

Bishop Stopford School  
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# Human Resources (HR) Officer

*Application pack  
March 2026*

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# Our Intent

At Bishop Stopford School, our aim is that every student should realise his or her unique potential. Our Christian ethos and core values are expressed in all that we do: the culture is articulated through highly productive relationships and there is a strong sense of identity and belonging. As a result, our curriculum nurtures and challenges, prioritises individual worth and social cohesion, and fosters independence and interdependence. Character development goes hand in hand with our striving for academic excellence. We want students to leave us happy and healthy, with a strong moral compass as well as with qualifications which have integrity.

Aspiration underpins our curriculum: it is designed so that no student is left behind or left out because of social, learning or other disadvantage. Both the taught and the wider curriculum are carefully planned to ensure that not only are students' basic skills secured, but they provide the foundation for future success. We aim to develop highly literate and knowledgeable learners who are creative, self-regulating and resilient. They have opportunities to develop depth as well as breadth, and because they are socially equipped, they can engage confidently with the wider world.

## Underpinning Principles

- **Leadership of the curriculum is active, reflective and research-informed. Our curriculum is unapologetically academic and knowledge-driven, ensuring Bishop Stopford students are engaged and thoughtful learners.**
- **Our curriculum is holistic: the spiritual, social and moral imperatives are as strong as the academic.**
- **Key Stage 3 lasts for Years 7-9 to allow the range of subjects to be studied and to build secure foundations for the two-year GCSE programmes of study.**
- **Curriculum is structured to ensure effective progression through the key stages and beyond school to further study or employment.**
- **Our curriculum enables all learners to progress, though development of a rich language base and challenge in every lesson.**



# Letter from the Headteacher

March 2026

Our Ref: JS/HP

## HR Officer

Thank you so much for accessing details of our HR Officer post. I am aware that there are opportunities in to become an HR Officer in many sectors, and you will be wondering what makes it worth your while to apply to Bishop Stopford School.

We are a medium sized organisation in the public sector, with over 250 employees and all the joy and challenge that brings! We are an 'employer of choice' for jobs in education locally, with an enviable reputation for caring for our staff. This results in incredible loyalty: staff wear their long service badges with pride.

This post has arisen on the retirement of our previous HR Officer. All processes are robust and secure. Our Business Manager is the senior lead for HR and is a great leader. Beyond the school, we work very closely with our highly effective and responsive HR and Legal Advisory team at The Schools People – a crucial relationship for the new postholder.

We believe that maintaining a great work ethos comes through a values-driven culture. As I've intimated above, Bishop Stopford School staff are personally and professionally cared for. While with us, your career and wellbeing will be paramount.

I was so proud of staff feedback in our last Staff Survey and recent Ofsted inspection. 100% of respondents said they were proud to work here. Just a few of their comments were:

- *staff are supported and provisions are made if further support is required. Systems are organised and work effectively. Support teams are very helpful and make teachers' lives easier. A very well-run school, where staff are listened to and students perform really well.*
- *integrity in all aspects of school work: strategy, staff development, curriculums, relationships, governance.*
- *the best thing about working at Bishop is the feeling of community: staff really care about students and other members of staff. I am new and everyone has been extremely welcoming and genuinely happy to get to know me.*

If you have any queries about the advertised post which are not answered in the information provided, or if you would like to arrange a visit, please contact Hayley Peach on [hpeach@bishopstopford.com](mailto:hpeach@bishopstopford.com)

We very much look forward to hearing from you.

Yours sincerely,

**Jill Silverthorne**  
Headteacher



# HR Officer Role Description

**Contract details:** 22.5 hours term time (including CPD days) + 5 days

**Salary:** £31,537 - £33,699 (Grade 6) pro rata

**Deadline:** Midday Monday 16/3/26

**Interview Date:** To be confirmed

**Start date:** ASAP

**Main Purpose:** Provide and manage the delivery of high quality HR processes for the effective support of employees and the day to day running of the Academy

**Responsible to :** Business Manager

## Key Responsibilities

### Legislation and Policy

- Take a proactive role in keeping abreast of relevant legislation and HR practices through effective CPD
- Implement any changes required through annual or other legislation such as Keeping Children Safe in Education (KCSIE)
- Manage and support processes to implement HR Policies (eg Absence, Capability, Disciplinary processes)

