



Rossall

INSPIRING EXCELLENCE

Human Resources and Compliance Officer



APPOINTMENT BRIEF

June 2022



ABOUT ROSSALL SCHOOL

Founded in 1844, Rossall is a co-educational boarding and day school with an illustrious history and a clear strategic vision for the future. Situated on the Fylde Coast, the majestic backdrop of the Cumbrian Peaks and the Irish Sea provide a spectacular environment within which a community of some 800 boys and girls are inspired to fulfil their potential. The School provides a unique educational experience underpinned by a strong commitment to academic excellence and co-curricular participation. Successive generations of Rossallians have made a profound impact in fields as diverse as medicine, literature, music, politics and technology.



Academic results are superbly strong. The School has an IBDP average of 35 and this year over 60% of A level grades resulted in an A* or A. Almost two thirds of our Upper Sixth progress to Top 20/Russell Group universities. Additionally, this year, three students won full sports scholarships to the US whilst others are proceeding to top universities in Paris, Milan and Hong Kong - to name but a few. Rossall is an inclusive school with an intellectually dynamic culture that encourages young people to embrace the highest of aspirations.

Regionally, Rossall has now reclaimed its place as one of the top performing independent schools in the North West. Perhaps, most importantly, it is a school community with a huge heart and this manifests itself in happy and confident children and a staff body committed to providing the very best context within which young people may live, learn and play.

The student roll has grown very significantly in recent years and this is reflective of the School's outstanding reputation both regionally and nationally. Student numbers are very healthy and the school has emerged from the recent pandemic in a strong position financially. Such extensive expansion has resulted in a number of opportunities arising across a number of curricular areas and our ongoing development of signature programmes such the Broadway Performing Arts academy has opened up opportunities for exceptional educators to join us.

In 2019, the School embarked upon an ambitious development plan which placed a strong emphasis upon the provision of outstanding teaching and learning. The School is committed to ensuring that Rossall is recognised regionally and nationally as a progressive and aspirational School community committed to the professional development of all staff. The establishment of a thriving Leadership Academy is reflective of the growing number of aspirant educational practitioners who have decided to develop their careers here at Rossall.

This September, we have become an All-Steinway School and launched an International Piano Academy. The newly refurbished PrePrep School was opened at the end of the Summer Term and work will soon commence on our Science Building.

We strive to develop in our pupils a lifelong love of learning, a sense of moral purpose, and a belief in their own power to do good in the world. We prepare them to lead successful personal lives and productive professional lives. Our students are confident and compassionate. Increasingly they assume responsibility for their own learning and they are encouraged to be both critically reflective and resilient. We have the highest aspirations for our boys and girls and, as an IB World School, we endeavour to ensure that our pupils are intellectual risk-takers, open-minded and persuasive communicators. We desire for them to develop an intrinsic interest in the subjects that they are studying and to view the formal curriculum as constituting a starting point as opposed to an end in



itself. Opportunities for academic enrichment abound and pupils are able to benefit from involvement in activities such as the Model United Nations and subject specific societies.

It is an inclusive and diverse School community with a roughly even split between day pupils and those who board. The internationally-minded nature of the School is as defining an aspect as its architectural beauty and fascinating history. In 2021, we had a full ISI compliance inspection. **We were judged to be compliant in every regard. In 2019, an educational quality inspection deemed the quality of pupil's personal development to be excellent.**

The School is a liberal and progressive community and we are committed to ensuring that our provision is outstanding in every regard. Student voice and our mental health provision are key focuses within our development plan and it is our ambition to be sector leaders in this



The School is ranked number one in the UK for golf and our growing football academy is one of the standout provisions in the country. Both our boys and girls First XI hockey teams progressed to the final eight of national competitions in 2020. We are in the process of launching the Broadway Performing Arts Academy and our recently launched Girls' Elite Football Programme in partnership with England and Chelsea footballer Millie Bright, and Fleetwood Town Football Club has led to huge success of our girls' football teams on a national level.

We recognise that parents expect the best for their children; therefore we continue to invest significantly in our expansive campus to provide a modern, comfortable location where boys and girls from 3 months to 19 years of age will find a safe, yet stimulating environment with all

they need to get the most from their stay with us, in school as well as during leisure and social time. Our holistic vision of education is predicated upon excellent personal relationships with our families.

Popular with overseas and British pupils alike, our school has a unique identity and a strong sense of community spirit. Here, boarders from around 50 countries mix with British pupils to create an environment within which children are able to develop a truly international perspective and forge lifelong friendships with others from around the world.

Ours is a community based on trust, mutual respect and compassion, and we expect every member of our school to uphold these values, on and off the campus.

