



# MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL  
BOYS 7-18 & SIXTH FORM GIRLS

## Information Pack

HR Officer

(permanent contract)

To start November or  
December 2021

Closing Date: midday on  
Tuesday 26<sup>th</sup> October

Interview Date: Week  
beginning 1<sup>st</sup> November





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## Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website ([www.mcsoxford.org](http://www.mcsoxford.org)) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

*H. L. Pike*



## **The School**

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell. The school has in excess of 900 pupils and employs around 300 staff as well as 100 outsourced catering, cleaning and other contracting staff.

## **The Role**

MCS is seeking to appoint an HR Officer to join the HR Department and to provide professional HR support in the areas of recruitment and HR administration to the School. The successful candidate will also be instrumental in implementing a new HR system.

The post-holder will report to the HR Director. He/she/they will be responsible for providing a first-class HR service to the School, and for ensuring that all personnel focused aspects of regulatory compliance required of independent schools are observed and communicated effectively throughout the School community. The role will involve collaboration with many other staff, most notably the Senior Management Team and specifically the Bursar. The responsibilities may vary from time to time as the needs of the School determine.

Duties of the role will include, but will not be restricted to:

### **Recruitment:**

- Prepare job adverts and maintain job descriptions, in liaison with the Senior Management Team for teaching jobs and Line Managers for support staff jobs
- Facilitate the full recruitment cycle from job advert to Induction, ensuring safer recruitment procedures are followed for all roles
- Post job adverts in the appropriate media, acknowledge all applications, undertake pre-screening, compile and forward to appropriate staff for review
- Initiate and follow-up on reference checks for the candidates selected for interview, invite candidates to interview; prepare and manage interview schedules
- Meet and greet candidates, conduct ID checks; ensure interviews run smoothly and that all transitions are carefully planned, liaising with other staff as necessary



- Assist with Apprenticeship recruitment
- Maintain and update the database of job descriptions.

**Administration:**

- Ensure all the pre-employment checks have been carried out including eligibility to work, DBS, police checks, medical questionnaire etc. and bring any concerns to the HR Director's attention
- Maintain the Single Central Register (SCR) with meticulous attention to detail, in order to ensure the school is always compliant with ISI legislation
- Prepare offer letters, letters of variation, contracts of employment and other official HR documents for the HR Director
- Maintain and update all lists and relevant checks for contracted staff (catering and cleaning) and ensure all checks are in accordance with ISI legislation and Safer Recruitment
- Create and maintain employee personnel files and ensure that appropriate records are maintained in compliance with all areas including GDPR (incorporating retention of information policies), Safeguarding and Child Protection
- Update and maintain the central recruitment spread sheet for starters, leavers and changes in order to inform payroll
- Accurately enter HR data into the HR database
- Screen incoming HR queries and attend to any general policy and process questions whilst bringing more complex matters to the HR Director's attention
- Keep informed of all ISI legislation changes and bring any changes or discrepancies to the attention of the HR Director



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- Set up performance cycle reminders for HR and Line Managers including probationary period reviews. Liaise with Line Managers and produce letters upon successful completion of probationary period for both teaching and support staff
- Update and distribute induction material for new staff and manage the leaving process for staff.

**Absence management:**

- Keep a centralised record of holiday for employees and ensure all holiday requests and enquiries are dealt with in a timely and accurate fashion
- Monitor and record all staff absence, flagging any potential absence issues. Liaise with Line Managers and staff in cases of discrepancies
- Maintain accurate leave balance records and produce leave reports as required.

**General:**

- Ensure the 'vacancies' page of the MCS website is updated with all current jobs
- Keep a list of job boards up-to-date and use relevant platforms depending on the job
- Research for new platforms as necessary
- Keep the 'staff list' page of the MCS website up-to-date and accurate
- Manage the directory of staff photographs
- Manage all the relevant entries to the new HR system with utmost accuracy and support staff with any system-related queries
- Produce reports and statistics as and when required
- Provide any other HR-related duties or tasks as reasonably directed or requested by the HR Director and the Bursar.



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**The Candidate**

- Preferably at least 3 years' relevant experience in HR, with at least 1 year of relevant HR experience in the education sector, ideally in a school
- CIPD qualified or working towards CIPD or other relevant professional qualification
- Understanding of UK employment law and best practice and ideally knowledge of ISI legislation, KCSiE, Safer recruitment and Safeguarding
- The ability to interpret legislation and other laid down procedures and to explain the requirements in understandable, practical terms to non-specialists
- High-level organisational and administrative skills, including strong IT, data management and ability to quickly learn new systems
- Excellent planning and execution skills
- Excellent relationship management skills with the ability to work collaboratively with members of the Senior Management Team
- Strong interpersonal skills and ability to communicate effectively with colleagues, both teaching and non-teaching
- High attention to detail and accuracy
- Ability to use initiative and work independently.



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### **Safeguarding Policy**

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references and the school's pre-employment medical questionnaire. We also need sight of relevant original ID documentation and degree certificate(s).

### **Application Process**

Candidates should submit the Application Form for Support Staff, which can be found on the Job Vacancy link of the website ([www.mcsoxford.org](http://www.mcsoxford.org)). To access [click here](#). This should be emailed together with a CV and covering letter of application to the Recruitment Officer, Mrs Sarah Hunter, ([applications@mcsoxford.org](mailto:applications@mcsoxford.org)). All documentation should be sent no later than **midday, Tuesday 26th October 2021**. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

Interviews will be held the week beginning 1<sup>st</sup> November 2021 and successful candidates will be notified by telephone. As part of MCS' commitment to Sustainability, preliminary interviews may be conducted online.

**References may be taken up in advance, although this does not necessarily mean that a candidate will be called for interview. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.**





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### **Salary**

Annual salary £33,000 - 36,000, commensurate with experience.

### **Working Hours**

- During school term time: working hours are 8:15am to 5:15pm Monday to Friday, with one hour (unpaid) for lunch.
- During school holidays: working hours are 9am to 4pm Monday to Friday, with one hour (unpaid) for lunch.
- Support staff are able to request remote working during the school holidays, which is circa 18 weeks per annum.

### **Pension**

Non-teaching staff are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

### **Benefits**

The school has a fully equipped gym, which is available for staff use, and staff may also enjoy access to the University of Oxford's Rosenblatt Swimming Pool. Tennis courts are available, and there is a comprehensive programme of staff sports clubs, including football, climbing, yoga, Pilates, and badminton. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions.

There is a wide range of benefits on offer to all staff, including a free lunch during term time and complimentary use of sports facilities. Staff on permanent contracts are entitled to free private health insurance with concessionary rates available to dependents. Head to [mcsoxford.org/vacancies](http://mcsoxford.org/vacancies) to find out more.

Staff are encouraged to make use of the Junior and Senior School Common Rooms within and after the school day, as areas for relaxation and shared discussion outside departments. There is also a quiet room located close to the SCR where staff can work and study. Tea and Coffee are served in the SCR at morning break, Lunch is provided in the Dining Hall, and cakes and cut fruit are available in the SCR at the end of the school day. Staff socials, guest nights and Master's Drinks are regular features of each term.



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**Additional Information**

Please note that MCS is an inner-city school, with very limited parking. Staff are encouraged to use public transport wherever possible for their journey to work.

If you have any questions or require additional information, please contact the Recruitment Officer: 01865 253401.