

### Job Description

<b>Job Title:</b>	People Intern
<b>Hours of Work:</b>	Monday to Friday 09.00am – 5.00pm Fixed term contract from June 24 – September 24 (dates to be confirmed)
<b>Department:</b>	People
<b>Accountable to:</b>	Talent Acquisition Business Partner
<b>Number of direct reports:</b>	0
<b>Budgetary responsibility:</b>	N/A
<b>Location:</b>	Stowe
<b>Purpose of the role:</b>	The successful candidate will support the People Department during the course of the summer in various administration activities.

#### The Stowe Group

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,400 pupils and 600 members of staff. The Schools occupy sites of historical significance in Swanbourne (Buckinghamshire), the market town of Brackley (Northamptonshire) and the world-famous landscaped gardens at Stowe (Buckinghamshire), where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time.

In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

#### Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in

exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

**Key Tasks:**

**Onboarding**

- Ensure support and momentum with the high volume of onboarding requirements for all September starters (references, DBS, Occupational Health checks etc) to ensure all new starters are compliant for a September 1 2024 start
- Building new starter packs for September 2024 starters
- Streamlining the required application form for Support Services colleagues
- Streamlining the required application form for volunteers
- Streamlining the required application form or employment history form for regulated 3<sup>rd</sup> party contractors
- Developing a new clearer and cleaner Stowe Group reference request form
- Developing a new reference request form bespoke to volunteer roles
- Developing a new reference request form bespoke to 3<sup>rd</sup> party contractors
- Developing a new standard reference form template for external reference requests
- Moving of all new starter electronic personnel files from vacancy to personnel folder

**Change Maker values & ED&I**

- Populating the new Job Descriptions template moving all of our job descriptions on to one standard format that includes the Change Maker values
- Uploading of all job description into a catalogue on Stowe Central and similar for the Prep School to be accessible to all colleagues
- ED&I data input into HRPRO (check back on applications for last 12 months)

**Toolkits**

- Working with BP's to ensure SharePoint folder contains all template letters and documentation as go-to templates and on Stowe Group templates, identifying gaps and working to produce supporting documents where relevant
- Working with BP team to produce process maps as part of process flows and toolkits

<b>Person Specification:</b> The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form		
Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Proficient in IT packages such as MS Word and Excel</li> <li>• A Level or Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Sharepoint</li> </ul>
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>• Ability to communicate effectively</li> <li>• Exceptionally good attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing and design knowledge</li> <li>• Good with data</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Able to maintain a high level of confidentiality</li> <li>• Methodical</li> <li>• Reliable</li> <li>• Commitment to Safeguarding</li> <li>• Ability to work at pace</li> <li>• A creative thinker</li> </ul>	
This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder		
<b>Date Agreed: March 2024</b>		

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of People Intern we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5