



## HR Officer

37 hours per week

Term-time only, plus 2 additional weeks  
(41 weeks total)

## Application Pack



  
**Woking  
College**



## Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1700 students drawing students from more than 60 different schools. Our very successful focus will always be to create the very best environment for high quality of teaching and learning. We have a very broad range of enrichment activities, in order to greatly enhance the cultural capital and future prospects of our students. We place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey and we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We believe that our physical environment should also inspire our staff and students. All have benefitted hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Art building in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 enhancing our Performing Arts facilities even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, arguably the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'Brett Freeman', is written over a white background.

Brett Freeman  
Principal



*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.*

# The Role

The College has recently experienced a period of significant growth, and as a result we are looking to expand our team. This is an exciting opportunity as we recruit for an HR Officer, who will provide a professional and responsive HR Service to the College, giving effective support, advice and guidance to the Executive team. This role will help the College to meet its strategic priorities and ensuring the ongoing provision of an excellent teaching and learning experience.

The successful candidate should have proven experience in employment law and HR best practice, preferably in an educational setting. You will be responsible for providing professional support, advice and guidance in all HR matters such as staff onboarding, employee relations, disciplinary, capability & grievance cases, absence management, employee terms & conditions etc.

No two days are the same, as a result, being flexible in responding to the College's needs will be key - we are looking for a team player with excellent interpersonal and communication skills, for this College-based role, who can also work independently. The College's strong sense of community means you will interact with a diverse range of staff and work closely with other staff with HR-related functions within their role.

**Info:** The College has approx 180 staff (approx. 120 teaching staff and 60 support staff). The College day is from 8.30am to 4.00pm, due to the nature of this role, the successful candidate must be available across the working day

**Start Date:** As soon as possible

**Salary:** Actual salary: £32,159 to £35,736 pa (37 hours per week, term-time only plus two additional weeks, totaling 41 weeks per year), depending on experience (including fringe allowance)

Significant part-time hours may be considered

FTE £35,613 to £39,575 per annum depending on experience (including fringe allowance)

Please note these figures do not include the anticipated pay award



# Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our recent Ofsted inspection in October 2022, Ofsted stated that:

*“Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family.”*

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
  - ✓ 99% agreed that leaders are considerate of staff wellbeing.
- A positive approach to staff development; including regular cross-College sharing best practice sessions
  - Regular whole-College communication including weekly staff briefings
  - Regular departmental meetings to ensure support and share departmental best practice
  - Excellent student behaviour and productive working relationships with the Student Union
  - Excellent links with local schools, businesses and universities
  - Welcoming, friendly and approachable community, a harmonious working atmosphere

## **S7 Consortium:**

- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium: [S7 Professional Development Video](#)

## **Benefits include:**

- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas lunch, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch), run club
- Staff clubs/support groups: book club, menopause group, group for Parents/carers of children with mental health concerns
- Access to prayer/multi faith room
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher's Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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# Job Description

**Post Title:** HR Officer

**Responsible to:** The Principal

**Job Purpose:** To provide a professional and responsive HR Service to the College, giving effective HR support, advice and guidance. This role allows the College to meet its strategic priorities and in particular in ensuring the ongoing provision of an excellent teaching and learning experience.

## Job Responsibilities

1. Advise the Principal and SLT on all aspects of human resources including advice and guidance on employee terms and conditions, employment law and HR best practice.
2. Provide professional support, advice and guidance in all HR matters such as recruitment & selection, employee relations, disciplinary, capability & grievance cases, absence management, employee terms & conditions etc. Where necessary, consult and seek advice from our external partners and/or legal advisors.
3. Ensure the effective design and application of HR policies & procedures, maintaining and reviewing them to ensure they adhere to best practice and remain up to date.
4. Ensure the College meets its obligations in relation to the safer recruitment of staff and KCSIE guidelines; this includes overall responsibility for the Single Central Record.
5. Ensure the accurate and timely production of employment contract documentation for new staff, including letters of appointment, statements of terms & conditions, and variations of contract and documentation for any temporary changes for existing staff, ensuring compliance with current legislation and best practice.
6. To meet regularly with the Director of Finance and Estates and Payroll Officer to update on any monthly payroll adjustments including new appointments, leavers, promotions, changes in contracts, general claims and any other additional payments.
7. To work with other staff engaged in aspects of HR in College to ensure the efficient application of HR processes.
8. To work with the Director of Learning and Teaching and Estates Manager to develop an effective staff induction programme for all new and oversee its implementation.
9. To work with SLT to ensure the professional review process which includes probation, mid-year and annual reviews, works effectively and is completed in a timely manner, with common targets collated and feeding into the staff development plan for the College.
10. Maintain the integrity and security of staff records (both paper-based & electronic) in accordance with College guidelines and data protection legislation. Manage the accuracy of the staff database ensuring it reflects College structures and processes and is kept up to date and accurate.
11. To support SLT by compiling, analysing and producing reports/surveys using HR data as required to review the College performance and progress as an employer including the support of the ED&I lead with the records/data required for the annual Equality Duty Report.
12. To act as the main liaison with Occupational Health regarding medical clearances and management referrals as discussed and agreed at the weekly Exec staffing meetings.
13. To oversee the Exit process of all staff leaving the College and to provide analysis of results/key themes.
14. To work with the Assistant Principal (Support for Learning & Wellbeing) to ensure that staff wellbeing is monitored, and strategies for maintaining staff wellbeing are developed.



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15. Keep up to date with developments in employment law and HR best practice.
16. Be a member of the S7 Personnel/HR Group & attend their network meetings.
17. To act at all times in accordance with the College's Equality & Diversity policies.
18. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding team.
19. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
20. To take part in the training programmes provided by the College and agree to the process of professional reviews.
21. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

## Person Specification

Qualifications	
CIPD level 5	Essential
Experience	
Proven experience in HR, preferably within an education setting	Essential
Strong knowledge of employment law and best practices	Essential
Personal Skills and Qualities	
Excellent interpersonal and communication skills	Essential
Ability to build strong relationships with staff at all levels	Essential
Strong organisational and time management skills	Essential
Proficiency in HR software and systems	Essential
Ambition and enthusiasm and a "can-do" attitude	Essential
Able to enjoy working in an environment with 16-19 years olds and being part of the College community	Essential
The following would also be desirable:	
CIPD Level 7	Desirable
Knowledge of education sector policies and procedures	Desirable

# Application & Selection

Application forms are available to download from our website: [www.woking.ac.uk/about/staff-vacancies/](https://www.woking.ac.uk/about/staff-vacancies/) Please note that CVs will not be accepted on their own.

**Please note that CVs will not be accepted on their own. All applicants must have the Right to Work in the UK.**

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): [recruitment@woking.ac.uk](mailto:recruitment@woking.ac.uk)

**Closing date: 9am, Friday 7 March 2025**

**Interviews: to be held on Friday 14 March 2025**

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change:

- a guided tour of the College
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Role-related task

The College encourages all candidates to be familiar with the following documents:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2024
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

The documents listed above are available from the College's Staff Vacancies page, please use this link to access them <https://www.woking.ac.uk/about/staff-vacancies/>



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