



# STRATFORD GIRLS' GRAMMAR SCHOOL

STRATFORD-UPON-AVON

Shaping Futures

## HR Manager

**Permanent, 28 hours per week spread across 4 or 5 days;**

**Hours can be discussed at interview**

**40 weeks per year, being term time + Inset days + two weeks**

**Point 30-32, £40,773 to £42,839 full time equivalent**

**Actual salary £27,057 - £28,678**

## The School

### Where Excellence Meets Opportunity

At Stratford Girls' Grammar School, academic achievement goes hand in hand with a warm, inclusive community and a shared commitment to shaping futures. We are more than a school; we are a place where staff are valued and we promote and support staff wellbeing. As such, we benefit from a great stability of our staff.

### Why SGGS?

We are a highly successful selective academy for students aged 11–18, with 853 learners who bring energy, curiosity, and ambition to every lesson. Our diverse intake from south Coventry, Banbury, Solihull, and Pershore creates a vibrant learning environment that celebrates individuality and fosters collaboration.

### Outstanding in every sense

Our reputation speaks for itself. Ofsted judged us 'Outstanding' in November 2022, recognising not only our exceptional academic standards but also the personal development and wellbeing of our students. Results are consistently impressive:

GCSE:	86% grades 9–7
A-level:	82% grades A*–B
Progress 8:	+1.07

Our students progress to the most competitive destinations, including Oxbridge, degree-level apprenticeships, and careers in Medicine, Dentistry, and Veterinary Science; which is testament to the quality of teaching and support they receive.

### A School that invests in You

We continually invest in our facilities and digital infrastructure:

£3.5m Hargreaves building with sports hall, fitness suite, drama studio, and classrooms

£1.5m extension with six new classrooms and a modern library

Refurbished science labs and upgraded historic Manor House

A forward-thinking Digital Strategy with interactive screens, and Microsoft 365 integration to streamline teaching and administration

## **A Beautiful Place to Work**

The school is located in the small village of Shottery on the outskirts of Stratford-upon-Avon, just ten minutes easy distance from junction 15 of the M40 and less than an hour from Birmingham, Coventry and Worcester. It is based in the grounds of Shottery Manor, a fifteenth century manor house which accommodates our sixth form. The school buildings are quite compact, which gives it a friendly feel, and the entire site is arranged around a very attractive central lawn.

## **A Culture of Support and Growth**

At SGGs, you'll join a team that values collaboration, creativity, and professional development. Our pastoral care is exceptional, our parents are highly supportive (97% would recommend us), while our Governing Body is engaged and forward-looking.

## **The Post**

This is an exciting opportunity to take on a newly created HR Manager role within the School, at a point where the organisation is seeking to strengthen and further professionalise its people management arrangements. As a Single Academy Trust, the School recognises the central importance of high-quality HR leadership in supporting staff and leaders, and this role has been established to provide that focus.

Reporting to the Business Manager, the HR Manager will be the lead HR professional on site, working closely with the Headteacher, Senior Leadership Team and Governors. The role carries a high level of responsibility and influence, providing expert advice across the full range of HR matters and ensuring that employment practice is compliant, consistent and aligned with the School's ethos and values. The postholder will play a key role in supporting leaders to manage staff confidently and fairly, while also promoting staff wellbeing, engagement and professional development.

As this is a new role, there is genuine scope for the successful candidate to shape and develop the function, within the agreed framework of the role and the School's priorities. The School is looking for someone who will bring professional judgement, initiative and credibility, and who will help to establish clear, robust and proportionate HR systems that meet both statutory requirements and the practical needs of a busy school environment.

The role is both strategic and hands-on. It will suit an experienced HR practitioner who is comfortable managing complex and sensitive matters, maintaining high standards of confidentiality, and working collaboratively with senior leaders and governors. While the post offers autonomy and scope to influence, it also carries a clear expectation of accountability, accuracy and professionalism, particularly in relation to safeguarding, safer recruitment and employment law compliance.

