



FARLEIGH

HR Assistant & PA to the Director of Finance & Operations (DFO)

Candidate Information Pack

Full-time/Part-time

All year round



Head's Welcome

Welcome from Fr Simon Everson, Headmaster

Thank you very much for your interest in the position of HR Assistant & PA to the DFO at Farleigh School.

Farleigh is an exceptional school of which we are very proud, with over 425 boys and girls, aged 3 to 13. It is a wonderful environment in which to work, with each and every member of staff playing their part in ensuring we have happy and energetic pupils. It is a magical place to be.

We have great colleagues and we are aspirational in seeking the very best for the young people in our care across the whole spectrum of school life. We enjoy their company and prepare them for an exciting future, encouraging them to be engaging, warm and thoughtful in the years to come. We are also extremely fortunate to have an incredibly loyal parent body who support and encourage us in so many ways.

I hope that you enjoy finding out a little bit more about the role of HR Assistant & PA to the DFO.

If you would like an informal discussion about the position, please call Deborah Jones, the HR Advisor, on 01264 710766.



About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school for boarders and day pupils, aged 3 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Basingstoke, Stockbridge, Salisbury and Winchester.

A leading Catholic school which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The school is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the school and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

Our Location & Surrounding Area



Farleigh School

Red Rice

Andover

Hampshire

SP11 7PW

www.farleighschool.com



HR Assistant & PA to the DFO

Farleigh School are seeking a proactive and detail-oriented HR Assistant to support our Human Resources department, and provide PA support to the Director of Finance & Operations.

The successful candidate will assist with day-to-day HR operations, recruitment, employee relations, and administrative tasks; along with being responsible for the managing of the DFO's schedule, coordinating meetings, and handling correspondence. This role requires discretion, efficiency, excellent communication skills and the ability to multi-task.

We are seeking an individual to work full-time all year round; for the right applicant, with the necessary skills and experience, we would consider part-time approaches and /or a different number of weeks per year. Working hours are based on 37.5 hours per week, Monday to Friday from 8.30am to 4.30pm, with a 30-minute unpaid lunch break. Applicants are encouraged to state their desired working hours and pattern in their application.

The ideal candidate will have:

Essential:

- Recent and/or relatable experience in a admin role
- High levels of discretion and ability to manage confidential and sensitive information
- Strong interpersonal and communication skills
- Attention to detail and accuracy in data entry and record-keeping.
- Excellent organisational and time management abilities
- Approachable, enthusiastic and professional manner
- Ability to work as part of a team and independently
- Conscientious and proactive with the ability to manage conflicting demands and prioritise appropriately
- Proficiency in Microsoft Office
- Knowledge of employment law and HR best practices

Desirable:

- Recent and/or relatable experience in a HR role
- CIPD Level 3 qualification or working towards it
- Experience working within a school environment
- Familiarity with safeguarding practices in schools
- Experience with HR software (HRIS), for example HR Pro
- Experience with payroll administration

Job Description: HR Assistant & PA to the DFO

Responsible to: Director of Finance & Operations (DFO) & HR Advisor

Purpose of the job: To support the HR Advisor with general HR administration and supporting the DFO in their role as Clerk to the Governors, along with managing their diary and daily commitments.

Particular Tasks & Responsibilities:

HR Assistant

- Acknowledge and track candidate applications and request references for all shortlisted candidates prior to interview
- Support the HR Advisor to complete all required pre-employment checks and administration in advance of a new employee commencing their position
- Manage the new starter and leaver admin processes, including arranging inductions and coordinating exit interviews for staff
- Producing letters, reports and spreadsheets as directed
- Maintain and update employee records on relevant school systems
- Record all staff absences, liaising with the HR Advisor and line manager where appropriate
- Process employment references for former and current staff, liaising with the Headmaster, Head of Pre-Prep and the Headmaster's PA where appropriate
- Daily management of the HR Mailbox and respond to any enquiries
- Managing any HR filing
- Provide cover for the HR Advisor in all HR administration tasks
- Assist the School Office team with administrative tasks as required

PA to the DFO

- Collating information and preparing documents, including financial and confidential reports for SMT and Governors' meetings
- Attend and minute meetings as required by the DFO
- Supporting the DFO in their role as Clerk to the Governors
- Daily diary management and serve as the first point of contact for phone-based queries
- Administration of bursary applications
- Any other duties which may be assigned commensurate with the post and in keeping with the nature of the Prep school environment



Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- A competitive salary based on the skills, experience and qualifications at time of appointment
- Membership of the school's pension, life assurance and income protection schemes
- Access to Help@Hand Employee Assistance programme and shopping discounts
- Free school meals during working hours during term time
- Professional Development Support
- Free car parking
- Supportive colleagues and an outstanding working environment
- A beautiful setting in which to work
- Access to staff social events

To apply for the role of HR Assistant & PA to the DFO, please complete the support staff application form and return it to Deborah Jones, the HR Advisor at hr@farleighschool.com. Applications will be accepted until the position is filled, therefore early application is encouraged. **Farleigh School reserves the right to appoint at any time in the recruitment process.**

Safeguarding:

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo appropriate Child Protection Screening, including references from past employers, an enhanced DBS disclosure and an online search in line with safer recruitment.

Equal Opportunities:

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.