### General HR Duties

- Maintain all relevant staff records ensuring accurate record keeping (eg holiday entitlement)
- Maintain the Single Central Record and DBS processes, ensuring they are compliant for existing and new staff, volunteers and any outsourced agencies/companies, liaising with the Designated Safeguarding Lead and Headteacher as required
- Complete and return the annual Workforce Census
- Manage processes for variation to contracts, including statutory provisions such as Maternity and Paternity Leave
- Contribute to monthly payroll processes
- Provide timely and accurate responses to staff queries, escalating more complex matters as appropriate
- Manage issues related to health (eg obtaining medical certificates, making referrals to the Occupational Health Service)
- Manage the Special Leave process
- Contribute to 'Working Well' (the Academy's Wellbeing Strategy), including administering the health and wellbeing package, the annual flu vaccination programme and Menopause Café
- Produce all HR relevant correspondence and documentation

### Recruitment and Leavers

- Ensure Safe Recruitment legislation is followed in relation to all staff and volunteers
- Quality assure processes to point of offer, including publicity and recruitment day materials
- Complete pre-employment checks
- Contribute to marketing events for prospective employees
- Implement onboarding and offboarding processes
- Manage the probation process.
- Produce and manage the necessary paperwork for recruiting and leaving (eg contracts)

### Appraisal

- Work with the Business Manager to deliver the annual appraisal cycle and to enable successful Performance Management processes for Associate Staff

### Other

- Ensure confidentiality at all times
- Support the Office team and Reception with cover if necessary
- Any other reasonable duties as delegated by Business Manager and Headteacher

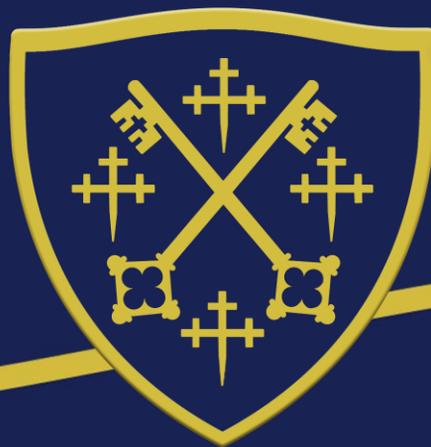
This job description outlines the key responsibilities and is not exhaustive.



# Person Specification

Attributes	Essential	Desirable
<b>Education/ Qualifications and Special Training</b>	<ul style="list-style-type: none"> <li>• 5 or more GCSEs including English and Maths at C grade or above</li> <li>• A-Levels or equivalent</li> <li>• Recognised training in HR</li> </ul>	<ul style="list-style-type: none"> <li>• Safer recruitment trained</li> <li>• Accredited qualification in HR (eg CIPD Level 3)</li> <li>• Qualified in First Aid or willing to undertake qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least two years' HR experience in a small organisation, or one year in a medium- or large- organisation</li> <li>• Payroll</li> <li>• Involvement in formal HR processes</li> </ul>	<ul style="list-style-type: none"> <li>• HR work within the education sector</li> <li>• Working in a large secondary school</li> <li>• Handling conflict</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of current and relevant employment legislation</li> <li>• Excellent interpersonal, networking and communication skills</li> <li>• Excellent customer service skills, including phone and face to face</li> <li>• Able to use Microsoft packages, Word, Excel, Powerpoint successfully</li> <li>• Problem solving skills</li> <li>• Well developed time management, planning and organisational skills</li> <li>• Knowledge of statutory issues relating to employment</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of <i>Keeping Children Safe in Education</i></li> <li>• Evidence of training in skills relevant to this post.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Fully supportive of the ethos of a Church of England school and the core values of the school</li> <li>• Conscientious, enthusiastic and self-motivated</li> <li>• Generous of time and spirit</li> <li>• Trustworthy and discreet when handling confidential information</li> <li>• Effective team player</li> <li>• A good sense of humour</li> <li>• An effective and active listener</li> <li>• Shows attention to detail</li> <li>• Able to work under pressure and adapt to changing demands</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to work flexibly if required</li> </ul>





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