



Appointment of
Lead HR Advisor

Full-time, all year round

One year fixed-term contract from January 2025

Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming a Lead HR Advisor here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself a few short years ago! You'll know, from our website, most of the key facts. We are an academic, co-educational through-school; our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18. We are situated in an inspiring leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players, and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially "12 poor scholars". It is rather wonderful that the original 12 has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. We were 17th in the national league tables for A level results this year, for example. I can't pretend that we are not proud of our pupils' results; we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better. We're not the only people who think this; we loved Tatler's take on it in their Schools Guide this September: "If you're looking for the epicentre of forward-thinking education, here it is" they said, quoting a recent visitor to the school, 'the school is "dynamic, diverse and thinking in the future tense."'

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (you can see lots of evidence of all of this in our latest ISI report - do have a look at the highlights online).

Pretty much all of our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active

part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I also very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we really hope that you will enjoy getting to know us a little bit.

May I wish you the very best of luck.

Yours faithfully



Mrs Jane Lunnon
The Head



About The Role

We are looking for a proactive, customer focused and highly experienced HR generalist. The ideal applicant will be a natural collaborator and mentor, both in the team and within the broader School; they will have comprehensive experience of the full spectrum of employee relations, and they will enjoy contributing to change, aimed at developing our HR service, thus contributing to driving the wider School forward. Experience of the education sector is highly desirable but not essential for the right applicant.

The HR team supports both the Senior School and Junior School, teaching and operational staff, with the operational staff including the School's commercial arm (Alleyn's School Enterprises Limited), the Events and Development & Alumni teams, as well as inhouse Finance, Marketing & Communications, IT & AV, Catering, Cleaning, Gardens, Grounds and Premises teams. The focus of the role in the first instance will be to lead on the more complex ER cases, play an active role in the delivery of HR projects within the operational teams, and support with the development and roll out of standardised and centralised policy, process and associated template documentation.

This is a really exciting time to join the Alleyn's HR team; we are in the process of finalising the School's new People Strategy, we have just implemented a new HR management system and are working on numerous projects to streamline and better our service.

Responsibilities of the Role:

Employee Relations

- To provide advice and guidance to employees and managers (both operational and teaching colleagues) on a range of employee relations matters, including but not limited to absence management, disciplinary and grievance processes, performance management, probation, and change management.
- To advise on (and conduct as needed) formal workplace investigations, in line with Acas guidance and the School's policies.
- To perform the HR advisory role in formal disciplinary and grievance hearings, ensuring these are conducted in line with Acas guidance and the School's policies.
- To support with the rollout of a revised sickness absence management process, including acting as the HR advisory role in informal and formal absence management meetings.
- To advise on and administer fair, effective and compliant HR processes, both formal and informal, from contract changes on an individual level to team-wide restructures.
- With the support of the Head of HR Operations, to act as a source of knowledge and expert guidance for the team on complex ER matters, proactively taking the opportunity to share experience and best practice with colleagues when the opportunity presents.

Employee Voice

- To support the School's ambition to enhance employee voice through fostering positive relationships with managers and staff, facilitating effective dialogue and meaningful feedback.
- To minute and support with the efficient and effective administration of the School's employee consultative committees.
- To support with the communication and administration of the annual staff survey, pulse surveys, and other feedback methods.

Learning & Development

- In collaboration with the wider HR team, advise, train and develop resources to build staff and manager awareness and effective utilisation of the new HR management information system.
- To collaborate with the HR Officer in developing and delivering an informative line manager induction.



- In collaboration with the Head of HR Operations and HR Officer, to review and enhance the performance review process for operational staff, aiding the facilitation of career development pathways, as well as managing and monitoring the cyclical process moving forward.
- To support managers with undertaking skills gap analysis and guiding them in sourcing appropriate and cost-effective training packages to address areas of need, ensuring the maximisation of the School's Apprenticeship Levy funding where possible.
- To support the Director of People and Head of HR Operations with developing and delivering an inhouse people management programme.
- To proactively share own knowledge and experience with the team, contributing to a culture of collaborative learning and continuous improvement.

Salary & Benefits

- To advise on and promote the staff benefits available, contributing to the publication and compilation of useful resources aimed at building awareness and increasing the utilisation of the School's offer.
- Along with the HR Officer, report on existing benefits usage and themes, making recommendations for change as appropriate.
- To collaborate with the team on strategies to enhance the staff benefits package, both through negotiating with existing providers and exploring new opportunities.
- To advise staff on family leave entitlements and processes, both prior, during, and post the period of time off, ensuring periods of leave are formally confirmed, risk assessments are undertaken, and keeping in touch days and flexible working requests are managed in a timely manner.
- To support the Head of HR Operations and Payroll team with ensuring the accurate and timely processing of salary changes, including supporting with the administration of the annual cost of living pay award.

