



Downe House



CANDIDATE INFORMATION PACK
HR & RECRUITMENT CO-ORDINATOR

Message from the Headmistress

Thank you for the interest that you have shown in joining us at Downe House. I hope that this information pack will give you a good overview of the position and working at our School, but if you have any queries then please do contact us, we are more than happy to help. I would recommend that you also take a look at our website where you will find a wealth of information about us.

Downe House is a very special place where we all work together with one common purpose of supporting our pupils to reach their full potential. There is a strong community spirit here, and all of our staff, whatever their role, play an important part in our success.

We seek to recruit the best staff at Downe House, and I could not be more proud of our committed team. We have high expectations, but in return we provide a supportive and friendly working environment, generous benefits, wide CPD opportunities and the chance to really make a difference.

I hope that you are interested in applying and we look forward to hearing from you.

With all good wishes



EMMA MCKENDRICK



About the School

Downe House is one of the UK's leading boarding and day schools for girls aged 11 to 18. With a charm and character of its own, the School is set on a beautiful 110 – acre site in the village of Cold Ash situated 3 miles from the market town of Newbury. The School is passionate about creating a strong learning and inspirational environment and community, where every individual matters.

Downe House was founded by Olive Willis in 1907, who held a strong belief that a school should meet the needs of young women proving educational excellence in a framework which was relaxed but structured. With over 550 pupils, approximately 30% of whom are international students, Downe House lives out the message that “each individual matters”, alongside the core values of kindness and respect for others. The aim is also to prepare girls to play a full and positive role as citizens of a global community and to become outstanding women of the future.

Our immersive education gives girls the freedom and space to nurture their talents at their own pace. Inspirational teaching, enriching Co-Curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.

The School has a reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our pupils and their parents, and girls have the choice of joining us as full boarders, flexi boarders or day girls. Many of the girls are boarders and they live in one of the twelve on-site boarding houses. The emphasis is very much on creating a ‘home from home’ environment and each house is staffed by a committed and caring team of staff – some of whom are residential.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide genuine opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in the Global Teacher Exchange program, with our partner school in Australia. Selected pupils can also attend international schools for a short term or gain global internships for work experience. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international schools in Oman and the Kingdom of Saudi Arabia as well as our pioneering online DH Academy.



Working for us

If you join us, you will be working for one of the leading independent schools in the country. We have a strong reputation both in the UK and overseas, with a significant international presence as well as global links. Under the leadership of the Headmistress and Leadership Team, we believe in never standing still and encourage everyone to be innovative and to have a forward-thinking approach.

We employ over 400 staff in a wide range of positions ranging from teachers, school nurses, housekeepers, matrons, administrators, accountants, and chefs to

name just a few. Whatever your role you will be joining a supportive community, and you will have an important part to play in the success of our School. We encourage everyone to get involved in the life of the School, and there will be plenty of opportunities for joining in with School events and activities, and mixing with other colleagues.

In a School setting every day is different and there is no doubt that you will be kept busy, but all our jobs are worthwhile and really do make a difference.

“The School acknowledges the importance of nurturing its teachers by providing regular CPD opportunities throughout each term, in areas as diverse as neurodiversity and the integration of technology into classrooms.”



Employee Benefits



ANNUAL LEAVE

25 days + Christmas shutdown + Bank Holidays



BEREAVEMENT SUPPORT

practical, probate & emotional support



COMMUNITY & SOCIAL

regular social events for staff & family



CPD

weekly opportunities for learning & development



EMPLOYEE ASSISTANCE

confidential advice & counselling service



EYE TEST

free eye test & contribution towards glasses for regular VDU users



FLU VACCINATIONS

annual on-site free vaccinations



FREE MEALS

daily nutritious & delicious meals



EMPLOYEE REFERRAL REWARD

£300 for successful referrals



FEE REMISSION

generous discounted fees



GROUP INCOME PROTECTION

75% salary



GYM

free access to on-site gym & discounts at local gyms



HEALTH & WELLBEING

a range of health benefits i.e. Virtual GP & Online Physiotherapy



LIFE INSURANCE

3 x salary



LINE MANAGER SUPPORT

in house workshops & Aspiring Middle Leaders programme



LOCATION

well connected, within easy reach of A34 & M4



PARKING

plenty of onsite parking



PENSION

generous employer contributory schemes



SWIMMING POOL

access to heated on-site swimming pool



TECH

Microsoft showcase school using leading technologies



WORKING ENVIRONMENT

beautiful semi-rural campus on 104 acre estate



CYCLE TO WORK SCHEME

savings on purchasing a bicycle & accessories for commuting purposes

The position

HR & RECRUITMENT CO-ORDINATOR

Start Date: Immediate

Contract Type: Permanent Position – Full/Part Time

Salary: £27,000–£32,500 FTE depending on experience

Hours: 37.5 hours per week

Option for reduced hours (30 hours per week across 4 or 5 days all year round) or reduced hours during school holidays (18 weeks per annum) if required.

