



HR Director

Introduction to The Dean Close Foundation (The Foundation)

The Dean Close Foundation consists of Dean Close Senior, Preparatory and Pre-Preparatory Schools based in Cheltenham, St. John's Preparatory and Pre-Preparatory Schools in Chepstow. There are two subsidiary trading companies; Dean Close Services Ltd and Dean Close Nurseries Ltd. There are approximately 740 members of staff in the Foundation.

The Foundation is a company limited by guarantee and a registered charity. Turnover is over £30m with a substantial and growing surplus. There is a new and exciting strategic plan with a capital investment programme planned for the next 15 to 25 years.

The Dean Close Foundation is a Christian school community which aims to uphold the Christian faith as a positive force for all, including those who do not share this faith. The School seeks to treat every member of its family as unique and equally valuable. This ethos challenges selfishness and holds community, respect for others, relationship and service at the heart of the School.

The Dean Close Foundation welcomes pupils with a broad range of abilities, aiming to give each and every one a well-rounded education, blending excellent academic performance with real achievement in their individually-discovered talents. The School encourages independent thinking and the self-confidence to challenge the status quo.

Dean Close is renowned for focusing on individual development. Small classes, excellent learning facilities, floodlit astro-turfs, indoor pools, climbing wall, indoor rifle range, dance studio and fully equipped gymnasium all help to nurture each child's strengths and talents.

Dean Close Nurseries Limited (DCNL)

DCNL operates five (52 week care) separate Nursery businesses. The nurseries are based in Chepstow, St Arvan's, Newport, Cheltenham and Gloucester. The Nurseries are run by dedicated and committed staff and provide a wonderful first step in a child's educational journey.

Dean Close Service Limited (DCSL)

DCSL is the commercial arm of the School, generating income to reinvest in the School through year-round and wide-ranging business activity.

The overarching objective of DCSL is to expand its operations and to significantly increase profit over the next five years; building annual profits up to £400,000 - £500,000.

It is intended to increase resources, improve cohesion across all areas of business and to create a new portfolio of Dean Close owned and managed businesses and products.

The Role of the HR Director

The Dean Close Foundation is an ambitious group of schools and nursery schools. Together, our people are working hard to advance knowledge, inspire people and transform futures. We are looking for people with the skills and ambition to help us achieve those aims.

Reporting into the Warden (CEO) the Director of HR holds a critical senior leadership role within the Foundation, directly involved in devising and achieving the Foundation's strategic goals, as well as leading the HR department in developing and delivering an ambitious people strategy that provides innovation and improved operational performance against the changing and challenging Independent Education landscape.

The Dean Close Foundation enjoys an impressive list of credentials today through the hard work and dedication of our entire organisation. We have done this by anticipating changes in the sector, recognising increased competition, knowing what we need to do to change and setting a clear new strategy in 2018 for the next five years. The Director of HR will help shape and develop the Foundation through transformational organisational and people development whilst playing a key role in embedding the values and behaviours embedded within the strategy.

As the HR Director, you will own the delivery of improved leadership and management capability, creating an environment that motivates a diverse academic and professional workforce through a continuous programme of learning and talent strategies. You cannot do this alone and so you will need to excel at engaging key stakeholders across the Foundation to influence, negotiate and resolve issues deftly through political astuteness and resilience, whilst demonstrating a commitment to diversity, inclusion and equality in the workplace.

CIPD qualified, you are a proven HR leader with a track record of operating at a strategic level, delivering in a variety of HR roles. This could be in academia, the civil service, the wider public sector or the commercial world, however regardless of background you will possess the leadership skills to motivate, inspire and empower diverse teams, driving up engagement, capability, and performance to achieve quality outcomes at pace. If you are passionate about education and the role education plays in society then please get in touch as we would really like to speak with you.

We have been through a growth phase and need a leader to drive process change and efficiency through the Foundation. A good knowledge of the SCR (Single Central Register) and the administration of such is important in this role as safer recruitment is highly regulated. Of critical importance is the delivery of a range of projects to automate routine tasks and to elevate the department into a state of readiness so we are scalable should we make further acquisitions but also 'inspection ready' at any time.

Team Building

It is important to us and a prominent KPI for all managers that all staff maintain high standards of customer service at all times. We want all stakeholders, and most importantly, parents, to experience a polished service from our centralised services. Our ethos and our service ethic should be foremost in our staffs's minds when dealing with any stakeholder.

The Director of HR must ensure that he/she and all team members keep up to these high standards.

