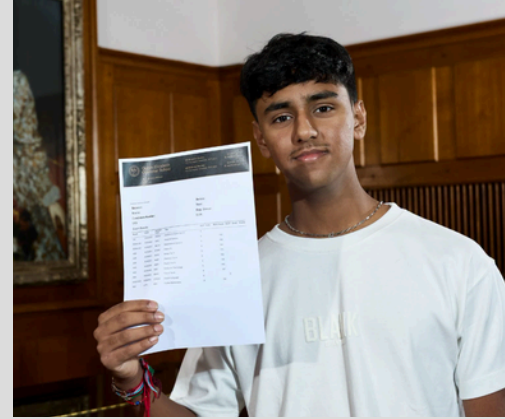




QUEEN ELIZABETH'S WAKEFIELD



HR BUSINESS PARTNER

Information for Candidates

October 2026

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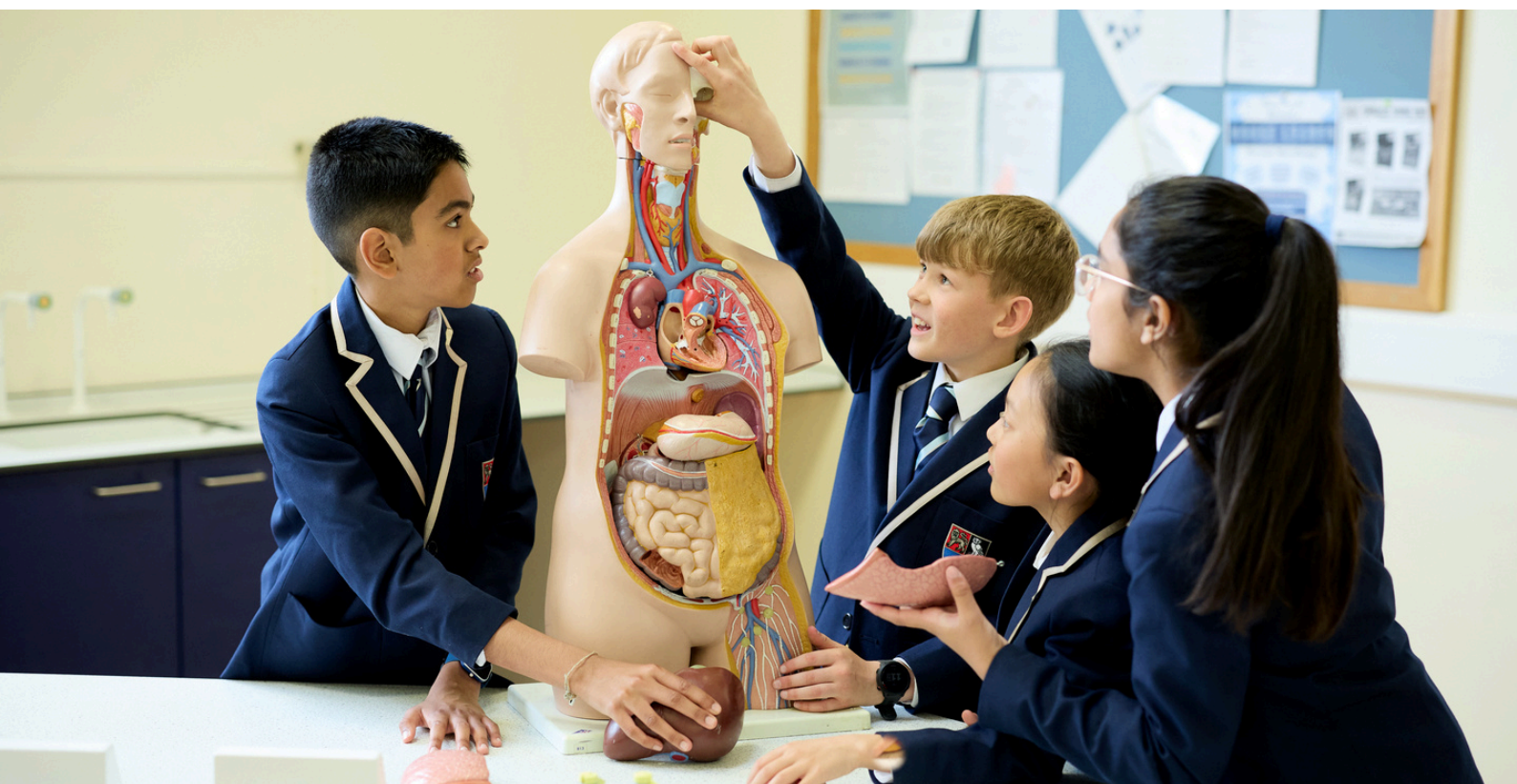
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For further information about the Foundation please visit the website at <https://wgsf.org.uk/queen-elizabeths/>





QUEEN ELIZABETH'S WAKEFIELD

Welcome from the Executive Head

In September 2026 the three schools of the Wakefield Grammar School Foundation merged together to create Queen Elizabeth's School, a single Co-Educational Diamond model school for pupils aged 3-18. This is an exciting point in our long history.

