



St Leonards  
St Andrews, Fife

# People and Development Manager

## INFORMATION PACK



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# Discover St Leonards - The School and Ethos

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward-thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged five to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with 600 pupils from Year 1 to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 35 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is *Ad Vitam* ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scottish Independent School of the Year for Academic Performance for 2024' by the Sunday Times in recognition of its high academic achievement.

The average IB Diploma points score in 2024 was 34, with over 80% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A\*/A/B at A level). At GCSE, over 60% of grades awarded were 7-9.

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector-leading golf programme is well established; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one-hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, which regularly tops the rankings of university league tables, is yet another opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life, *Ad Vitam*.



## People and Development Manager

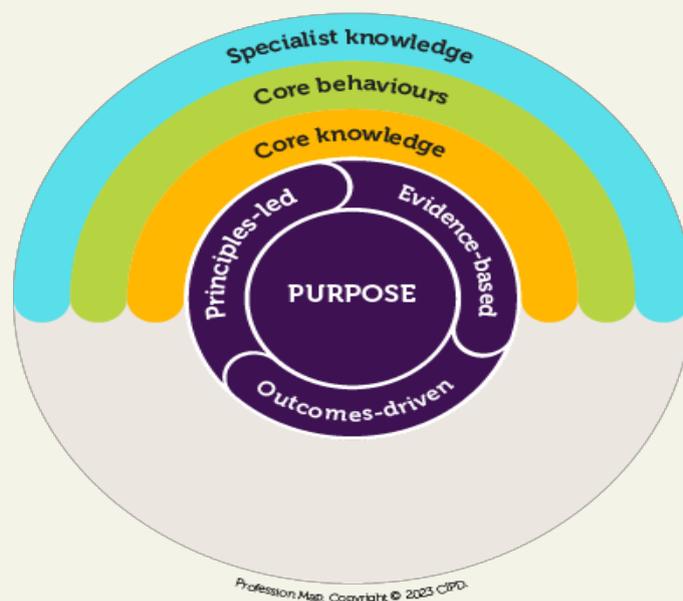
<b>Responsible to:</b>	Hannah Hawkins, Director of Finance and Operations (DFO)
<b>Responsible for:</b>	Management of HR function within the School including line management of part-time People and Development Adviser
<b>Annual salary:</b>	£46,646 - £52,141
<b>Hours of work:</b>	37.5 hours, Permanent, Full-Time.

### Role Purpose

As the People & Development Manager at St Leonards School, you will have a passion for the development and promotion of a positive workplace culture, with excellent communication and influencing skills to support the delivery of the School's operational and strategic plans.

Working closely with the Executive, Academic and Professional Services colleagues, you will guide and deliver all aspects of the School's progressive people and organisational development agenda through high engagement and collaborative practice with all stakeholders. You will have extensive professional HR knowledge and experience, ideally gained in an academic environment giving you valuable insights and an understanding of the challenges facing the education sector.

With strong analytical skills, you will support cross-school team effectiveness and departmental resource plans with evidence based decision making. The People and Development Manager will be highly competent at understanding and implementing employment legislation and be a key contributor to school wide change initiatives and projects. With high technical and digital expertise, you are well placed to ensure that the School has effective management information tools in place which will equip our leaders and managers with the skills and confidence to support change with empathy and clarity.



## Areas of Responsibility:

### GUIDANCE AND SUPPORT

- Ensure that all requests for support and advice are answered in a timely, comprehensive and courteous manner by the Department.
- Maintain all HR policies to ensure they are up-to-date and accessible to all employees. Reviewing new employment law changes and implementing these into the relevant policies, procedures or documentation, with any core changes approved by the School's Executive team.
- Provide clear guidance and support to people managers in connection with people management matters, including absence management, disciplinary, capability and grievance matters.
- Identify areas of risk, highlighting these to the DFO for the Audit, Risk and Compliance Committee.
- Ensure maintenance of accurate records of people management cases. Should the need arise, make referrals to the General Teaching Council of Scotland (GTCS), Scottish Social Services Council (SSSC) and/or the Office of the Scottish Charities Regulator (OSCR).
- Promoting and maintaining the School's benefits for employees, keeping information up-to-date and accessible to all employees.
- Manage and maintain the School's performance appraisal records and relevant training and development outcomes.
- Support the People & Development Adviser (PDA) to manage the onboarding and offboarding processes, to ensure relevant induction and probationary reviews are completed in a timely manner, and exit interviews are completed by the relevant parties.
- Undertake other work that is relevant to the P&D Department as and when required.

### LINE MANAGEMENT

- Direct line management of the PDA and any interim support positions from time to time.
- Liaise with the DFO if there is a need for additional temporary resources for short-term projects, such as digitisation of paper files, organisation of archived files etc.
- Maintain an overview of the department workload and distribute relevant tasks to PDA as required.
- Carry out regular 1 to 1 reviews and annual performance appraisals with relevant line reports, to maintain an objectives plan and invest in any relevant development courses, such as CIPD.

