



St John Bosco
ARTS COLLEGE

HR Manager

Recruitment Pack
September 2025



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Contact details:

www.stjohnboscoartscollege.com
Storrington Avenue, Liverpool L11 9DQ
Tel: 0151 330 5142
Email: enquiries@stjohnbosco.org.uk



Letter from the headteacher

Dear Prospective Applicant,

Thank you for your interest in the role of HR Manager at St John Bosco Arts College.

This is an excellent opportunity for a skilled and thoughtful professional to join our staff team in a role that sits at the heart of the school's operations. The successful candidate will play a key role in supporting and guiding colleagues across all areas of school life, helping us to build a positive, respectful and responsive working environment for everyone.

Alongside the day-to-day responsibilities of HR, this role will also play an important part in strengthening the systems and processes that support our staff. From recruitment advertising and application platforms, through to contracts, job descriptions and digital record-keeping, we are keen to move towards a more streamlined and modern approach. The successful candidate will have the opportunity to shape this work in collaboration with senior leaders, helping us to build a more efficient and people-centred HR service.

We're a Catholic girls' school in Croxteth with a strong and inclusive ethos, and we are proud of our warm, collaborative staff culture. The HR Manager will support senior leaders with all aspects of employment practice, from policy development, wellbeing, compliance and strategic workforce planning. It's a role with variety, influence and the chance to make a meaningful difference.

If you are calm under pressure, confident with employment matters, and enjoy working with people, we would love to hear from you. We welcome visits and informal enquiries, which can be arranged through Caroline Waters, Executive Officer, by emailing watersc@stjohnbosco.org.uk or calling 0151 330 5142.

Thank you for considering this post. We hope this pack gives you a strong sense of what we are about, and we look forward to receiving your application.

Yours sincerely

D Gidman

Mr Darren Gidman
Headteacher

Job Advertisement

HR Manager

Start Date: As soon as possible

Salary Range: PASS 9: £40,777-£44,075 (full-time equivalent)

Working Pattern: We are open to a wide range of working arrangements to secure the best candidate. This role can be offered as:

- Full time, all year round
- Term time only, working either 35 hours per week (pro rata) or 40 hours per week on an annualised hours basis
- Part time, including 0.8 FTE or other flexible patterns, with salary adjusted accordingly
- Actual salary will be calculated pro rata according to the agreed working pattern and paid in 12 equal monthly instalments.

The governors of St John Bosco Arts College are seeking to appoint a skilled and committed Human Resources Manager who shares our vision and mission to inspire each other to flourish in faith, hope and love. As a Catholic school, we provide an ambitious Catholic education that lays the foundations for our students and community to thrive, underpinned by our shared values of Love, Faith, Community, Respect and Hope.

This is a key professional post within the school. The successful candidate will work closely with the Headteacher, Business Manager and senior leadership team to shape and support the strategic direction of our workforce, contributing to a positive, inclusive and respectful working culture across all areas of school life.

As HR Manager, you will lead on all aspects of human resource management and policy implementation, including recruitment, onboarding, employee relations, compliance, and staff wellbeing. You will act as a trusted advisor to leaders and staff, helping ensure our people feel valued, supported and well informed.

This role will also play a part in strengthening our HR systems and processes, including recruitment advertising, digital applications, staff contracts and job descriptions. We are keen to develop a more streamlined, digital and AI-enabled approach to HR, ensuring that new systems not only improve efficiency but also anticipate the opportunities of emerging technology.

We welcome applications from experienced HR professionals who are confident and well organised. School-based experience is helpful but not essential. What matters most is your ability to build strong relationships, apply HR principles with good judgement, and work calmly in a busy, high volume, secondary school environment.

If you believe in the importance of people-centred HR practice and want to play a meaningful part in the life of a vibrant Catholic school community, we would be delighted to hear from you.

Further information and an application form can be found on our [website](#). Potential applicants are welcome to contact Mrs Caroline Waters, Executive Officer to the Headteacher, for an informal conversation or to arrange a visit.

St John Bosco Arts College is committed to promoting equality of opportunity for all staff and applicants. We welcome applications from individuals of all backgrounds, regardless of age, disability, gender, gender identity or expression, marital status, pregnancy or maternity, race, religion or belief, or sexual orientation. We are dedicated to creating and sustaining a diverse, inclusive, and supportive environment where everyone can flourish.

The Support Staff Application Form can be found on our [website](#).

Closing date: Wednesday, 1st October 2025 at 12 noon

Please note that only applicants who have been shortlisted for posts will be contacted following the closing date.

Interviews: To be confirmed

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Our mission, vision and values

**'Together we inspire each other to flourish in faith,
hope and love.'**

Our vision

We want everyone within the St John Bosco family to go cheerfully into the world, sharing love, knowledge and kindness.

Our mission

At St John Bosco, we provide an ambitious Catholic education that lays foundations for our students and our communities to flourish into the best version of themselves.

By working together, through the Salesian values we share we believe gladness and joy should be at the heart of everything we do, supporting future generations to surpass their incredible potential.

