



Wakefield Grammar  
School Foundation

YOU'LL LIKE THE WAY WE

# WORK TOGETHER



HR BUSINESS  
PARTNER



Information for  
Candidates

November 2023

# Contents

## **1. The Organisation**

- a. The Foundation's Aim
- b. The Role
- c. Location

## **2. Job Specification**

## **3. Person Specification**

## **4. Terms of Appointment and Benefits**

## **5. How to Apply**

For further information about the Foundation please visit the website at [www.wgsf.org.uk](http://www.wgsf.org.uk)



# An Introduction

Wakefield Grammar School Foundation is one of the country's leading families of single-sex independent day schools. Girls and boys join the Foundation from age 3 at Wakefield Grammar Preparatory School, and then from age 7 at either Wakefield Girls' High School or Queen Elizabeth Grammar School (QEGS) for boys.

All three schools are conveniently located together with easy access to the West Yorkshire motorway network and within walking distance of Wakefield city centre. Wakefield Westgate train station is a short 10 minute walk from the schools with regular services from Leeds, Doncaster, Sheffield, Huddersfield and London. Additionally, there are dedicated school bus services from Barnsley, Huddersfield, Pontefract and the east of Leeds.

In total the Foundation has around 1,760 pupils and around 425 employees covering both teaching and support staff. Each school in the Foundation is individual with its own Head and Senior Leadership Team, and governance comes from a single governing body comprising of 19 Governors with a broad range of skills and experience. The Governing board provides robust and conservative governance through a well established committee structure. Total income for the Foundation is around £24m annually, making the Foundation one of the largest groups of independent schools in the region.

## The Foundation's Aim

The Foundation has a vision of enabling long lasting contributions to society through a shared joy for learning.

The Foundation is committed to providing education in a supportive, engaging and inclusive environment that inspires individuals to develop their abilities, strengthen their character and fulfil their potential.

The schools will maximise the potential and educational opportunity for all those with the academic ability to access the curriculum by encouraging the pursuit of excellence, providing high quality teaching, outstanding pastoral care and an extensive range of co-curricular activities. They will embrace as wide a cross section of the community as possible and support students irrespective of their social or economic background.

At Wakefield Grammar School Foundation we know diversity fosters creativity and innovation. We are committed to quality of opportunity, to being fair and inclusive, and to being a place where all belong.





# The Schools



**Wakefield Girls'  
High School**

Named one of the top independent secondary schools in the North by the Times Parent Power Guide 2022, Wakefield Girls' provides an inspiring and empowering environment that enables every student to make their way in the world. By embracing new ideas, encouraging students to think differently, and instilling a joy of learning, Wakefield Girls' makes it possible for everyone to be everything they want to be.

Wakefield Girls' believes that how students learn is every bit as important as what they learn and strives to make education a joy. Passionate teachers deliver extraordinary learning experiences in welcoming, stimulating environments. This excellence in teaching and learning is evidenced by outstanding outcomes at GCSE and A-Level. In 2023, one third of the cohort celebrated results with at least 3 A\*-A grades and more than half of all grades at A\*-A and 75% achieved A\*-B, and 65% of GCSE entries were awarded at grade 9 to 7. WGHS leavers regularly go on to their first-choice destinations, including Oxbridge and Russell Group universities.

WGHS complements outstanding academic outcomes with a full range of co-curricular activities. WGHS believes that sport is for everyone, whatever their standard, and encourages cultivating the joy of being part of a team. WGHS's main sports are hockey and netball, and pupils can play in both friendly and competitive fixtures, including an overseas Sports Tour every three years. There are also a myriad of opportunities for girls to participate in music, including 18 musical groups of different range and ability, and an array of drama productions in partnership with Queen Elizabeth Grammar School.





## Queen Elizabeth Grammar School

Queen Elizabeth Grammar School encourages boys to care, contribute and aspire, the school's values. We seek to provide opportunities for the achievement of excellence in the academic, creative, cultural and sporting spheres. The school allows boys to become the best versions of themselves, develop lifelong friendships, and be inspired by teaching methods that fit their needs.