Full details of the role are set out in the Job Description. In summary, the principal areas of responsibility include:

- Strategic and operational leadership of the School's HR function
- Development, implementation and review of HR policies and procedures
- Employee relations and case management, including absence, appraisal, disciplinary and grievance matters
- Recruitment, selection and safer recruitment processes
- Maintenance of the Single Central Record (SCR) and safeguarding-related HR compliance
- Payroll, pay and pensions liaison and administration
- HR systems, records, reporting and statutory returns

- Support for staff development, wellbeing and positive employee engagement

This is a significant and rewarding role, offering the opportunity to make a lasting contribution to the School's culture, compliance and effectiveness as an employer.

## The Application Process and Interview

Those who wish to apply can do so by following the link [here](#) from the school's website using MyNewTerm.

Please complete the application form online. A written statement in support of your application will be accepted but we do not consider CVs.

If you have any questions with regard to this vacancy or wish to visit the school, please contact Jo Betts, Head's PA, in the first instance on 01789 293759 or at [HeadsPA@sggs.org.uk](mailto:HeadsPA@sggs.org.uk).

**Application deadline:** Tuesday 14<sup>th</sup> April 2026 at 10am

**Interviews will be held:** Friday 24<sup>th</sup> April 2026

## Staff Dress

At Stratford Girls' Grammar School all staff should wear clothing which:

- promotes a positive and professional image.
- is appropriate to their role.
- is not likely to be viewed as offensive, revealing, or sexually provocative.
- does not distract, cause embarrassment or give rise to misunderstanding.
- is absent of any political or otherwise contentious slogans.
- is not considered to be discriminatory.
- is compliant with professional standards.

The expectations are that:

- male teaching staff are expected to wear a jacket and collared shirt, and female teaching staff equivalently smart attire with a jacket. Ties are optional.
- staff are expected to dress appropriately; all staff should set a good example to students in what they wear, avoiding clothing that is overly casual or revealing.

## Safeguarding

The personal safety, emotional well-being, and social development of students at SGGS are at the heart of our ethos. All staff are regularly trained and expected to adopt a vigilant, professionally curious approach to safeguarding.

In line with KCSIE 2025, we will conduct online searches on all shortlisted candidates.

This school is committed to safeguarding, equality of opportunity, and promoting the welfare of children and young people. An enhanced DBS check will be required. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

# Privacy Notice

Information about how we handle your data can be found [here](#).

## The Job Description

<b>Purpose of the Role</b>	<p>The HR Manager will lead and manage the Human Resources function for the School as a Single Academy Trust, providing professional, strategic and operational HR leadership.</p> <p>The postholder shall:</p> <ul style="list-style-type: none"><li>• lead and manage the Human Resource function within the academy,</li><li>• provide professional, strategic and operational HR advice to the Business Manager, Headteacher, Senior Leadership Team and Governors</li><li>• ensure the School complies with employment law, education legislation, safeguarding and safer recruitment requirements</li><li>• manage employment processes from recruitment through to exit, applying HR policies and procedures consistently and fairly</li><li>• take responsibility for day-to-day general HR processes, including recruitment, absence management, disciplinary and grievances.</li><li>• provide efficient, professional and effective HR advice to the academy.</li><li>• develop effective systems to support people management processes and policies</li><li>• maintain accurate, compliant personnel records and systems</li><li>• provide a customer-focused confidential, accurate and credible HR service to all staff.</li><li>• prepare monthly payroll submissions to external payroll and review the draft payroll reports</li><li>• promote staff wellbeing, engagement and professional development</li><li>• support and promote the ethos, values, policies and objectives of the School</li></ul>
<b>Key Responsibilities:</b>	<p><b>HR Leadership</b></p> <ul style="list-style-type: none"><li>• Act as the School’s lead HR practitioner, providing strategic and operational HR advice to the Business Manager, Headteacher and SLT</li><li>• Contribute to workforce planning, succession planning and organisational development</li><li>• Support the development and implementation of HR strategies aligned to the School’s priorities</li><li>• Provide HR reports, analysis and workforce data to SLT and Governors as required</li></ul> <p><b>HR Policies, Procedures and Compliance</b></p> <ul style="list-style-type: none"><li>• With the support of the Business Manager, develop, review, implement and monitor all HR policies and procedures, ensuring compliance with:<ul style="list-style-type: none"><li>○ Employment law</li><li>○ Education legislation</li></ul></li></ul>

