



REPTON

DIRECTOR OF HUMAN RESOURCES





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Welcome from the COO

Repton is a wonderful and inspiring place to work: one of the UK's foremost co-educational boarding and day schools, located in the heart of the English countryside, yet within easy reach of major cities; strengthened by a history that goes back over a thousand years, yet with a keen eye on the challenges of the twenty first century.

In the March 2020 Inspection, Repton was deemed to be 'Excellent' in both Achievement and Personal Development, confirming our commitment to an ambitious and holistic education. This was repeated in 2024. Reptonians are taught in enviably equipped classrooms which are linked through cutting-edge technology and creative teaching and learning. Repton prides itself on individual achievement born of the community confidence of the boarding house system.

A major programme of investment and expansion has been completed across both Repton and Repton Prep in recent years, and Repton International now has schools in Dubai (2), Abu Dhabi (2), China and Cairo with plans to open a further four over the next few years.

We are now seeking to appoint a dynamic Director of Human Resources who will be at the forefront of shaping the future of HR across the Repton Group. This pivotal position offers a dynamic and engaging opportunity to drive the Group's HR priorities and manage the HR Department's diverse functions with innovation and efficiency.

These are exciting times for the Operational Leadership Team and the successful candidate will leverage their exceptional operational expertise and deep knowledge of HR information systems to modernise and enhance the organisation's HR operations.

Leading a dedicated team, the Director of HR will play a crucial role in optimising processes, implementing digital solutions, and driving strategic initiatives that boost productivity and efficiency.

Their interpersonal skills will be key in influencing and collaborating with senior leaders, ensuring that HR priorities align with the Group's strategic objectives.



Sarah Greig
Chief Operating Officer



An Introduction to Repton School

Repton is the ancient capital of Mercia, and the School, founded in 1557 from a bequest from Sir John Port of Etwall, was established on the site of a 7th century Anglo-Saxon Benedictine abbey and latterly a 12th century Augustinian priory.

The School today incorporates many of the original buildings from the estate, namely, the Guest Chamber and Prior's Lodging (which as the Old Priory currently houses the School Library and Common Room), Overton's Tower, Tithe Barn, and The Arch. The latter is all that now remains of the Priory's original gatehouse, and which helped inspire the School's motto: *porta vacat culpa*.

Today Repton is a world class, modern, flourishing community with a clear sense of purpose and momentum. As a pre-eminent co-educational boarding and day school, Repton provides an exceptional broad-based education, blending heritage with the pursuit of excellence in a 21st century context, offering world class facilities as well as high quality teaching and pastoral care.

The School has more than one thousand pupils across the Prep and Senior School, making it large enough to achieve excellence in and out of the classroom, yet small enough for individuals to grow and flourish. At Repton Senior, each pupil, whether day or boarding, is a member of a House, of which there are 10 (six for boys and four for girls).





The Role

Director of Human Resources

As the Director of Human Resources, you will be at the forefront of shaping HR at Repton. Reporting to the COO, this pivotal leadership position offers a dynamic and engaging opportunity to drive the school's HR priorities and manage the HR Department's diverse functions with innovation and efficiency.

You will leverage your exceptional operational expertise and deep knowledge of HR information systems to modernise and enhance our HR operations. Leading a dedicated team, you will play a crucial role in optimising processes, implementing digital solutions, and driving strategic initiatives that boost productivity and efficiency.

As a regular attendee to weekly Operational Leadership Teams meetings, your interpersonal skills will be key in influencing senior staff, ensuring that HR priorities align with the school's development plan.

Supporting the whole school, you will ensure that the very highest standards of people management prevail throughout, that a deep understanding of safer recruitment and safeguarding children permeates through all via human resources activities. You will ensure that your department displays the very highest standards expected of such a critical areas in this prestigious organisation.

The Department

In this role, you will lead a team of three full time HR staff dedicated to supporting the school's 700+ staff across Repton School, Repton Prep and Repton Enterprises.