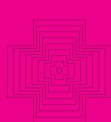
Our values

At St John Bosco, everything we do is underpinned by our shared values. Each represent and reflect us as individuals, as a Catholic Salesian college, and a strong pillar of our local community.

Love



Faith



Community



Respect



Hope





School Information

St John Bosco Arts College is a Catholic comprehensive school for girls aged 11 to 18, with a mixed-gender Sixth Form. We serve over 1,100 students in Croxteth, Liverpool. Founded in 1983 and guided by the Salesian Sisters, our ethos is rooted in the teachings of St John Bosco, placing love, faith, community, respect, and hope at the heart of all we do.

Designated as a Specialist Arts College in 2004, we have a proud tradition of excellence in the visual and performing arts. In 2013, we became a National Teaching School, sharing expertise locally and nationally, and playing a pivotal role in teacher development and school improvement.

Our most recent Ofsted inspection in December 2021 graded the school as *Good* in all areas. Inspectors noted:

“Pupils are cooperative with staff. They behave well and work hard. Learning is rarely interrupted by low-level disruption.”

“Teachers know their curriculum subjects well. They plan carefully to ensure that learning activities match the aims of the curriculum. Teachers explain new knowledge clearly and check pupils’ understanding regularly.”

“Leaders have clear systems to identify pupils with special educational needs and/or disabilities (SEND). They ensure that teachers and other adults know how to help pupils in their learning.”

Our modern campus, including a state-of-the-art building opened in 2014 and a 3G sports pitch added in 2016, provide an inspiring environment for learning and personal growth. The school is led by a dedicated team comprising the Headteacher, three Deputy Headteachers, four Assistant Headteachers and the Business Manager. Together with our committed teaching and support staff, we strive to provide the best possible education for our students.

A strong pastoral system is central to our approach. Pupil Progress Coordinators (PPC) and Student and Family Engagement Officers (SFE) work closely with students and families to support wellbeing, behaviour, and academic progress. Our goal is to develop young people of integrity, compassion, and resilience who are ready to contribute meaningfully to the world.

Safeguarding is paramount. We adhere to safer recruitment practices in line with statutory guidance, and all staff are trained to uphold the highest standards of care and conduct.

Together, we inspire each other to flourish.

Learn more about St John Bosco and his story...

<https://www.youtube.com/watch?v=5rXZxoLCkes>

<http://www.donboscowest.org/saints/donbosco>



At St John Bosco Arts College, we pride ourselves on offering our staff a range of benefits that help them to thrive both in and out of work. Here are just some of the benefits of being an employee at our school:

- Outstanding CPD opportunities and development.
- Colleagues are fully committed and go above and beyond to serve the pupils and support each other.
- A Communications Policy that promotes better work-life balance, allowing you to maintain a healthy equilibrium between your professional and personal life.
- A state-of-the-art building, featuring modern facilities and a well-designed workspace.
- Beautiful gardens and excellent facilities that help to create a positive and vibrant learning environment.
- Dedicated working parties that support staff in areas such as appraisal, teaching and learning, workload, and diversity.
- Opportunities for dedicated career conversations, which can help you to plan your professional development and identify new areas of growth.
- Dedicated collaborative time, enabling you to work alongside your colleagues and share ideas and expertise.
- We are proud to be a cornerstone and pilot of establishing the DfE workload reduction toolkit, demonstrating our commitment to reducing teacher workload and improving well-being.
- A range of Salary Sacrifice Schemes, enabling you to access cost savings on a variety of purchases and expenses.
- A Cycle to Work Scheme, allowing you to save money and stay healthy by cycling to work.
- Access to Medicash, providing valuable health and well-being benefits to all employees.
- Free tea and coffee, as well as delicious and healthy food available at school canteen prices.

We are proud to offer our staff a range of benefits that help them to thrive both in and out of work. If you join us, we believe you will find a welcoming and supportive community that will help you to achieve your professional goals while maintaining a healthy balance in your personal life.

Role Title	Human Resources Manager
NJC point	PASS 9: £40,777-£44,075 full-time equivalent
Full time/Term time	Full time or Term time or Flexible by negotiation.
Hours worked Start time Finish time	35 hours per week 8.00 a.m. to 4.00 p.m. <i>[some flexibility will be expected]</i>
Responsible to	Headteacher Business Manager
Main purpose of the role	
To provide Human Resources advice and guidance to the Headteachers and Senior Leadership Team to ensure all Human Resources activities are carried out efficiently, effectively and in line with best practice.	
Core responsibilities and tasks	
<p>The core responsibilities and tasks will apply:</p> <p>Legal Compliance and School Policies</p> <ul style="list-style-type: none"> • Ensure that the school is compliant with current, relevant legislation, including equality and diversity, data protection and safeguarding legislation. • Work with the Senior Leadership Team and Governing Body to develop, review and update relevant school policies as required. <p>Strategic Leadership</p> <ul style="list-style-type: none"> • Assist the Headteacher and Finance Team in budget planning. • Develop a strategic approach to ensuring the school is recognised as employer of choice. • Develop HR initiatives to support the achievement of School aims and objectives. <p>Staff Development and Training</p> <ul style="list-style-type: none"> • Oversee the record keeping and planning for the annual appraisal cycle. • Work alongside the Senior Leadership Team to develop, track and log the school's CPD programme, including the arrangement of INSET days. • Secure value for money in arranging staff training and complete the necessary administration when booking training. 	