### DUE DILIGENCE AND COMPLIANCE

- Manage all relevant compliance to ensure HR paperwork is up-to-date, including all personnel records.
- Ensure professional registrations are maintained, such as GTCS and SSSC, for all relevant employees. Communicate with the relevant employee if any registrations have lapsed, and informing the DFO.
- Act as a counter-signatory for Disclosure Scotland's PVG scheme and SSSC. Ensure all employees have an up-to-date PVG certificate before commencing employment with the School.
- Assist the Executive team with e-form submissions to the Care Inspectorate and any other returns which may be required.
- Comply with any school inspections regarding personnel files, safer recruitment checks and registrations.

## STRATEGIC SUPPORT

- Support with the School's strategic mission, engaging in initiatives and policy development focusing on employee engagement, employee wellbeing, organisational culture and communication. Assess and present initiatives to the Executive team which have a positive impact on the work environment.
- Support the School's Executive team with any people-related projects that do not require outsourcing, such as departmental consultations and restructures, office re-locations as agreed etc.
- Support the School's Executive team in preparation for and attendance at the Joint Information and Consultation Committee (JICC).
- Strive to continuously improve your own and your team's professional, legal and policy development knowledge.

*This is not intended to be an exhaustive list of responsibilities and duties. It is expected that the post holder will participate in other reasonable activities which may be required to meet the needs of the School or for better fulfillment of the role.*



# PERSON SPECIFICATION

## Education, Training and Qualifications

### Essential

- Educated to degree level in a relevant discipline.
- CIPD qualification or significant experience in a senior people management role.

### Desirable

- CIPD qualified to Associate level.
- Evidence of further professional development.

## Experience & Knowledge

### Essential

- Proven track record of reviewing, revising and implementing people policies and procedures.
- Development of strategic agenda and action plans to ensure best outcomes.
- Ability to design and implement change projects

### Desirable

- Experience of working in an education environment, preferably at an Independent School.

## Competencies / Personal Attributes

### Essential

- Excellent interpersonal skills.
- Clear communication skills, both written and verbal.
- Ability to build positive working relationships with a range of stakeholders.
- Excellent organisational skills with the ability to work under own initiative, multi task and re-prioritise workload at short notice.
- Ability to provide a professional, confidential and discreet service.

### Desirable

- Experience of supporting an Executive team.
- Experience producing qualitative reports for Board level.

## Other

### Essential

- A systematic and thorough approach to work with meticulous attention to detail.
- Comfortable in dealing with people from all levels of the organisation.
- Ability to gain credibility with employees and managers alike.
- Resilient. Assertive yet respectful.
- Placing importance on integrity and confidentiality.
- Pleasant, approachable manner with a 'can do' attitude.
- Resourceful, especially when faced with a problem.
- Highly professional manner and appearance.

### Desirable

- An affiliation with the values and benefits of an independent education.

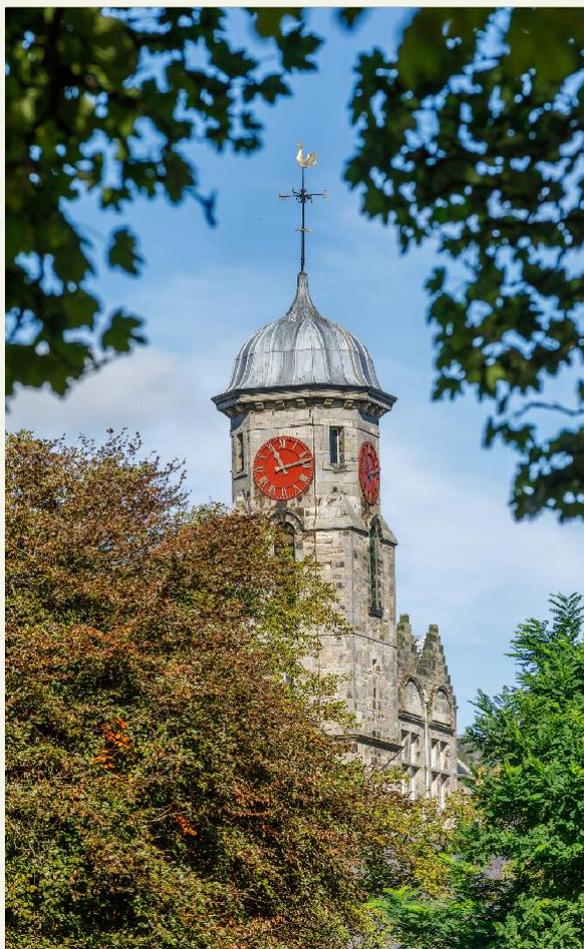
# APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via our School Talent/Teacheroo portal - <https://jobsearch.teacheroo.io/st-leonards>

**Closing time and date for applications is 12 Noon on Monday 26 May 2025.**

Please direct any queries to [recruitment@stleonards-fife.org](mailto:recruitment@stleonards-fife.org) in the first instance. Interviews will be held shortly after the closing date however we reserve the right to close the recruitment process earlier.





# St Leonards

St Andrews, Fife

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