Onboarding / Offboarding

- In collaboration with the Recruitment Manager and the HR Officer, to oversee an efficient, informative and customer-facing staff onboarding and offboarding experience.
- To contribute to the collation of meaningful onboarding and offboarding data, identifying themes and using these to recommend change aimed at improving the employee experience.
- To support with the development and delivery of an informative, welcoming and engaging induction process, including delivering safeguarding, HR housekeeping, and new line manager inductions, and facilitating both departmental and School wide corporate inductions.
- To contribute to the development of the probation journey for new joiners, through both overseeing the day-to-day management of probation, and contributing to improvements to the process such as increased line manager guidance and part way check ins.

Equality, Diversity & Inclusion

- To provide advice and support to the Recruitment Manager on the development and embedding of inclusive recruitment strategies.
- To champion accessibility to work in all aspects of the role, with a particular emphasis on proactively facilitating dialogue around access needs and potential reasonable adjustments in respect of absence management, as well as being particularly alert to these needs in formal processes such as disciplinaries, grievances or change management.
- To support the team in ensuring the development and application of policies, procedures and practices align with equality legislation and the School's Equality Diversity & Inclusion (EDI) strategy.
- To proactively contribute ideas to the development of centralised and consistent processes across the School, to minimise the likelihood of disparity.
- To provide support and guidance to managers around EDI matters and implications on their management practice.
- To support the team in the collation, monitoring and reporting on EDI data, to drive positive change, in line with the School's EDI strategy.



- To support the Director of People and Head of HR Operations on projects and initiatives that contribute to furthering the School's EDI strategy, including the development of existing staff groups and networks.

Policies & Procedures

- To support the Director of People and Head of HR Operations with the annual policy review cycle, including both the reviewing of existing policies and the drafting of new policies when they are needed, ensuring they are inclusive, compliant and fit for purpose, and where possible, harmonised across different areas of the School.
- To provide support to the Director of People and Head of HR Operations when there is a need for consultation on policy change.
- To support with the drafting of procedures, guidance, forms and template letters to supplement and aid staff and manager understanding of policies and changes in process.
- To take an active role in ensuring staff are aware of key School policies, both regularly signposting, and supporting with the communication on change as needed.

Safeguarding

- To provide advice and guidance on safeguarding, in line with Keeping Children Safe in Education, to staff, managers, and junior members of the HR team.
- To proactively contribute ideas on how the team (and wider School as appropriate) can continue to enhance their approach to Safer Recruitment and safeguarding training, based on best practice and regulatory updates.
- To undertake Safer Recruitment interviews with applicants, ensuring the thorough review of their employment history and suitability to work with children.
- To deliver safeguarding inductions to new staff, ensuring appropriate understanding and follow up, and the recording of such.
- Alongside the HR Officer and PA to the Designated Safeguarding Lead (with oversight from the Head of HR Operations and Designated Safeguarding Lead), ensure the diligent and accurate maintenance of staff safeguarding training records and annual updates, inclusive of Prevent.
- To conduct any employee relations matters such as disciplinary investigations in line with the School's Safeguarding & Child Protection Policy, and as appropriate, advice from the Local Authority Designated Officer, the School's Designated Safeguarding Lead and the Head of HR Operations/Director of People.

Other

- In collaboration with other colleagues, oversee the production of templates, letters, contracts and associated documentation, ensuring they are accurate, informative and fit for purpose.
- To deputise for the Head of HR Operations as needed but particularly on ER matters.
- To coach, develop and line manage junior team members as needed. The role does not currently hold direct line management responsibilities, however, the post holder should be willing to undertake these in time as needed; regardless, the post holder will be expected to indirectly oversee team members, and coach less experienced colleagues on commencement of the role.
- Be aware of the School's Health & Safety Policy.
- In conjunction with all staff of the School, support, promote, and act within the School's policies and practices about data protection.
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- In conjunction with all staff of the School, support, promote, and act within the School's Safeguarding Policy.
- Any additional duties, as directed by the Head of HR Operations or Director of People which are within the reasonable capability and responsibility of the Lead HR Advisor.

The Lead HR Advisor is managed on day-to-day basis by the Head of HR Operations. The role holder will also have free access to the CFO who holds ultimate responsibility for Operational Staff.