At Queen Elizabeth's School we believe in the transformative power of an independent education.

Queen Elizabeth's is about developing inspirational learning environments which nurture the distinctive learning needs of boys and girls. It's about encouraging each individual to look outwards as well as inwards as they begin their journey to becoming everything they want to be. It's about building confidence, developing lifelong friendships and providing the foundations for happy, worthwhile and lasting achievement. It's about encouraging hearts and minds and developing a lifelong love of learning. It's about growing each pupil's unique capabilities and instilling a sense that anyone can achieve anything they put their minds to. It's about understanding that enjoying true success in life is not just about academic achievement but developing a keen sense of social responsibility and making a difference in the world.



The success of our School is thanks to the creative, talented and forward-thinking colleagues who work within our teams. We offer a supportive and collaborative environment where your contributions will make a real difference, and enable you to explore career opportunities that offer professional development, competitive benefits, and the chance to be part of something truly special.

I encourage you to take a look at our School's websites for further information, and if you feel you could help our excellent staff team to grow, we look forward to receiving your application.

Richard Brookes

Executive Head



QUEEN ELIZABETH'S
WAKEFIELD

About Queen Elizabeth's

Queen Elizabeth's School, Wakefield is a diamond model school that combines the benefits of single-sex academic focus, historically delivered at Queen Elizabeth Grammar School (QEGS), Wakefield Girls' High School, and Wakefield Grammar Pre-Preparatory School, with the broader experience of co-education.

Passionate teachers deliver extraordinary learning experiences in welcoming, stimulating environments with excellent facilities. The school offers a balanced curriculum, combining traditional and more modern subjects, which successfully prepares pupils to enter the best universities, apprenticeships or the workplace. This excellence in teaching and learning is evidenced by outstanding outcomes at GCSE and A-Level, with the majority of leavers securing entry to their first-choice universities, including Oxbridge and Russell Group.

Queen Elizabeth's complements outstanding academic outcomes with a full range of co-curricular activities for pupils of all ages to take advantage of, including art, sport, and musical and dramatic performance.



The Role

The HR Business Partner works directly with staff and school leaders to deliver an exceptional day to day operational HR service while providing expert advice, coaching, and support on all people matters. Serving as a trusted partner across the organisation, you will help build leadership capability and ensure staff and managers are fully supported across the entire employment lifecycle.

In this role, you will manage the HR Administrator, ensuring the delivery of an accurate, and highly responsive transactional HR service. You will also serve as the lead system owner and account manager for the SAM People HRIS, taking responsibility for its deployment, ongoing development, and optimisation.

Working closely with the Head of HR, you will support or co-lead people projects.

Further details and an application form can be obtained from the recruitment section of our website <https://wgsf.org.uk/queen-elizabeths/employment-opportunities/> or by emailing the HR Department at hr@queen-elizabeths.school



Job Description

Reporting to:

Head of HR

Responsible for:

HR Administrator

Purpose of the role:

To work with staff and leaders as an effective business partner supporting all HR activity, providing advice, coaching and support and an excellent day to day operational HR service.

Main Duties:**Management**

- Lead and manage the HR administrator to deliver an excellent and responsive transactional HR service across the school.

Ethos, Culture and Values

- Work in partnership with the Head of HR ,Executive and Senior Leadership teams to foster a positive, engaging, inclusive and high performance culture.
- Support the Head of HR to develop and deploy a legally compliant HR Policy framework that reflects and embeds the School's Values.
- Keep up to date with employment law and best practice in school HR.

Change Management

- Support or co lead complex workforce change projects working with the Head of HR to deliver structural workforce and employment changes

Recruitment

- Deliver a responsive and comprehensive recruitment and onboarding service working with Senior Leadership to develop and promote the School as an employer of choice.
- Champion the principles of safer recruitment activity and ensure that recruitment activity is fully compliant.
- Ensure that the HR administrator is embedding safer recruitment and safeguarding in all aspects of HR admin.
- Working with our retained agencies and employment providers to ensure that we can provide short term cover and other temporary staffing solutions

EDI

- In partnership with the Head of HR and the Schools EDI Lead Co-own the EDI strategy and delivery plan, working to make the school an inclusive employer with a diverse workforce.