- Safeguarding requirements
- Equality, diversity and inclusion legislation
- Data Protection and GDPR
- Ensure HR procedures are applied consistently, fairly and lawfully across the School
- Maintain and update the HR information within the Staff Hub and HR documentation
- Maintain a current knowledge of to employment legislation and best practice, and advise leaders and governors on changes

### **Employee Relations and Case Management**

- Lead and manage all employee relations matters, including:
  - Sickness absence and attendance management including supporting line managers in conducting absence management meetings and coaching line managers in absence procedures
  - Disciplinary, grievance and capability procedures
  - Appraisal processes
  - Family leave and flexible working requests
- Provide operational HR advice to line managers, including on staff issues, family leave, and addressing staff concerns
- Provide support to the Headteacher and Business Manager with union consultation and negotiations
- Undertake risk assessments for long-term sickness conditions and conduct return to work interviews in complex cases
- Manage phased returns and advise the Business Manager on reasonable adjustments required
- Prepare case documentation and present information to panels and governors' committees as required
- Liaise with external HR and legal advisers where appropriate

### **Recruitment, Selection and Safer Recruitment**

- Manage the full recruitment and selection process for Teaching and Associate staff, including:
  - Vacancy identification and workforce planning
  - Advertising and candidate management
  - Shortlisting and interview arrangements
  - Offer letters and contracts of employment
- Ensure all recruitment complies with Safer Recruitment and Keeping Children Safe in Education
- On occasions to be part of the interview panel providing support as a safer recruitment trained employee
- Carry out and oversee all pre-employment checks, including:
  - Right to work in the UK

- DBS checks
- Overseas and visa sponsorship requirements
- Manage induction and probation processes for all new staff

### **Single Central Record (SCR) and Safeguarding**

- Maintain and oversee the School's Single Central Record, ensuring it is:
  - Accurate
  - Complete
  - Fully compliant
  - Inspection-ready
- Ensure underlying personnel records support SCR compliance
- Work closely with the Designated Safeguarding Lead and leadership team
- Provide advice on safeguarding checks for staff, volunteers, visitors, contractors and supply staff
- Maintain up to date knowledge of safeguarding legislation and guidance

### **Payroll, Pay and Pensions**

- Act as the first point of contact for payroll and pension queries
- Instruct and liaise with payroll providers to ensure accurate and timely processing of:
  - Starters, leavers and contractual changes
  - Absence and statutory payments
  - Overtime and additional hours claims
- Review the monthly draft payroll reports
- Support the annual pay review process and issue salary statements
- Support pension administration, including Teachers' Pension Scheme and Local Government Pension Scheme
- Assist with automatic enrolment and pension compliance
- Contribute to workforce census and statutory returns

### **HR Systems, Records and Administration**

- Ensure all personnel records are accurate, secure and up to date, including TOIL records for Associate staff
- Maintain HR databases and systems (including the MIS)
- Ensure all staff have access to their up-to-date job descriptions
- Ensure compliance with data protection and record-retention requirements
- Prepare HR correspondence, reports, statistical returns and workforce data for internal and external use
- Ensure HR documentation is completed accurately and within required timescales
- Administer requests for maternity, paternity and other family leave and monitor absence levels and reasons, following up as appropriate

**Training, Development and Wellbeing**

- Support the implementation of appraisal systems
- Contribute to all staff induction, training and professional development
- Provide or arrange HR related training for managers where appropriate
- Support staff wellbeing initiatives and positive employee engagement
- Promote a culture of professionalism, inclusion and continuous improvement

