WALTHAMSTOW HALL
SEVENOAKS SCHOOL FOR GIRLS AGED 7-18

Job Description for HR Advisor
Part-time, Term-time
Fixed-term Contract (6 months)

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

Summary of the Role	We are seeking a proactive and approachable HR Advisor to work with the HR Manager on a fixed-term, part-time basis. In this varied generalist role, you will provide day-to-day HR support along with setting up systems to streamline workflow. This role is perfect for someone who enjoys a generalist HR mix; you will play a key role in delivering a high-quality, responsive HR service, from employee relations, wellbeing, and policy work, to benefits and people data. You will help drive positive outcomes for the School while ensuring that our people practices remain fair, consistent, and legally compliant.

Duties	• Provide prompt, pragmatic support to all staff
	• Support the employee lifecycle end-to-end, including:
	  ○ Recruitment: job descriptions, interview processes
	  ○ Onboarding: contracts, new starter processes, induction support and all relevant pre-employment checks
	  ○ Performance: probation reviews, performance management

	• Employee relations: investigations, disciplinaries, grievances, and short/long-term absence • Wellbeing: practical ideas to embed and improve culture • Maintain accurate absence records (planned and unplanned) and look to streamline the process across the School • Create a system and maintain accurate holiday records for year-round staff • Support the HR Manager to deliver bitesize HR training to Line Managers • Update DBS checks for relevant staff • Prepare HR documentation and packs to support casework and outcomes (e.g. letters, meetings paperwork, liaising with relevant parties as needed) The job description sets out the School's principal expectations of the HR Advisor's responsibilities and duties. However, it should be noted that it is not intended to be a comprehensive statement and we are looking for an adaptable individual who has the capacity to work flexibly, taking the initiative to ensure that this position pro-actively supports this function of the School.
Salary and Benefits	• Salary £17.95 per hour. £35,000 (full-time equivalent). • School fees remission for children of the job holder attending the School. If not already at the School, any child would have to meet all of the normal entrance requirements • The full-time holiday entitlement is 5.6 weeks per annum which will be pro-rated for this position (term-time only) • Membership of the School's Defined Contribution Pension Scheme (details available from the Bursar's Office) • Refreshments/meals during working hours • Cycle to Work Scheme • Salary exchange (Pension) • Use of the School's Fitness Room and Swimming Pool (at allocated times) • Free onsite parking • Wellbeing package
Commencing from	As soon as possible

Reporting to	HR and Compliance Manager
Responsible for	N/A
Hours	15 hours per week worked across three days – days to be discussed at interview. This is a part-time, fixed-term, term-time only position.
Skills/Knowledge	• CIPD Level 5 qualified (essential) • Strong generalist HR experience across the employee lifecycle, wellbeing and employee relations (essential) • Experience in the Education sector and term-time working (preferred) • Solid understanding of UK employment law and HR best practice, including the upcoming changes (essential) • Demonstrable level of discretion and professionalism when handling confidential employee information and sensitive workplace matters (essential) • Highly organised, disciplined, and able to prioritise a workload effectively (essential) • Strong written and verbal communication skills across all levels of staff (essential) • Pragmatic, with the ability to give sound, clear advice (essential) • High level of accuracy and attention to detail (essential)
Safeguarding Requirements	All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Designated Safeguarding Lead. The role amounts to a regulated activity.

Health and Safety	Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.
You may also be required to undertake such other comparable duties as the Headmistress requires from time to time.	

Application Process

Applications will only be accepted on the School's Application Form. Candidates should:

- Compose a covering letter (of no more than 2 sides of A4) to the Headmistress, Ms Louise Chamberlain, detailing how your skills, knowledge and experience match the School's requirements for the post of HR Advisor.

- Email your application and letter to: hr@whall.school

- Hard copies may be given/sent to:

  Human Resources
  Walthamstow Hall
  Holly Bush Lane
  Sevenoaks
  Kent TN13 3UL

The closing date for applications is Monday 14th September at 9am.

The School reserves the right to withdraw the post, commence or complete the recruitment process at any time prior to the closing date.

References will be taken up before interviews.

September 2026