The school offers a balanced curriculum, combining traditional and more modern subjects, which successfully prepares pupils to enter the best universities, apprenticeships or the workplace. QEGS pupils enjoy considerable academic success at both GCSE and A-level, frequently boasting upwards of 80% of grades in the top brackets across both sets of exams, with pass rates near 100%. Nearly all leavers secure entry to their first-choice universities, including Oxbridge and Russell Group.

Boys of all ages have the opportunity to take advantage of a broad offering of co-curricular activities, including art, sport, and musical and dramatic performance. Sport is an integral part of school life, QEGS has an enviable reputation for sporting excellence with individual and team successes ranging from county to national honours. The arts are equally valued and recognised as part of QEGS life, with performances and productions staged jointly with WGHS. Boys also have the opportunity to take advantage of expert musical tutelage, engaging in composing, listening, and performance activities.







Opened in September 2021, Wakefield Grammar Pre-Preparatory School is the Foundation's provision for boys and girls from foundation stage through to Year 2. At the school, the aim is to introduce children to the joys of learning. WGPPS believes that every child brings their own unique talents and strengths into the classroom, and that it is the school's job to bring them out, build confidence in their natural abilities, and to create strong, independent individuals who care about others, embrace new challenges, and have a growing awareness of the world around them. Children at WGPPS enjoy a friendly community in which they can learn, participate, and grow, setting the foundations for their future success.





# The Role

Wakefield Grammar School Foundation are seeking to appoint a HR Business Partner. The HR Business Partner will support two of the Schools within The Foundation.

The purpose of the role is to:

- work in partnership with Managers to build their people capability and develop approaches that achieve the Schools and the wider Foundations objectives
- provide operational HR support to managers to address people related issues
- manage the development of HR projects
- manage certain key areas of HR activity such as Recruitment & Selection, Sickness Absence, Employee Benefits, HR Reporting, Onboarding etc

The post is offered on a permanent basis, working 37.5 hours per week, full year.

To arrange an informal discussion about the role with Ben Ward, Head of HR please email [hr@wgsf.net](mailto:hr@wgsf.net)

Further details and an application form can be obtained from the recruitment section of our website [www.wgsf.org.uk/employment-opportunities/](http://www.wgsf.org.uk/employment-opportunities/) or by emailing the HR Department at [hr@wgsf.net](mailto:hr@wgsf.net)



# Job Description

**Reporting to: Head of HR**

## **Key Responsibilities :**

You will:

- establish and maintain effective working relationships with managers and key stakeholders
- support managers with complex employee relations cases including discipline, grievance and sickness absence management
- lead and support on the development and implementation of transformational HR projects
- manage certain key areas of HR activity
- act as a conduit between the School(s) and the HR department ensuring all contractual changes are captured, administration is completed and payroll informed
- work with managers and the HR administration team to ensure end-to-end HR processes are successfully managed e.g. recruitment and sickness case management
- support and coach managers to develop people management capability and drive high performance across the Foundation
- use HR metrics to identify operational problems and develop solutions, working with managers to implement them
- develop and deliver training/ workshops to managers and employees as appropriate
- undertake job evaluations fairly and consistently in line with the relevant job evaluation scheme
- work as an integral part of the HR team, contributing to the overall HR strategy and attending regular team meetings to discuss progress against objectives
- drive continuous improvement by developing and implementing practical and effective processes and suggesting improvements to enhance the employee experience across the Foundation
- act as a wellbeing champion to ensure a supported and productive workforce



## Day to Day

You will:

- provide HR advice and guidance to managers and employees
- ensure that HR policies and procedures are applied fairly and consistently across the Foundation
- coordinate HR processes between HR & the Schools e.g. recruitment
- support the delivery of an excellent employee experience at each stage of the employee life cycle through involvement in onboarding, offboarding and key touch points throughout the employee journey
- liaise with the payroll department to ensure they are aware of any employee related changes affecting payroll
- act as a 'change champion' continuously striving to improve people management practices across the Foundation
- act as a role model and champion of EDI and the Foundation's values
- undertake HR administration as appropriate