This team also provides HR support for additional personnel, including casual workers, self-employed coaches, visiting music teachers, volunteers and governors.

Our people are key to Repton's success and the HR Department is central to the people agenda, managing a busy schedule to support various HR needs year-round. This includes running regular recruitment campaigns, handling extensive pre-appointment and onboarding checks, managing significant, employee relations casework, and organising mandatory training sessions.

Additionally, the department collaborates closely with the Finance Department on monthly payroll and benefits and oversees annual processes like staff surveys and support staff salary reviews.

This role promises an exciting challenge for a proactive and 'hands-on' leader eager to make a significant impact on the school's people agenda.



Key Areas of Responsibility

General Role Responsibilities

Lead daily HR operations and ensure effective delivery of objectives, including:

- Overseeing employee relations, including: managing grievances, disciplinary actions, and capability processes.
- Ensure the large volume of HR casework is managed effectively and in a timely manner, whilst mitigating against potential risks
- Conducting the end to end recruitment process including all pre-appointment checks
- Supporting the Low Level Concerns and wider safeguarding and child protection processes
- Ensuring the effective administration of pay and benefits alongside the Finance dept.
- Enhancing employee engagement
- Monitoring staff absence and attendance
- Maintaining and updating HR policies
- Management of staff training
- Promoting diversity, equality, and inclusion (DEI) in HR processes
- Lead and manage the HR team.
- Provide proactive and reactive HR advice to senior staff members, ensuring compliance with professional standards and regulations.

HR Operational Excellence

Assess and enhance the school's HR processes and systems, implementing best practices and transformation projects, including:

- Using data, reports, KPIs, and digital tools to improve HR services.
- Implementing new HR information systems
- Supporting Employee Self Service to reduce HR workload.

Safeguarding, Compliance and Recruitment

- Ensure comprehensive oversight of the Single Central Record (SCR) and provide leadership for all recruitment, selection, and onboarding processes in compliance with Safer Recruitment requirements.



Key Areas of Responsibility continued

Policies and Training

- Ensure the development and maintenance of consistent, legally compliant HR policies (including the Staff Handbook), and help ensure suitable staff training on HR policies and personal development.
- Advising on the interpretation and implementation of the HR policies and procedures within the Schools, monitoring their effectiveness across the Repton Group.

Payroll and Systems Integration

- Lead on the accuracy of payroll data capture and entry, ensuring robust end-to-end processes and record keeping.
- Collaborate with the IT and Finance Departments to integrate HR systems and ensure the efficiency of monthly payroll delivery.

HR Performance Monitoring

- Collaborate with the COO to monitor HR metrics, analyse data (e.g. staff survey results), and report trends to relevant senior staff/governors. Advise on initiatives related to gender pay gap issues and ensure efficient management of HR budgets.

Support for Other Teams

- Provide advice and guidance for HR activities managed by other departments, including staff induction, performance appraisal, and absence management.
- Provide and deliver training and professional developmental opportunities to the central team, senior and middle leader and school business staff to ensure that they are well equipped with the knowledge and skills to address HR issues and people management matters in a fair and consistent manner.

DEI and Employment Laws

- Promote DEI in HR processes and systems, and compliance with the Equality Act and relevant employment laws.
- Promote a culture that celebrates equality and diversity, ensuring equality of opportunity for all.





Person Specification

Essential

Qualifications - Minimum CIPD Level 7 and/or relevant degree (e.g. HR Management, Organisational Psychology, Business Administration) in a related field, preferably with equivalent CIPD accreditation.

Experience

Proven senior HR role experience, including HR system improvement programmes, leading teams, and managing staff.

Skills

- Strong communication and interpersonal skills, capable of influencing senior leaders effectively under pressure with confidence, positivity, and approachability.
- Demonstrated expertise in HR processes, systems, and best practices, coupled with a deep understanding of HR law, regulations, and compliance.
- Exceptional organisational and time management abilities, with a proactive approach to embracing change and new ideas.
- Proficient in IT, with advanced analytical and problem-solving skills, enabling quick, evidence-based decision making.
- Extensive experience in managing end-to-end HR processes and implementing HR information systems, complemented by strong project management capabilities.

