whom must be your current or more recent employer, Headteacher or mentor at your placement if you are still training. It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.
- 2) Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
- 3) Provide proof of eligibility to work in the UK.
- 4) Undertake an Enhanced Disclosure and Barring Service check, and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
- 5) Complete a Health Declaration form and New Starter Health Assessment Questionnaire with our occupational health provider, Health Assured.

### **Conditions of Service**

Employment is subject to a number of pre-employment checking procedures – these are given above.

The job description may not be necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

### **Policy on Equal Opportunities**

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position.

The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The school is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.