**Governance, Health & Safety and General Responsibilities**

- Attend governors' Resources and Pay & Appraisal committee meetings where required
- Advise governors on HR matters and statutory responsibilities
- Ensure HR practices support health and safety obligations
- Undertake risk assessments with employees requiring reasonable adjustments to their workplace, liaising with Occupational Health professionals where required.
- Participate in school events, meetings and emergency procedures as required
- Obtain quotes and maintain the relationship with Absence insurers and Employee Assistance Programme providers. Submit absence claims.
- Undertake any other duties commensurate with the grade of the role as determined by the Headteacher or Business Manager

**Safeguarding**

- The School is committed to safeguarding and promoting the welfare of children and young people.
- The postholder must:
  - Share this commitment
  - Adhere to safeguarding policies and procedures
  - Maintain up-to-date safeguarding knowledge
  - Ensure safeguarding considerations underpin all HR activity
- This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

**Confidentiality**

- The postholder will be required to observe strict confidentiality in relation to all matters relating to staff, pupils and the School.

**Equal Opportunities**

- The postholder will carry out all duties in accordance with the School's Equalities Policies and commitment to inclusion and diversity.

## The Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Recognised personnel (HR) qualification/s and/or significant experience in field.</li> <li>• Previous generalist experience providing HR support to managers and staff</li> <li>• Experience of managing complex employment relations cases</li> <li>• Experience of working in a highly confidential environment whilst ensuring tact, diplomacy and discretion</li> <li>• Evidence of being an effective member of an establishment/ company's management team.</li> <li>• Evidence of significant personnel management experience to support the day-to-day operation of an establishment/company.</li> <li>• Experience of managing and co-ordinating an appraisal scheme.</li> <li>• Experience of preparing and presenting casework to panels e.g. disciplinary.</li> <li>• Experience of managing change and implementing new systems/ procedures/controls.</li> <li>• Evidence of effective leadership and line-management of staff including a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Further or higher education qualifications relevant to the field.</li> <li>• Evidence of personnel management within a school or similar organisation.</li> </ul>
<b>Professional Knowledge, Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to build and form good relationships with students, colleagues and other professionals.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li> <li>• Ability of working as a team to formulate and review the aims and objectives of an establishment/ company.</li> <li>• Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.</li> <li>• Ability and knowledge to implement a wide range of personnel procedures.</li> <li>• Ability and knowledge of writing and reviewing policy documents.</li> <li>• A current knowledge and understanding of employment law, appropriate education legislation and requirements of employment contracts.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to lead, develop and motivate a team of staff, delegating duties as required.</li> <li>• Experience of recruitment strategies and procedures.</li> <li>• Knowledge and understanding of safer recruitment requirements in schools.</li> <li>• Knowledge and understanding of pension schemes and retirement opportunities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Working knowledge of law with regard to health and safety legislation, contracts, Freedom of Information Act, copyright, Equality, data protection and GDPR.</li> <li>• Ability of managing and monitoring a budget.</li> <li>• Ability to proficiently use office computer software including word-processing, spreadsheet, personnel information and internet systems.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Personal integrity, honesty and sound judgement.</li> <li>• Excellent interpersonal skills with ability to maintain strict confidentiality.</li> <li>• Confident working with senior managers and ability to build trusted relationships</li> <li>• A diplomatic and patient approach.</li> <li>• Effective under pressure and able to meet deadlines</li> <li>• Ability to handle difficult situations.</li> <li>• Respect and empathy towards others.</li> <li>• Positive, enthusiastic outlook.</li> <li>• Positive approach to change and continuous improvement.</li> <li>• Ability to maintain a sense of perspective and a good sense of humour.</li> <li>• Initiative and ability to prioritise one's own work and that of others to meet deadlines.</li> <li>• Able to follow direction and work in collaboration with the SLT.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations.</li> <li>• Ability to evaluate own development needs and those of others, and to address them.</li> <li>• A willingness to seek specialist advice and awareness of where to seek it.</li> <li>• Able to attend evening meetings if required.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> </ul>	
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to maintaining the single sex status and caring ethos of the school</li> </ul>	