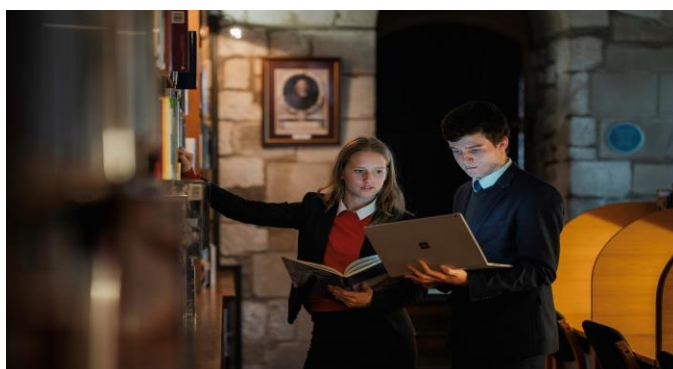
Knowledge of

- Restructuring and redundancy
- ACAS guidance and processes
- Employee relations, experience, and engagement
- EDI, HR data and analytics, reward (pay and benefits), training, and recruitment.

Desirable

- Experience in an educational environment, with a thorough understanding of teaching and non-teaching staff contracts, KCSIE, and SCR requirements.
- Proven experience in managing HR system implementations, including supplier/product comparison, selection, project planning, system configuration, and roll out.

The duties and responsibilities outlined in this job description are indicative and may vary over time. Post holders are expected to undertake other relevant duties and responsibilities.





Working at Repton

The School is committed to employing and rewarding staff who share its ambition, its aims and its values. This will be reflected in an attractive remuneration package as well as the investments in both staff and facilities.

Benefits include:

- Sports Centre Membership
- Employer Pension Scheme
- Competitive Salary

In its buildings and grounds, Repton combines the old and the new. The heart of the School is a beautiful 12th century Augustinian Priory, and following a major period of investment, the School has outstanding new and refurbished facilities in most teaching areas, most notably in the Science Priory, the School Theatre and a new Mathematics Block.

Many of the sports facilities are either new or recently refurbished and include:

- Eleven Grass Football Pitches
- Strength and Conditioning Performance Gym
- Fitness Suite
- Team room for video analysis and team briefings
- Two Sports Halls
- Two 25m 6 lane swimming pools
- Indoor and outdoor cricket, netball, tennis and hockey facilities
- Fives Courts





Information for Candidates

Applications, which include the names and addresses of two professional referees, should be submitted by Friday 3rd January 2025, with interviews expected to take place the following week. To apply, please follow the attached link: [Repton Jobs - Director of HR - Repton School](#)

Applicants will be contacted for an interview if they have been successful in the short-listing process.

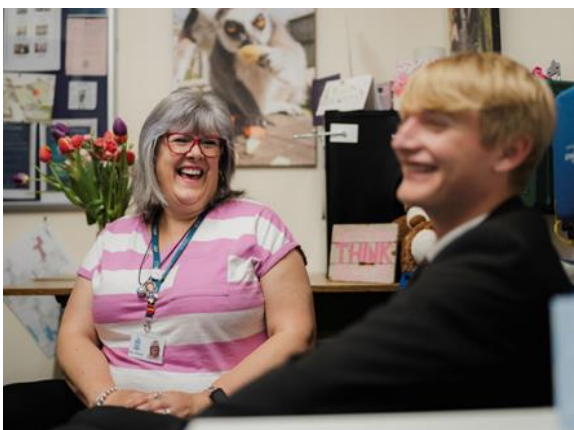
We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your applications as early as possible.

In accordance with the Children Act, any appointment to the Repton staff is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview and applicants should be aware that the interview will contain questions relating to the candidate's suitability to work in a post involving children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Under the Sexual Offences Act 2003, it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18, where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.





REPTON

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