Rossall is an inspiring place to live, learn and work; we are fortunate to attract fantastic students and staff to join us on our beautiful campus by the sea!



MEET THE ROSSALL TEAM ROSSALL'S LEADERSHIP EXECUTIVES

Leading the school is Headmaster, Mr Jeremy Quartermain, and four fellow Leadership Executives. They are joined by the extended Senior Leadership Team.



Mr Jeremy Quartermain
Headmaster



Mrs Emma Sanderson
Bursar



Ms Dina Porovic
Senior Deputy Head



Mrs Emma Williams
*Deputy Head (Boarding
& Safeguarding)*



Mr Matt Turner
*Head of
Preparatory School*

JOB DESCRIPTION

Responsible to: Head of HR and Compliance
Hours: 9.00am – 5.00pm Monday to Friday all year round

Job Purpose

To provide HR and Compliance administration support to the Head of HR and Compliance.

Main Responsibilities

Human Resources

- Acknowledge and collate job applications
- Organise interview schedules, contact and invite candidates, confirm details of the interview and produce welcome letters
- Assist with interviews; meet and greet candidates, ensure they are collected / taken to interview rooms according to the schedule
- Organise pre-employment checks; DBS disclosures, references, overseas checks, copying certificates etc
- New starter paperwork and induction
- Create files for new employees
- Chase new starter contracts
- Input holiday requests onto the holiday database
- Organise and record safeguarding training
- Assist with payroll administration
- Organise annual data collection from all staff and input changes onto the ISAMS system
- Keep the Drivers List up to date, including annual update of licences
- Filing and archiving

Compliance

- Update the UKVI visa database for all student visas
- Copy passports, visas, flight tickets etc for incoming students
- Issue BRP cards to new arrivals
- Arrange police interviews for students from relevant countries
- Monitor expiry dates of visas and passports
- Ensure all relevant documents are uploaded onto the student's electronic file
- Assist with the compliance of school policies

Health & Safety

- Assist the Head of HR and Compliance in conducting health and safety audits across the school site

Other

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, relating all concerns to the appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings and training as required
- Participate in training and other learning activities and performance development as required
- To undertake any related activities or duties from time to time



PERSON SPECIFICATION

Requirements which are Essential (E) and Desirable (D) are as follows:

Qualifications

1. Good general standard of education E

Experience

1. Experience of office administration E
2. Experience of working in a customer service environment E
3. Experience of minute taking D
4. Experience of working in a School or academic environment D

Skills / Abilities / personality

1. Advance knowledge and competence in IT and database systems (Word, PowerPoint, Excel) E
2. Flexibility E
3. Good organisational skills E
4. Ability to work on own initiative E
5. Ability to work as part of a team E
6. Excellent customer service skills E
7. Professional manner E
8. Friendly personality E
9. Approachable E
10. Ability to produce accurate work and an eye for detail E
11. Ability to work to deadlines E
12. Positive attitude and commitment to the job and School E

Other requirements

1. Willingness and ability to work extra hours when required E
2. Willingness to undertake further training E

Essential requirements are those without which an applicant may not normally be considered for appointment.

The post-holder must adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report those concerns to the DSL or to the Head immediately



BENEFITS OF SERVICE

The position is a full time post, all year round. The hours of work are 35 per week Monday to Friday and the salary will be £19,380 per annum.

Holiday entitlement is 25 working days per annum plus 8 Bank Holidays.

In addition to providing a great place to work, we offer a generous remuneration package to colleagues which includes:

- Membership of the school contributory pension scheme
- Free lunch and refreshments during term-time
- Free parking on site
- Medical centre on site during term time
- Free use of the School swimming pool, gymnasium and sports facilities
- A generous discount on the School fees of employees' children attending the School (except the Nursery)

APPLICATION PROCESS

To apply, please complete the application form available on the School website, ensuring that your referees include your current or most recent employer.

Your letter of application should be no more than two sides and clearly outline your suitability for the role with reference to the Job Description and Person Specification. You should also explain clearly why you want to work at Rossall.

Send your completed application to:

POST:

Mrs Stephanie Capstick
Head of HR and Compliance
Rossall School
Broadway
Fleetwood
Lancashire FY7 8JW

EMAIL:

hr@rossall.org.uk

KEY DATES:

Deadline for submission of applications 12.00 noon on Friday 24th June 2022

Early applicants may be offered an interview before the closing date

Rossall School is committed to safeguarding and promoting the welfare of children. An enhanced DBS clearance will be undertaken by the School. The position is regulated activity and therefore exempt from the Rehabilitation of Offenders Act 1974.