

Reports to:	Headmaster
Full Time/ Part Time:	Part time, three days per week
Weeks worked:	Term-time plus or 52-week contract (negotiable)
Role Summary:	As School Head of HR, you will take strategic and operational responsibility for the full HR function, ensuring compliance, efficiency, and best practice across all staffing matters. You will work closely with the Headteacher, SLT, and Governors, acting as a trusted advisor on all HR-related issues.
Professional duties:	You are expected to act in accordance with the aims, policies and administrative procedures of the School

The Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Main Duties and Responsibilities:

Employee Relations & HR Advisory

- Provide strategic ER guidance to senior leaders, enabling informed decision-making on complex people matters
- Deliver high-level HR advisory support to managers, ensuring alignment with employment legislation, school policy and organisational risk management
- Interpret and advise on terms and conditions of employment, including leave, sickness and family-friendly policies
- Act as a trusted advisor for staff, providing clarity on employment-related queries and promoting a positive employee experience
- Partner with line managers to strengthen people management capability and ensure consistent application of policies
- Lead and manage complex ER casework, including disciplinary, capability, grievance, attendance and welfare matters
- Maintain expert knowledge of employment law, safeguarding, compliance and sector best practice to inform organisational decision-making

Recruitment & Onboarding

- Lead end-to-end talent acquisition processes, ensuring high-quality candidate experience and alignment with workforce needs
- Ensure recruitment governance through adherence to statutory requirements and the School's Safer Recruitment Policy

- Oversee offer management and ensure timely communication with successful candidates
- Maintain safeguarding compliance, including oversight of the Single Central Record
- Direct and coordinate onboarding programmes to ensure seamless integration of new staff and cross-departmental readiness

Payroll, Contracts & Workforce Planning

- Lead the strategic management of pay and reward, including salary reviews, pay progression frameworks and compensation packages aligned with organisational priorities
- Oversee payroll governance and contractual changes, ensuring accuracy, compliance and risk mitigation
- Contribute to long-term workforce planning and budget forecasting in collaboration with finance and senior leadership
- Analyse absence trends, coordinate occupational health interventions and advise leaders on workforce impact and next steps

HR Operations & Administration

- Ensure robust HR data governance and maintain accurate personnel records in line with the Data Protection Act
- Embed consistent HR operational standards across all processes and workflows
- Champion a high-quality service culture for internal and external stakeholders
- Safeguard confidentiality in all HR communications and documentation
- Escalate and coordinate health and safety concerns with relevant operational leads
- Maintain operational readiness through awareness of fire safety procedures and participation in drills

Data, Reporting & Compliance

- Produce strategic HR analytics, statutory returns and insight-driven reports for leadership and governors
- Oversee annual HR cycles, including performance management, compliance audits and training requirements
- Review and update HR policies and procedures to ensure regulatory alignment and operational effectiveness

Systems, Projects & Continuous Improvement

- Support the design and implementation of HR systems that enhance efficiency and data integrity
- Lead and contribute to strategic HR projects that improve processes and strengthen the employee lifecycle
- Drive continuous improvement through proactive identification of opportunities to modernise HR practice

As a term of your employment, from time to time, you may be required to perform duties of a similar or related nature to those outlined in this job description.

All members of staff are required to promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school's Child Protection procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, a teacher becomes aware of any actual or potential risks to the safety and welfare of children in the school s/he must report any concerns to one of the designated Child Protection officers or to the Headmaster/Head of the Junior School.

Person Specification			
	Essential <i>These are qualities without which the Applicant could not be appointed.</i>	Desirable <i>Extra qualities which can be used to differentiate applicants.</i>	Method of assessment
Qualifications	• CIPD Level 5 qualification • Evidence of continuous professional development in HR, employment law or people management	• CIPD Level 7 qualified or working towards. • Additional training in reward management, coaching or organisational development	Certificates
Experience:	• Demonstrable experience providing strategic HR advisory support to senior leaders • Proven ability to manage complex ER casework (disciplinary, grievance, capability, attendance) • Experience leading end-to-end recruitment and onboarding • Experience overseeing pay, reward and payroll governance • Producing HR analytics and management reports • Experience contributing to strategic workforce planning and organisational design	• Experience in HR systems implementation or digital transformation projects	Application form and references
Knowledge	• Strong knowledge of employment law, safer recruitment and compliance frameworks	•	Application Form and interview

	• Understanding of HR data governance and GDPR • Knowledge of absence management and occupational health processes. • Understanding of reward strategy and compensation benchmarking		
Skills	• Discretion, professionalism, and the ability to build trusted relationships • Strong technical IT support skills • Excellent attention to detail. • Strong analytical and reporting skills. • Evidence of on-going skill development • Excellent oral and written communication skills. • Excellent interpersonal skills with technical and non-technical staff • Ability to prioritise and be well organised.	• Appreciation of the ethos of an independent boys' day school.	Application form, references and interview (including observed lesson)
Personal competencies and qualities	• Demonstrates a strategic mindset and anticipates organisational needs • Proactive, solutions-focused and resilient • Calmness under pressure. • Both independent and happy within a team. • Flexible, adaptable and persuasive. • A positive 'can do' attitude		Application form, references and interview (including observed lesson).