

PORT·REGIS

Job Information Pack

DIRECTOR OF HR



ABOUT THE JOB

Job Title Director of HR

Reports to The Bursar. The postholder will line manage our School Secretaries, Health Centre Manager, HR Assistant and Payroll Secretary (in liaison with the Financial Controller).

Role Profile This is an exciting opportunity for an inspirational and passionate HR professional to join our team as Director of HR. We are seeking to appoint a qualified and experienced HR advisor, with a strong track record and proven leadership or management experience. Schools experience is desired but not essential. As Director of HR, you will work closely with the Bursar and Head and join our Senior Leadership Team. You will play a part in shaping the School's ethos and strategic development, as well as the day-to-day HR function of the School. Applications are invited from candidates who are forward-thinking and big-hearted, who model great drive and enthusiasm.

Start Date 24th March 2025 (or as soon as possible thereafter).

Hours of Work 40 hours a week, Monday to Friday between the hours of 0800 and 1800. This is a full-time position and all year round with 33 days paid holiday leave to be taken during school holidays. We can offer some flexibility around working hours and home/hybrid working. Please provide details of your preferred working arrangements in your covering letter.

Remuneration and Benefits

The successful candidate can expect:

- Competitive salary, pension and holiday benefits.
- Generous school fee discount, subject to the School's Remuneration Policy.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and sports centre.
- Delicious meals in our Dining Hall during term time.
- To join a delightful team and exceptional working environment.



ABOUT PORT REGIS

Port Regis is a leading co-educational prep school founded in 1881. It is a school steeped in history and yet it remains a community that is, at its core, forward thinking and innovative in its approach to educating young children. The school provides an outstanding education for around 300 children aged 2-13, with nearly 100 full boarders from Years 3-8 (F-A Forms).



Few other prep schools can provide the breadth of experience on offer at Port Regis. We are renowned for our exceptional staff and academic credentials, as well as our first-class facilities set within 150 acres of stunning grounds in rural Dorset. These facilities (that eclipse many at senior schools) enable Port Regis to deliver an outstanding holistic education that inspires the head, the hand and the heart.

Our gymnastics facility sits within a purpose-built Sports Centre alongside our 25m swimming pool. The Sports Centre, known within the School as 'Queen's', was opened by Queen Elizabeth II in 1991.

This year, Port Regis has won and been shortlisted for multiple awards including the 'Boarding Innovation Award' at the BSA (Boarding Schools Association) Awards, 'Boarding School of the Year' at the Tes Awards, 'Prep School of the Year' at the Independent Schools of the Year Awards, the 'Championing Sustainability' and 'Excellence in STEM' Awards at the Muddy Best Schools Awards, and the 'Community Engagement' Award at the Talk Education Award. These successes are testament to the breadth of excellence at Port Regis, led by our talented and dedicated staff.



Job Description

HR

- Responsibility for the School's HR function, Single Central Register and safer recruitment vetting checks.
- Advise the Headmaster, Bursar and wider SLT and school managers on all relevant matters relating to Human Resources, employment law, safer recruitment and managing safeguarding issues related to staff.
- Co-ordinate the recruitment of new staff, including drafting job descriptions and adverts, advertising appointments, collating job applications, overseeing and arranging the interview schedules, undertaking safeguarding interviews, seeking references and arranging other relevant checks pre-interview, drafting offer letters, contracts of employment and accommodation agreements (Licences to Occupy and Assured Shorthold Tenancy Agreements), negotiating the terms and overseeing all safer recruitment checks post appointment.
- Manage the Single Central Register (SCR) in accordance with relevant regulations, and assisting the appointed Governor/s with oversight of the SCR.
- Promote equality, diversity and inclusion in all HR processes and sit on the EDI committee to advise on HR matters.



- Oversee the school's induction programme for all new staff, including pre-employment training and reading the relevant school policies and procedures, and ensure that the appropriate induction checklist documentation is signed off and retained on file.
- Oversee the offboarding process including undertaking all exit interviews and overseeing all leaver processes relating to IT access, data protection etc.
- Responsibility for the regular review and update as required of all HR policies and their approval by Governors where appropriate and their publication in line with school procedures.
- Advise on and co-ordinate the programme of appraisal for all staff and maintain records as appropriate.