Our Values (the Alleyn's ROCCK!)

Respect
 Opportunity
 Curiosity
 Courage
 Kindness

Person Specification

Qualifications	A relevant undergraduate degree e.g. Law, Business, HR Management, or equivalent professional experience. CIPD qualified (preferably to a minimum of Level 5).
Employee Relations	Demonstrable experience across the full spectrum of Employee Relations. The post holder must be confident in undertaking the HR advisory role in formal disciplinary and grievances (investigation and hearing); sickness absence management (short term and long term); and redundancy, restructure and contractual change consultations. Experience of undertaking such processes within the education sector and / or alongside Trade Unions would be highly desirable.
Safeguarding	A strong understanding of Keeping Children Safe in Education (or the keenness to learn), and an appreciation of the HR team's role in the safeguarding of our students.
Organisation Skills	Ability to prioritise and manage a varied HR generalist workload in a fast-paced setting, ensuring deadlines are consistently met. Experience of navigating workload in an education or comparable setting would be desirable.
Project Management	Ability to effectively collaborate with a variety of stakeholders to effectively deliver projects such as restructures in a timely, compliant and effective manner.
Relationship Management	Ability to build effective relationships with a range of stakeholders, at varying levels within the School. Skilled at understanding stakeholders' preferred approaches, and the ability to pre-empt potential responses to inform how to influence.
Communication	Strong verbal communication skills which enable the clear and confident articulation of important HR messages to relevant stakeholder groups. Excellent written communication skills that translate into clear and accurate writing, inclusive but not limited to letters, reports, policies and minute taking.
Collaboration	A great team player who enjoys open and collaborative working to achieve solutions that contribute to an effective, efficient and high-quality service.
HR Metrics	Familiarity with using meaningful people data to aid problem solving, as well as inform decision making and cases for change.
Continuous Improvement	Passionate about and experience of driving change, big and small, from formal change management projects to creating template letters to aid consistent and efficient working.
Systems	Confident using, and maximising the capability of, HR Management systems (preferably experience of I Trent). Experience embedding a new HR system would be desirable.
Strategic Awareness	Good awareness of how an organisation's overall strategic plan translates to the objectives of an HR team and the ability to impact these. An awareness of activities taking place both within the Team and across the School, and the ability to draw links and plan work accordingly.
Coaching & Mentoring	Experience of coaching and mentoring team members in developing their skills and capabilities to be their best at work, whether through direct line management or in another capacity.
Professional Development	Passionate about continuous learning, especially when it comes to understanding employment law changes and HR best practice, with an eagerness to share knowledge with wider team.



Working at Alleyn's

Terms and Conditions

This role is based on-site at Alleyn's School in Dulwich, South London, and is offered on a 12-month fixed-term basis, beginning in January 2025. A minimum commitment of 4 days per week, year-round, is required; however, full-time (5 days per week) is preferred. Please state whether you are applying for the role on a part-time or full-time basis on your application.

The position includes twenty days of annual leave (pro rata for part-time), plus public holidays, along with a discretionary closure period over Christmas. The successful candidate will be required to work a full day on Founder's Day, one Saturday per year in late June or early July.

The full-time annual salary for this position ranges from £47,000 to £52,000, based on experience and qualifications and will be paid over twelve-monthly instalments. For a part-time role, the salary will be pro rata.

The school provides additional perks to its staff, including income protection insurance, an employee assistance programme, enhanced family leave pay, lunches and other refreshments, the use of school facilities including the swimming pool and gym, a cycle-to-work scheme, a tech scheme, and holiday purchase scheme, access to the library, free tickets to school performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission, which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different, and it is a taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan, currently provided by Legal & General. This plan may involve contributions being made via salary sacrifice based on 6.5% employer contributions

On completion of the required recruitment checks, the post would be available to the successful candidate from Thursday 2 January 2025.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

The application form can be downloaded from our website, www.alleyns.org.uk/jobs.

Candidates should complete all sections of the form and submit it together with a completed Equal Opportunities Monitoring Form, full CV and covering letter.

Please address your covering letter to the CFO, Mrs Claire Morgan, **explaining in your letter why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career.**

All documents should be emailed to jobs@alleyns.org.uk.

Alternatively, they can be posted to:

HR Department, Alleyn's School, Townley Road, London SE22 8SU.

The deadline for applications is 9:00 am Thursday 21 November 2024.

If you have any questions you are very welcome to contact Human Resources by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the School on **Monday 2 December 2024**. This will consist of interviews with relevant colleagues including the Director of People, Head of HR Operations, and the CFO. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.

