



The Bishop of Winchester Academy HR Manager

£35,901-£41,602 (dependent on experience) based on 37 hours per week, 52 weeks per year
Part time hours considered

Are you looking to further your HR career in a thriving, friendly and supportive environment where staff welfare is a priority? Are you passionate about making a difference and contributing to the lives of young people in an academy that has high expectations of everyone? If so, The Bishop of Winchester Academy wants you!

We are seeking an HR Manager or experienced HR Advisor, dedicated to their profession and with a genuine desire to contribute to the advancement of our academy and its staff.

Due to expansion, this is a newly created role and we can offer you the opportunity to be part of an inclusive team, where your knowledge will be appreciated and your skills welcomed to help us achieve our goals.

As an HR professional you will obviously have a natural ability to connect with others and be process driven to ensure high standards are achieved and maintained. You will ideally have knowledge of the education environment however we will consider applications from anyone who has an interest in our academy and its important role in the community. With your understanding of employment law, you will take the lead on this along with safeguarding and you will be able to effectively communicate proposals to all stakeholders. Preferably qualified to CIPD L5, we will also consider applications from candidates with a proven track record in the HR profession.

We would be delighted to take you on a tour of the school and give you the opportunity to meet us and answer any questions you may have.

As **HR Manager**, you will be welcomed into a friendly team of professionals to:

- Ensure all academy HR policies & procedures are updated and in line with any legislation changes including Employment Law and Safeguarding
- Be responsible for academy recruitment procedures
- Manage and mentor the HR Administrator
- Guide, coach and support line managers with HR queries and meetings
- Monitor and evaluate CPD across the academy
- Monitor sickness absence (absence calls, conducting return to work interviews, reports and meetings)
- Oversee the academy cover allocation

The Bishop of Winchester Academy is a thriving Church of England school, recently recognised by Ofsted as prioritising 'wider opportunities alongside achievement so that pupils "live life to the full."' (Ofsted 2023). Operating from recently refurbished facilities, our shared mission to improve the life chances of all of our students is at the very centre of our work.

We put the welfare of our staff at the heart of everything we do and can offer you:

- Generous employer pension contribution at 23% basic salary
- Career development with a bespoke CPD programme
- Excellent newly refurbished facilities with free onsite parking and good local public transport links



- Employee Assistance Programme and Cycle to Work scheme
- Close proximity to beaches and the Jurassic Coast to assist your work life balance

To apply for this **HR Manager** role, please visit the vacancies section of our website to complete an application form: <https://www.tbowa.org/staff/-vacancies/support-staff>. Please email completed application forms to recruitment@tbowa.org, addressing your covering letter to Mr Paul McKeown, Principal.

*The Bishop of Winchester Academy is an equal opportunities employer and welcomes applications from all suitably qualified candidates. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced DBS check is required for all successful applicants. **Please be aware that due to the 'Keeping Children Safe in Education' legislation we do not accept CVs. We reserve the right to close a vacancy earlier than the advertised date if we have received applications that meet the criteria.***