- Advise on staff salaries and benefits and oversee the renewal of staff benefit schemes (income protection and life assurance).
- Maintain records of training and development of staff, absence, health issues etc.
- Manage all occupational health referrals and ill health capability processes in consultation with the member of staff and relevant manager(s).
- Assist the Bursar in producing and managing the annual staff salary cost budget.
- Manage all disciplinary, capability, grievance, redundancy/restructuring, family friendly, whistleblowing, discrimination and other HR/staffing issues in consultation with the Headmaster and Bursar and relevant manager(s). This may include advising on, and drafting, Serious Incident Reports for the Charity Commission.
- Maintain, and circulate termly to the Headmaster and DSL, records re whistleblowing and safeguarding concerns related to staff.
- Consult with the School solicitors on employment law matters, subject to prior approval by the Headmaster or Bursar.



- Contribute to, and where appropriate, take the lead on various HR related projects such as salary benchmarking, contract harmonisation, and development of the appraisal system.
- Line-manage the School Secretaries, Health Centre Manager and HR Assistant and Payroll Secretary (in liaison with the Financial Controller)
- Assist the Bursar as reasonably required with all HR, GDPR and other compliance matters.



GDPR

- Responsible for GDPR compliance throughout the school with support and assistance from the School's Compliance Officer and Data Champions.
- Consult with the School solicitors on GDPR matters, subject to prior approval by the Headmaster or Bursar.
- Managing the annual update of the School's data protection policies and procedures.
- Managing any subject access requests and potential or actual data breaches in accordance with school policies and procedures and best practice.

Governance

- Report to the Wellbeing Committee (termly) and Council of Management (annually) on the SCR and other Committees as required with regard to HR and GDPR matters.

Compliance

- The post holder will be required to ensure that all of the School's HR activities are carried out in compliance with current legislation and regulations, including, but not limited to, safeguarding and child protection, ISI and Ofsted inspection, DfE and data protection requirements.
- Support the Headmaster with parent complaints and ensuring compliance with our Complaints Procedure and best practice.

Safeguarding

- All Port Regis staff are responsible for safeguarding the School's children and must comply with the School's safeguarding and child protection policies and procedures.

General

- The job description is a general outline of the role's duties and responsibilities and may be amended as the School develops and the role grows. The post holder may be required to undertake other duties as reasonably required from time to time.
- The post holder will be required to adhere to the School's policies and procedures as issued from time to time and available on the School's compliance system, iAMCompliant.
- Comply with statutory requirements for example the Health and Safety at Work Act and the Data Protection Act and School policies and procedures in this regard including carrying out and implementing risk assessments as required.
- Adhere to the school's training requirements.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.



Person Specification

Essential

- A commitment to promoting and safeguarding the welfare of children.
- CIPD (ideally level 5 or above) or other relevant HR qualification.
- Proven HR management experience.
- Exceptional verbal and written communication skills.
- IT proficient, with experience of MS Office and the HR aspects of management information systems and data reporting.
- The ability to work under pressure, to tight deadlines, and to prioritise workflow to ensure deadlines are met.
- Proactive, with the proven ability to work independently.
- Strong team player who can develop effective working relationships.
- Sound knowledge of, and ability to ensure compliance with, HR regulations and best practice.
- Diplomacy and integrity.
- Patience and a sense of humour.
- Flexible and calm under pressure.

Desired

- Proven experience of a similar role in an independent school.
- Proven experience of managing a GDPR compliance programme.





Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our Director of HR & Legal, Mrs Geraldine White at hr@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive before 0830 on Friday 31st January 2025. Early applications are encouraged. We reserve the right to appoint prior to the closing date so please submit your application as soon as possible.

Port Regis is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Please read the Safer Recruitment Pack and Child Protection & Safeguarding Policy in conjunction with your application.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