Operations and Employee relations

- Provide coaching and support to leaders and managers on all people matters.
- Lead on the resolution of employee relations cases ensuring that matters are dealt with legally, in line with the School's values and on the basis of solid risk assessment.
- Lead on the management of attendance and the provision of timely and accurate sickness data for the Head of HR

Wellbeing

- Attend the schools wellbeing group and develop and deploy wellbeing initiatives with the Head of HR.
- Champion employee wellbeing and ensure that people policies and processes support health and wellbeing at work.

Systems

- Lead on the schools deployment and development of the SAM People HRIS. Act as lead system owner and account manager.
- Provide the main point of contact between HR and Payroll to ensure that the HRIS and Payroll system are aligned and that staff are paid correctly.

General

- To be aware of and understand the role that all staff have in relation to the safeguarding of pupils and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to the Designated Safeguarding Lead
- To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person
- Contribute to the overall ethos of Wakefield Grammar School Foundation
- Attend relevant staff meetings or other meetings as required
- Attend staff training, staff meetings and additional events, e.g. parents evening; as required (including where these may fall on non-contracted days)
- Any other duties that may be reasonably required within the grade and scope of the role



Person Specification

Summary:

An experienced and dynamic HR professional with the ability to be strategic whilst maintaining a strong focus on operational excellence.

The following person specification indicates areas of experience, knowledge and understanding, skills, qualifications and behaviours. These will all be measured by application form, interview or certification.

Requirement	Tested on Application, Interview or Test
Experience	
At least 5 years' experience in a generalist HR role	A
At least 2 years' experience working in a school or education environment (preferable)	A
Managing operational HR staff	A/I
Resolving complex Employee Relations cases	A/I/T
Working positively with Trade Unions or other employee representatives	A/I
Delivering significant organisational change either as lead or as part of a change team	A/I
Knowledge	
Up to date knowledge of UK employment law and good practice in HR Policy Development	A/I
An understanding of safer recruitment and the role that HR plays in safeguarding (KCSIE).	I
Skills	
Excellent written, verbal and presentation skills	A/I
The ability to manage multiple demands and deadlines	I/T
The ability to articulate complex ideas and concepts in a clear and direct manner	A/I/T
Well developed coaching skills supporting colleagues with people management issues	I
Ability to manipulate and present People Data to support decision making	I/T
Behaviours	
Personal integrity honesty and reliability	I
An evidenced commitment to Diversity and inclusion	I
Tenacity and resilience	I
Qualifications	
CIPD level 5 or demonstrable comparable experience	A

Safeguarding Children

In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, the School Registrar will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

Data Protection

During the course of employment, the School Registrar will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 and properly applied to pupil, staff and school business/information.

Terms of Appointment

Contract

Permanent

Appointment date

As soon as possible

Hours of work

37.5 (onsite)

Salary

Support Scale L1 | £46,575

Pension Scheme

We offer a money purchase pension scheme on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.

Safeguarding Checks

WGSF is committed to safeguarding and promoting the welfare of children and young people.

Pre-Employment Checks

An offer of employment is subject to the receipt of 2 references considered satisfactory to WGSF; a satisfactory DBS (Disclosure and Barring service) check; evidence of eligibility to work in the UK; Prohibition from Management check (If applicable); relevant qualifications and a satisfactory health questionnaire.

Lunches

Free school lunches (term time only).

Other Benefits

- Access to our free 24 hour Employee Assistance Programme
- Cycle Scheme
- Simply Health (Cash back hospital plan)
- Use of free on site gym facilities
- Family Friendly policies
- Access to an extensive CPD program and opportunities across The Wakefield Grammar School Foundation

Fee Remission

Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (subject to Foundation policy). Fee Remission is pro-rata for part time/term time employees.



How to apply

The closing date for applications is Sunday 8 November

Interviews will be held week commencing 16 November 2026

If you would like an informal conversation about the role before applying, then please contact our Interim Head of HR, Shaun Rafferty, at srafferty@queen-elizabeths.school

Further details and an application form can be obtained from our website <https://wgsf.org.uk/queen-elizabeths/employment-opportunities/> or by contacting the HR department at hr@queen-elizabeths.school

Applications by CV cannot be accepted