Staff Welfare

- Be available to staff as a point of contact regarding work related and/or personal matters, and take appropriate action/offer appropriate advice.
- Monitor staff absence.
- Advise the Senior Leadership Team on appropriate strategies for managing staff absence and liaise with appropriate support agencies, including Occupational Health.
- When appropriate, complete return to work interviews.

Personnel Management

- Manage the MIS Personnel database ensuring all personal, contractual and development records are up-to-date and accurate at all times.
- Work alongside the Finance Team to submit accurate information to the school's payroll provider to ensure the timely and accurate payment of salaries each month.
- Work with the Finance Team to administer all aspects of pensions for teaching and support staff.
- Work alongside the Finance Team to administer and review agreed employee benefit schemes (childcare vouchers, fitness and cycle schemes, etc)
- Ensure all staff have accurate contracts and up-to-date job descriptions
- Coordinate arrangements for staff retirement.
- Coordinate arrangements for maternity/paternity leave.
- Write to staff regarding changes to contract of employment and/or terms and conditions.
- Provide appropriate advice and guidance to line managers regarding personnel issues.
- Coordinate the process of regularly reviewing job descriptions for all posts within the organisation.
- To carry out general administration duties in relation to the role.
- Oversee and contribute to the process of appraisal for non-teachers.

Support to Senior Leadership Team

- Provide appropriate professional advice and guidance to the Senior Leadership Team and the Governing Body on matters concerning staff discipline, capability, grievance and redundancy.
- Support the Senior Leadership Team in ensuring appropriate staffing structures and levels of staffing for the school.

Record Keeping

- Support the development and integration of digital HR and payroll systems, exploring new platforms, including AI-enabled tools, to streamline absence management, performance management and recruitment, ensuring the school is well prepared for future developments.
- To be responsible for maintaining up-to-date accurate personnel records in accordance with statutory and audit requirements.
- Maintain the school's Single Central record and manage CRB renewals for all staff and stakeholders.
- Maintain an up-to-date log of staff training/CPD.
- Coordinate safeguarding and other induction training for new staff.
- School Workforce Census return.

- Maintain up-to-date staff records - electronic and hard copy.
- Produce high quality documentation, including letters, job packs and advertisements.

Recruitment

- Coordinate all aspects of the staff recruitment process including advertising, shortlisting, obtaining references, interview day arrangements, induction and probation processes.
- Lead on the development of recruitment materials and job packs to ensure consistent, high-quality advertising and candidate experience.
- Administer completion of Criminal Records Bureau checks, Social Media checks, medical assessments and all statutory pre-employment screening of all newly appointed staff.
- Coordinate appropriate correspondence for newly appointed staff, including letters of appointment and the issuing of the contract of employment.

Other Specific Duties:

- Oversee the production and maintenance of the staff handbook.
- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To engage actively in the performance review process.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher and/or Governing Body to reflect or anticipate changes in the job commensurate with the grade and job title.

Indicative knowledge, skills and experience

- HR qualification (CIPD or equivalent)
- Excellent literacy and IT skills

(Further details within Person Specification)

Person Specification: Human Resources Manager

St John Bosco Arts College

Criteria	Essential (E) / Desirable (D)	Assessment Method
Qualifications		
Degree	D	A
HR qualification (CIPD or equivalent)	D	A
Excellent IT skills	E	A, I, T
Evidence of Continued Professional Development	E	A, I
Experience		
Significant experience in a HR Management role	E	A, I, R
Experience of developing and implementing HR policies	E	A, I
Experience of working in an educational environment	D	A
Knowledge, Understanding and Skills		
Understanding and application of employment law to policy development	E	A, I
Understanding of HR requirements in an educational environment	D	A, I, T
Experience of developing or implementing digital HR systems	D	
Awareness of emerging digital and AI tools for HR practice, and the ability to evaluate their potential to enhance efficiency and staff experience	D	
Strong attention to detail in contracts, job descriptions and policy documentation	E	
Impeccable attention to detail and accuracy	E	A, I, T
Excellent interpersonal skills	E	A, I, R
Personal Qualities		
Ability to plan and prioritise workload, work under pressure and meet deadlines	E	A, I, T, R
Excellent verbal and written communication skills	E	I, R
Ability to work with tact and discretion in a confidential setting	E	I, R
Effective team player	E	I, R
Attitude and Commitment		
Commitment to the continued development of excellence at St John Bosco Arts College	E	-
Commitment to continuous professional development	E	-
Commitment to social inclusion and equality	E	-

Key:

A = Application | I = Interview | T = Task | R = Reference

Please let us know if you have any questions.

We look forward to hearing from you.

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