## General

- To be aware of and understand the role that all staff have in relation to the safeguarding of pupils and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to the Designated Safeguarding Lead
- To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person
- Contribute to the overall ethos of Wakefield Grammar School Foundation
- Attend relevant staff meetings or other meetings as required
- Any other duties that may be reasonably required within the grade and scope of the role

# Person Specification

**The following person specification indicates areas of qualification and training, knowledge and experience, skills and competencies and personal attributes. (E) are essential and (D) are desirable. These will all be measured by application form, interview or certification**

## Qualifications/Training

- A qualification at Level 5 of the regulated qualifications framework e.g. HND (D)
- CIPD Level 5 qualification (or working towards) (E)
- Associate Member of the Chartered Institute of Personnel & Development (CIPD) (D)

## Knowledge/Experience

- Experience of providing high quality HR advice and guidance to managers (E)
- Experience managing complex employee relations cases including discipline, grievance and sickness absence (E)
- Experience managing or advising on organisational change e.g. TUPE, restructures & redundancy (E)
- Experience working independently and as part of a team (E)
- A good knowledge of current and forthcoming employment legislation and HR best practice (E)
- An understanding of and demonstrable commitment to EDI (E)
- An awareness and understanding of Safer Recruitment Regulations (KCSIE) (D)
- Knowledge of the Education Sector (including independent schools) (D)

## Skills and competencies

- Possess excellent communication skills, both written and face to face (E)
- Able to interpret and apply HR policies and procedures (E)
- Able to deal with sensitive and difficult situations when dealing with absence of disciplinary matters (E)
- Builds appropriate professional relationships with staff and line managers and enjoys working with people (E)
- Effective communicator and presenter-verbal and written, succinct and persuasive (E)
- Ability to influence at all levels constructively challenging assumptions, behaviors and ways of working (E)
- Good project management skills (E)
- Patient, tactful and approachable (E)

## Personal Attributes

- Able to work calmly under pressure, to tight deadlines as well as prioritising competing demands (E)
- Continuously strives to improve people management practices acting as a "change champion" (E)
- Ability to identify issues early, seeing issues from the school's perspective and developing appropriate solutions (E)
- Has high performance standards for self and others (E)
- Respects the importance of confidentiality and able to handle such information sensitively (E)
- Be able to demonstrate a commercial and pragmatic approach to problems (E)

## Additional requirements of the role

- Has a flexible approach to work (E)
- Has an empathy with the ethos and values of WGSF/ Independent Schools (E)
- Proficient use of Microsoft packages e.g. word, excel, powerpoint & google drive/docs (E)



# Terms of Appointment

## Contract

This position is a Permanent position. The appointment is subject to the satisfactory completion of a probationary period of 6 months.

## Hours of work

37.5 per week working full year.

This role is suitable for hybrid working. This would be agreed in advance with the Head of HR and is subject to the demands of the role. It is anticipated that at least one day per week would be worked remotely.

## Salary

£34,289–£40,719

## Pension Scheme

We offer a money purchase pension scheme on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.

## Safeguarding Checks

WGSF is committed to safeguarding and promoting the welfare of children and young people.

## Pre-Employment Checks

An offer of employment is subject to the receipt of 2 references considered satisfactory to WGSF; a satisfactory DBS (Disclosure and Barring service) check; evidence of eligibility to work in the UK; Prohibition from Management check (If applicable); relevant qualifications and a satisfactory health questionnaire.

## Parking

Free on site car parking

## Lunches

Subsidised school lunches (term time only).

## Other Benefits

- Access to our free 24 hour Employee Assistance Programme
- Cycle Scheme
- Simply Health (Cash back hospital plan)
- Use of free on site gym facilities
- Family Friendly policies
- Access to an extensive CPD program and opportunities across The Wakefield Grammar School Foundation

## Fee Remission

Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (subject to Foundation policy). Fee Remission is pro-rata for part time/term time employees.

# How to apply

Further details and an application form can be obtained from our website [www.wgsf.org.uk](http://www.wgsf.org.uk) or by contacting the HR department at [hr@wgsf.net](mailto:hr@wgsf.net).

**Applications will be reviewed upon receipt and successfully shortlisted applications will be invited to interview**