Benefits:

- 25 days holiday per annum, plus additional Christmas shutdown days and bank holidays
- Employer pension contributions at 9%
- Delicious free meals daily
- Free onsite parking
- CPD opportunities
- A variety of social occasions through the year including a Christmas and Summer Party held in the grounds, plus other termly events.

JOB PURPOSE AND OVERVIEW

We are looking to appoint a personable and organised HR and Recruitment Co-Ordinator with a high level of detail to deliver an efficient generalist HR and recruitment service which is fully compliant with safer recruitment practices in an educational environment.

Reporting to the HR Manager, you will be responsible for co-ordinating recruitment programs, carrying out pre-appointment vetting checks for successful candidates, issuing contract documentation, onboarding staff, enrolling staff on relevant benefits, supporting administrative processes and advising staff related to the whole employee life cycle.

HR TEAM

The HR Team comprises of a HR Director, HR Manager and two x HR and Recruitment Co-Ordinators (one of which will be this position).

Due to the nature of the organization, you will be required to work mainly on-site during term time. Some flexibility in hours and location may be available during the school holidays (18 weeks per year).





Inspiring girls

KEY RESPONSIBILITIES - RECRUITMENT

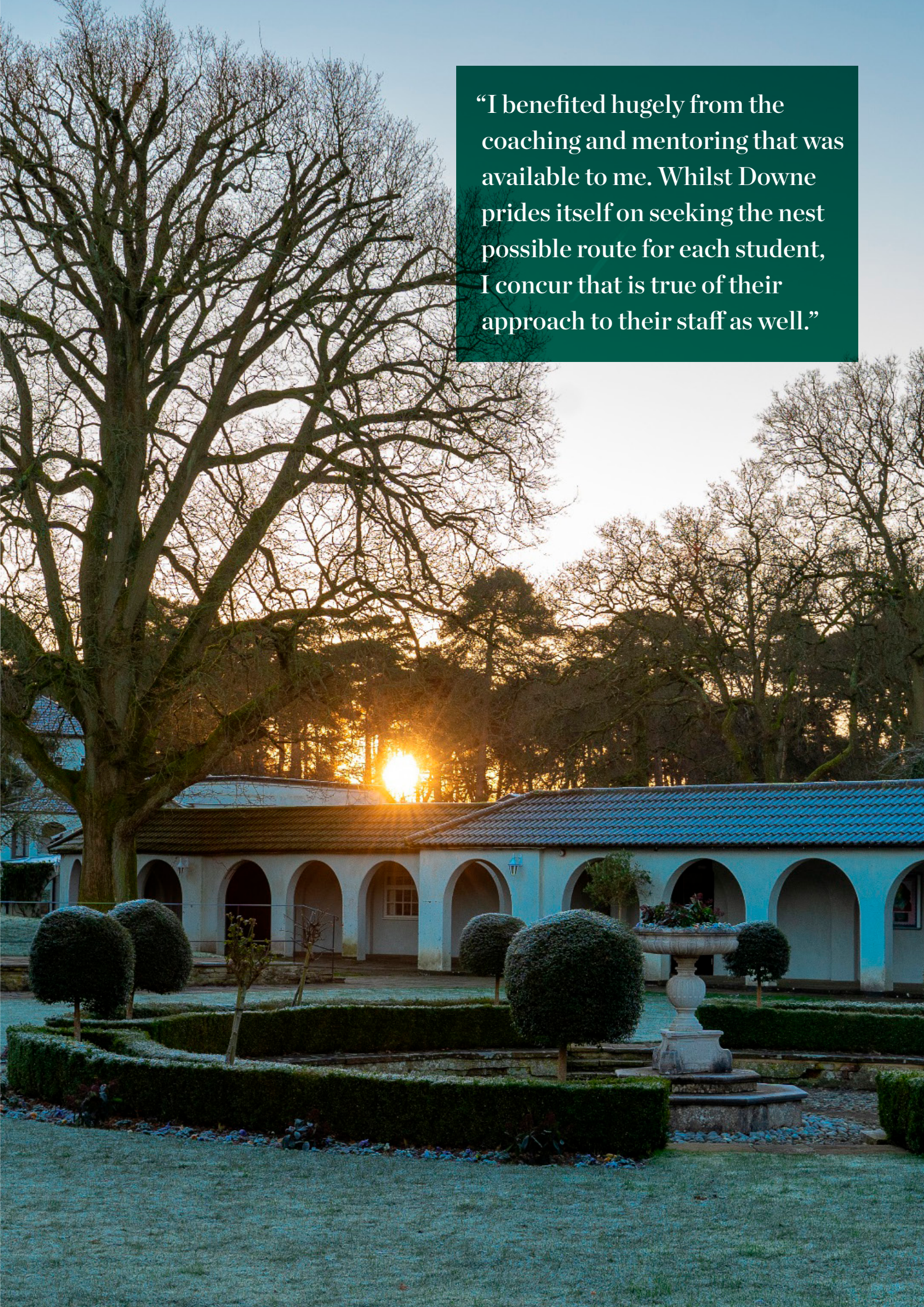
- Work closely with hiring managers to understand recruitment priorities and provide advice and guidance to ensure a smooth, timely and cost-effective recruitment and selection process is delivered.
- Plan and co-ordinate recruitment campaigns for permanent and temporary vacancies for teaching, pastoral and operational staff.
- Prepare and post impactful job adverts on relevant job boards and social media platforms as well as vacancy information packs for each recruitment campaign, ensuring all published materials have been proof-read.
- Conduct initial screenings, ensuring all mandatory compliance checks are performed, schedule interviews, co-ordinating smooth flow of communication between candidates and hiring managers at each stage of the selection process.
- Follow up on interview outcomes and organise and maintain recruitment documentation and records.
- Manage the recruitment inbox ensuring all emails are reviewed and responded to in a timely manner and serve as the first point of contact for recruitment queries.
- Adhere to safer recruitment practices and maintain an 'inspection ready' status at all times.

