

Mayfield School

Mayfield Road

Portsmouth

Hampshire

PO2 0RH

02392 693432

recruitment@mayfield.portsmouth.sch.uk

**Human Resources Manager**

**Salary information: Band 7, £28,459 - £32,443 (£29,777 - £33,945 full time equivalent)**

**Hours: 37 hours per week/43 weeks per year**

**Closing date: Noon on Friday 17th May 2024**

**Start date: As soon as possible**

**Job Overview:**

Mayfield School are seeking to appoint a successful Human Resources Manager.

Reporting to the Headteacher, the HR Manager will be responsible for leading the delivery of the provision of HR protocols, procedures and administration duties at Mayfield School, ensuring that schools processes and protocols are adhered to.

*Full details can be found within the job description.*

The successful candidate will:

* Have relevant HR qualifications or demonstrable HR experience preferably in an education setting
* Have good knowledge of ICT.
* Have a minimum GCSE of A – C/Grade 4 in Maths and English
* Be highly motivated and able to use their own initiative.
* Be able to work independently and as part of a team.
* Be positive, well organised and energetic, with a good sense of humour.

**The School:**

Mayfield School is at the heart of a thriving and diverse local community. We are one of the first single-site, all-through maintained schools in the country, which we believe provides us with a unique opportunity to improve and shape the lives of all students (Year R – Year 11) in our community. We strive for all students of Mayfield School to receive a high quality education, in a safe environment where all children are valued, supported, inspired and future ready!

We are a friendly, vibrant school with high standards and expectations.  We pride ourselves on the positive relationships we foster, knowing every young person as an individual and challenging each of them to have the highest possible aspirations through our ambitious and inclusive curriculum. Our ambition is to build on our excellent pastoral care with high standards and expectations so that young people are able to flourish and to achieve their very best.

Mayfield School started a new era with the opening of our brand new state-of-the-art building in 2021. This has provided our school community with new facilities, such as a large sports hall, new drama rooms, new assembly hall, a large canteen and café area.

*Mayfield School is currently embarking on a rapid school improvement journey with the support of Salterns Academy Trust.*

Mayfield School Employee Benefits:

* A supportive ethos and concern for wellbeing of all colleagues
* Excellent CPD opportunities and career progression
* Employer contribution to the Local Government (LGPS) or Teacher Pension Scheme
* Employee Assistance Programme
* Access to an Occupational Health provider
* A genuine opportunity to make a difference to the benefit of pupils and their local community.
* An exciting and vibrant environment in which to work.
* A fantastic community of parents and children who deserve the best.
* A highly skilled and driven team of committed teachers and support staff to work with.

***‘There is a well-planned programme of continuing professional development (CPD) which is tailored to the needs of the individual members of staff’***

***‘There is generally a calm and orderly atmosphere around the school, both in and out of lessons.’***

***Ofsted, November 2023***

**To Apply:**

Please go to our website: [www.mayfield.portsmouth.sch.uk](http://www.mayfield.portsmouth.sch.uk) and complete the Support Staff Application Form, and return to recruitment@mayfield.portsmouth.sch.uk

***Early applications are encouraged as we reserve the right to close the vacancy if a suitable candidate is found***

**Contact:**

If you have any questions about the role or would like to arrange a tour, please contact our HR Department on 02392 693432

**Safeguarding:**

Mayfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974. **Working within a School is exempted from the Rehabilitation of Offenders Act 1974.**

You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:

* All unspent convictions and conditional cautions.
* All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).
* If you have been barred from working with Children and/or Adults at risk.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK ([www.gov.uk](http://www.gov.uk))

The filtering rules were updated on 28 November 2020 as follows:

* warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate
* the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.