Key Performance Indicators:

- To manage the department through robust monthly routines and controls
- The smooth running of the HR Department on a day to day basis
- Delivering excellence in Customer Service.
- To automate process. (Roll out online recruitment)
- To embed staff forums
- To harmonise contracts wherever possible
- Inspection readiness at all times

Key Tasks will include:

- New role - HR Director position
 - A review of the department's resourcing and operations.
 - Propose a restructuring of the department if necessary
 - Implement the restructuring if necessary
 - Driving the team through change
 - Implement and oversee a number of pending projects
 - Closer oversight, development and training of the team
 - Closer oversight of the SCR.
- Sign off contracts and contract variations
- Oversee recruiting, interviewing and hiring of new staff
- Advise and support The Foundation Leadership Team (FLT) in strategic planning, including succession planning for key roles
- Consult and advise Heads, the Bursary Management Team (BMT) and Senior Leadership Teams (SLT) on employment issues
- Support Heads, the BMT and SLT members with specific employee relationships, disputes and grievances
- Coordinate and promote staff welfare committees and promote good relations between FLT and employees
- Oversee development and promotion of employee benefits and affinity schemes
- Manage the HR team and ensure appropriate skills, qualifications and training are in place
- Oversee the maintenance of the SCR and of employee records, reporting directly to the Warden
- Ensure the Foundation's HR functions remain inspection ready at all times
- Create, manage and oversee the training matrix for safeguarding and safer recruitment
- Maintain up to date knowledge of best practice in schools and elsewhere; propose and promote changes to policies and procedures to improve effectiveness and efficiency
- Propose any new scheme or approach which develops the key strategic aim of making the Foundation an outstanding employer
- The delivery of a range of projects to automate routine tasks and to elevate the department to a state of readiness so we are scalable should we make further acquisitions.

Direct Reports

The HR Department numbers 4 staff. We have invested in new systems and the successful applicant will be required to review the processes, optimise and develop efficiencies further.

Role Details

The post-holder is required to work with the internal team, academic and administrative staff and will also have access to the Board of Trustees via the Finance and General Purpose Committee. This role carries significant autonomy and will report directly to the Warden (CEO). The role is based in Cheltenham but will involve regular travel to other Dean Close Foundation sites.

Team Leadership

- Day to day line management and annual appraisal of the HR team.
- Management of holiday entitlement absences etc. with due regard to maintaining cover and the accounting/budgetary timetables
- Assess the team structures and processes and propose changes where appropriate

Other

- Understand the Foundation's Strategic Plan and ensure that all activities align with its best achievement.

- The HR Director is a key member of the BMT (Bursary Management Team) and of the Quad (Warden, Bursar, Director of External Relations, HR Director) which drives strategy
- Our standards of behavior and demands to serve our stakeholders are high. Customer service is of paramount importance.
- Completion of statistical returns as required
- Completion of statutory and Charity Commission returns
- Submit monthly progress reports and ensure data is accurate.
- Assist Headmasters and Business Unit Managers to produce their business and financial reports in a timely and accurate manner.
- Ensure all team members represent the Foundation in the best light.
- Research and develop a thorough understanding of the Foundation's people and capabilities.

Education

This position requires the successful candidate to hold an HR qualification and to have 3-5 years of HR Management experience. An MBA is highly desirable as is some commercial and demonstrable experience of fast growing organisations. Good knowledge of and experience with an Inspection Ready Staff Single Central Register in a regulated environment is highly sought after. Line management and workflow experience is highly desirable. A clear understanding of, and belief in, the aims and ethos of independent education in general, and The Dean Close Foundation, in particular, will be desirable.

Other Skills and Qualifications

Networking, persuasion, professionalism, decision making, self-motivation, critical thinking, analysis, gravitas, team building, relationship building.

Terms and Conditions

A competitive salary will be available. The hours of work are 37.5 hours per week (Monday- Friday), with additional hours from time to time to meet the demands of the role. Some evening and week end duties may be required. Annual leave is 25 days per annum (pro-rata for the duration of the contract), plus statutory holiday and holiday to be taken with the prior agreement of the Line manager. The post holder will be eligible to join the Foundation's Administrative Pension Scheme. Lunch is available on the Foundation premises during School term time and there is ample parking on the Foundation premises and nearby.

Application Process

Completed application forms and a CV, together with a covering letter should be returned to the HR Manager by email by 12.00pm on the closing date.

Email: hr@deanclose.org.uk

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Closing Date: 14th August 2019 at 12 noon

Interview Date: 9th September 2019

The Dean Close Foundation
Dean Close House
67 Lansdown Road
Cheltenham
GL51 6QD Tel 01242 267415