



HR Manager (Assistant Bursar)

November 24 start – Maternity Cover

The Role

Full time | 40 hours/week, all year round | Monday - Friday, 8.30am – 5pm | Maternity Cover, starting 25th November 2024 until 31st October 2025

This is an exciting opportunity to play a key role in managing the School's HR function across the whole school. You will be responsible for managing the entire recruitment process and providing generalist HR advice and support. In addition to the HR aspect of the role, the successful candidate will be responsible for processing the visas for the international pupils.

The role requires a high level of confidentiality, discretion and the ability to work with a wide range of people in a professional and sensitive manner.

This fantastically rewarding and varied role will suit a flexible and adaptable individual looking to utilise their HR skills within an educational environment. We are looking for someone with Human Resources and Recruitment experience. The successful candidate will be Level 5 CIPD qualified, have strong communication skills and the ability to work in a fast-paced environment. Experience of working in a school environment would be desirable but not essential.

This position forms part of the Bursary team which consists of the Bursar, Finance Manager and this role, HR Manager. The successful candidate will report to the Bursar. This role also includes line management responsibilities for the Domestic Department.

We can offer:

- Strong, supportive staff team
- Membership of support staff pension scheme
- Use of the school's facilities – swimming pool and sports facilities, subsidised staff yoga class
- Cycle to Work Scheme
- Employee Assistance Programme
- Lunch provided during term time
- On-site parking

Closing date: 6th October 2024

We reserve the right to interview and offer to a strong candidate prior to the closing date. For this reason, early applications are encouraged.

Please apply by completing the application form. CVs may be attached, but not in place of the application form. Please return completed applications to Robyn Aubrey at hr@westbournehouse.org.

Westbourne House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.

About the School

Westbourne House is situated just to the east of Chichester in beautiful grounds of over 100 acres. There are approximately 360 pupils, aged 2½ -13. Most children go on to major Public Schools across the South.

The school enjoys outstanding facilities. Teaching is extremely well resourced with excellent teaching rooms, the majority equipped with interactive whiteboards; there are also sets of laptops which can be booked for class based work. There are rooms for Art, Ceramics, ICT, Design Technology and Food Technology, a separate Science block and Music School, as well as a modern, 300 seat theatre/assembly hall. The School also has a large (30 acre) lake on the north boundary for kayaking.

Academic standards are high, with consistently outstanding Common Entrance results together with an excellent scholarship record; totalling 140 over the last five years.

Westbourne House uses the High Performance Learning philosophy to guide all pupils in becoming good learners. The school believes that all pupils have the potential to perform at the highest level regardless of their current performance level. The Advanced Cognitive Performance Characteristics (ACPs) and Values, Attitudes and Attributes (VAAs) of HPL are the "thinking" and "behaviour" characteristic and these are delivered specifically and systematically throughout the curriculum.

The Music and Drama departments also excel consistently: all children are involved in school productions, a large number are members of school choirs and there are regular concerts.

Saturday school consists of sports matches, as well as optional enrichment activities, such as kayaking and coding.

There is a wide variety of sport on offer, and a large number of teams represent the school most Wednesdays, Thursdays and Saturdays. As well as extensive playing fields, there is a 25-metre swimming pool, dance studio, sports hall, squash courts and a full-sized astro-turf pitch.

There are around 100 boarders, many of whom board for two or three nights in one of seven houses on the school grounds. The school offers full time boarding allowing the children to further enjoy the beautiful facilities and grounds the school has to offer.