OTHER DUTIES AND RESPONSIBILITIES

- Prepare and issue Offer Letters and Contracts of Employment to successful candidates.
- Carry out necessary vetting checks on all new staff.
- Maintain the School's Single Central Record (SCR) ensuring the receipt of necessary information is logged in a timely manner.
- Create new starter details on SchoolBase and AccessPeople and organise HR and IT Inductions.
- Log and track probation periods, and draft letters to confirm probationary outcomes.
- Issue leaver letters, calculate balance of holiday pay and invite exit interview feedback.
- Co-ordinate mandatory training including employee Safeguarding training, Safer Recruitment for hiring managers, and keep records of attendance and certificates of completion.
- Advise staff on the School's sick pay or maternity policy.
- Support HR policy and process development and implementation, undertaking ad hoc project work.
- Maintain appropriate confidentiality, comply with data protection legislation, keep diversity, equity and inclusion in the forefront of your mind and remain up to date and work within Keeping Children Safe in Education guidelines.
- Make recommendations to develop the careers page on the School website and our LinkedIn profile to promote the School's values, culture, employee experience, and job openings to help us stand out as an employer of choice and a great place to work.
- Use social media to its full potential and research new sources for attracting active and passive candidates using a variety of different platforms.
- Maintain up-to-date knowledge on relevant employment legislation and recruitment trends/ best practice.
- Maintain organised manual and online filing systems e.g. for employee HR files, safeguarding checks and recruitment files.
- Any other reasonable duties directed by the line manager.

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“I benefited hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the nest possible route for each student, I concur that is true of their approach to their staff as well.”

Person specification

- ✓ Relevant professional HR or Recruitment qualification or equivalent level of practical experience.
- ✓ A CIPD qualification (in part or full) would be an advantage, though not essential.
- ✓ An understanding of the regulatory requirements of safer recruitment practices in schools and an awareness of basic employment law.
- ✓ Schools or education sector knowledge would be an advantage.
- ✓ At least 2 years of previous experience in recruitment and selection and / a generalist HR role.
- ✓ Working understanding of leading and delivering successful recruitment campaigns including different routes to advertise, social media channels and local employment market conditions.
- ✓ Confident use of social media and other digital communication tools for recruitment purposes.
- ✓ Good IT literacy and strong MS Office skills, a confident user of spreadsheets and experience of using databases and an Applicant Tracking System.
- ✓ Excellent communication, interpersonal and people facing skills and an ability to form excellent working relations with managers and colleagues.
- ✓ Sound organisational skills, and able to prioritise workload and work accurately, with a high attention to detail.
- ✓ A good listener and caring disposition to support staff who approach the HR team with a variety of different queries.
- ✓ Resilient with good problem-solving skills.
- ✓ Efficient time management skills with a proven ability to meet deadlines.
- ✓ A positive and proactive approach to work, using initiative to work independently and as part of a team.
- ✓ An appreciation of the need for discretion and confidentiality is essential.
- ✓ A genuine interest and enthusiasm for working in a school environment.
- ✓ A strong commitment to safeguarding and promoting the welfare of children and young people, and compliance with Keeping Children Safe in Education (KCSIE).
- ✓ A flexible approach to working hours on occasions.

Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.





Inspiring girls



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www.downehouse.net



The Downe House Podcast is available
on all major podcast platforms