



Founded 1922

HERSCHEL  
GIRLS SCHOOL

Herschel Girls School, founded in 1922, situated in Claremont Cape Town, is an inclusive independent Anglican school for girls from Pre-Nursery to Grade 12 which welcomes pupils and staff from diverse cultural backgrounds.

*Herschel is committed to transformation and is an equal opportunity, affirmative action employer that gives preference, where appropriate in accordance with its Employment Equity Plan, to candidates from the designated groups. The School reserves the right not to make an appointment. Failure to meet the requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration. Please note no faxed applications will be considered and only short-listed candidates will be contacted.*

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**Herschel Girls School seeks to appoint an**  
**EMPLOYEE RELATIONS PRACTITIONER (ERP)**

**to commence duties on Monday, 3 April 2023 (negotiable).**

Employee relations specialists are HR practitioners who are tasked with managing labour relations within an office environment. Their primary responsibilities include offering counselling services to employees, promoting and facilitating compliance with policies, procedures, rules, and regulations, participating in the recruitment process, and conducting exit interviews.

The Employee Relations role at Herschel will also include:

1. Staff development regarding Staff wellness/wellbeing- holistic portfolio including team-building, identifying programmes and coordinating these as a point of growth and development for staff personally.
2. Policy education and training and follow up with respect to implementation in support of the HR function;
3. Promote and facilitate compliance with the regulatory framework applicable to the School;
4. Facilitate TEB training and awareness in conjunction with the Heads. Will sit on TEB. Construct Equity Plan in consultation with the HR Manager. Complete Equity Reports.
5. Being the receptor for grievances in an explanatory capacity on policies / procedures to assist in understanding policies and when to initiate and implement them. The person will also be required to ensure that staff remain up to date with policies through training and to remind them at least bi-annually where to find these policies and how to use them and to advise them of any changes to the policies, in support of the HR function. (HR Manager will advise staff on options.) It is important that the ERP can hold this space to play a supportive role in providing information to staff, working with relevant teachers and members of school management. I.e. Support role for staff who are involved in processes

6. The role will include facilitating tough conversations to support resolution in conflict situations (with the consent of both / all parties concerned and in relatively minor / more easily resolvable situations).
7. Will manage leave applications and records and facilitate and update HR Engage record keeping system.

#### **KEY RESPONSIBILITIES:**

In addition to the aforementioned points 1 – 7, the ERP needs to:

- Offer counselling services to employees,
- Participate in recruitment and dismissal processes,
- Perform employee background checks and verify information,
- Conduct Exit Interviews,
- Organise and update employee files,
- Collect and analyse employee data,
- Oversee employee orientation and ongoing training,
- Liaise between employees and management,
- Manage employee complaints.

#### **KEY COMPETENCIES:**

The ERP needs to:

- Be accessible to staff and be approachable, consistent and objective;
- Be highly articulate (verbal and written) with excellent negotiation abilities;
- Be an excellent team player, who works well with all levels of personnel;
- Be experienced with CCMA cases, LRA, BCEA, UIA, EEA and OHSA;
- Be knowledgeable in all aspects of applicable equity recommendations and the Skills Development Act;
- Be a deep specialist in IR [disciplinary and grievance procedures];
- Be a qualified Trainer (compilation of training materials, induction, soft skills etc);
- Possess strong analytical skills, especially with regards to systems, procedures, and financial issues;
- Possess the ability to detect weaknesses in systems, and to increase controls;
- Possess excellent inter-personal skills;
- Be a skilled communicator;
- Be trustworthy to both staff and management;
- Be a skilled facilitator;
- Be self-driven and focused in order to execute this role optimally.

#### **GENERAL COMPETENCIES:**

Of particular importance would be the ERP's ability to communicate with staff on a level whereby she/he really listens, and the staff feel heard. The ERP would have the ability to advise within the parameters of labour law to ensure that there is fairness and consistency with all decision making. It is important that the parameters of such advice are understood to be policy and procedure based so as to inform staff, but not to advise staff.

With respect to an accountability framework, the code of conduct, anti-racism statement and values document applicable to all staff members applies equally to the ERP.

The role, being a new position in the educational space, will also require review and assessment to ensure that it is optimally effective in supporting the key functions of staff wellbeing and relations to support the duty of care principle that underpins teaching and learning at Herschel.

#### **SPECIALIST REQUIREMENTS:**

- Degree in Human Resources.
- Demonstrated knowledge of employment law.

## REPORTING CHANNELS:

The ERP will report to the HR Manager and Financial Manager (for related matters) and to the Heads. Feeds into critical HR function.

In support of pupil disciplinary processes, the ERP will report to the Deputy Head Academics – Senior School; Deputy Prep School, who will address the issue or escalate it to the HR Manager and Heads on the advice of the ERP and in accordance with the seriousness of the offence/issue as per the policy stipulations.

A letter of application, accompanied by a comprehensive CV, three contactable references and proof of SACE registration, as well as a Police Clearance certificate, must be sent to Ms Maree du Preez at the following email address [maree1@idsrecruitment.co.za](mailto:maree1@idsrecruitment.co.za) by Wednesday, 1 March 2023.

***Herschel Girls School, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer."***