



**ICSLONDON**  
INTERNATIONAL SCHOOL

# HR Manager Application Pack



## Welcome to ICS London

On behalf of myself, the senior leadership team, my colleagues, our students and our whole community, I would like to thank you for your interest.

Our vision extends to creating a community of compassionate and inspired global citizens. Embracing inclusivity, we acknowledge the uniqueness of every child and maintain a delicate balance between academic and pastoral support. Our staff ensures that each student is treated as an individual, fostering a personalised and innovative approach to learning.

Our commitment to small class sizes and a tailored learning approach has yielded remarkable results, including a 100% pass rate, an IB diploma point score average significantly higher than the world average, and a 100% acceptance rate into first-choice universities. ICS London consistently ranks among the top 10 IB small schools in the country. Embracing students from diverse backgrounds—representing over 65 nationalities—our commitment to diversity fosters an environment where students from various cultural backgrounds learn and develop together. We actively promote kindness, compassion, and respect, caring for ourselves, our global community, and our environment.

At ICS London, we are all lifelong learners, committed to becoming our best selves. Our teachers create a nurturing classroom environment while providing an appropriate level of challenge. We encourage students to embrace failure and mistakes as opportunities to reflect and learn. Every member of our community is urged to be innovative and discover their full potential. We teach resilience by consistently striving to do the right thing, even when faced with challenges. Upholding values such as honesty, open-mindedness, reliability, and fairness, we prepare every child to make a positive impact in an ever-changing and increasingly challenging world.

ICS London transcends being just a school; it is a second home. As you step through our doors, you will sense the incredible support and a place where students feel a profound sense of belonging. I strongly encourage you to visit us and experience it firsthand. We look forward to welcoming you to ICS London.

Mona Taybi  
Head of School/Secondary Principal



# ICSLONDON

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## About ICS London

Established in 1979, ICS London has over 40 years' experience in educating, enlightening and engaging a global community.

Recently named as one of the best small independent schools in the UK by the Daily Telegraph, ICS London is an International Baccalaureate (IB) World School based in the heart of central London, nestled between Marylebone and Paddington. A day school for students aged 3-19 years, ICS London offers all three International Baccalaureate programmes and IGCSEs. An innovative academic curriculum, alongside outstanding co-curricular opportunities and a highly individualised approach to personal development make the school a unique, exciting and holistic educational offer for international and British families.

Our students achieve excellent examination results in external exams at MYP and Diploma and enter competitive university programmes around the world including the UK and the USA. ICS London is a member of the Independent Schools Association, a prestigious organisation comprising over 500 of the best independent schools in the UK and beyond.



## About Globeducate

Globeducate is a global network of over 60 premium international schools and online education programs. We offer inspiring learning opportunities to more than 35,000 students in 12 countries.

At Globeducate, we believe that our students will only succeed in the world of tomorrow, if they are prepared for the challenges that they will face. The world is changing at an incredible pace, and our planet is facing unprecedented social, economic and environmental challenges.

In addition to providing an excellent education, we ensure that our students build character, learn skills and develop abilities beyond the purely academic. Our students have a voice, and we give them the power to act and help build a more equal, fair and sustainable world.

We prepare each student to become a global citizen who can shape the world.

[www.globeducate.com](http://www.globeducate.com)





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## Job title

HR Manager

## Reporting to

Head of School/CEO UK & Portugal

## Location

Based at ICS Secondary, 21 Star Street, London W2  
1QB

Occasional visit to other schools in the UK

## Salary

£50,000 - £57,000 per annum

## Start date

As soon as possible

## Appraisal

On an annual basis via self/peer/line-manager appraisal

## Terms of employment

Full-time on a permanent contract, 12-month probation period.

Working hours are 8.30am - 5.00pm. You may be required to attend workshops, events and training occasionally on evenings/weekends.

## Purpose

We are seeking a dynamic and experienced HR Manager to lead and oversee HR operations for ICS London while also providing HR support to two additional schools within our network.

This role is a standalone position and requires the post holder to be capable of providing high-quality and confidential HR service to the management team, employees and contractors.

The HR Manager is accountable for the maintenance and compliance of HR records, including the Single Central Record, HRIS, and employee personnel files, ensuring accuracy and adherence to GDPR.

The HR Manager will play a crucial role in leading and managing all aspects of day-to-day HR services for ICS London, spanning across two buildings that are short walk from each other.

The HR Manager will be responsible for ensuring that the three schools under their scope are aligned with processes and procedures, according to the law and the Group.

## The Roles and Responsibilities

### Compliance

- Ensure compliance with current employment law
- Lead ISI inspection including keeping the SCR up to date
- Responsible for the Annual Census for DfE and ISI

### HR Policy Review and Development

- Responsible for HR policies and staff handbook, keeping up to date with legislation

### Recruitment

- Managing the recruitment and selection processes in collaboration with the hiring manager  
Ensure all pre-employment checks are carried out in line with safer recruitment policy  
Oversee the recruitment for the other schools under your scope

### UKVI

- Act as a key contact & level 1 user and ensure the sponsor's duties are met

### Payroll, Pension and benefits

- Liaise with the Bursar and process monthly payroll and pension administration
- Administer non-salary benefits
- Issue Pay Review letter
- Budget process

### Performance Management

- Support line managers through the performance management process as required

### Employee relations

- Lead and provide strategic direction on all employee relations matters, including performance management, absence management, capability, disciplinary and grievance procedures, ensuring alignment with the Schools' policies and procedures.
- Provide advice and guidance on the implementation of HR policies and procedures

### Employee lifecycle

- Manage the HR Information System(isams)
- New employee Induction (issuing ID card, IT device, desktop/email account, staff mid-layers, Inventory etc)
- Issuing employment contract and variation to contract
- Oversee absence management and support return to work interview, long-term absence Risk Assessment and Occupational Health assessment
- Pregnancy RA/Maternity leave planning
- Manage holidays for Central Service staff
- Carry out exit interviews

- Issue references and letter
- Monitor and admin DBS applications (renewal every 3 years)

#### Training

- Organise mandatory training
- Monitor and maintain records of training for the all schools under your scope, according to Globeducate policies

#### Head Office

- Produce monthly reporting of HR data and HR KPIs for UK schools
- Ad-hoc project work as requested
- Attend meetings as required

#### Others

- Lead staff committee
- Lead and organise staff events
- Organising gifts and cards for occasions
- Archiving records

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the schools at the reasonable discretion of the Head.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Post holder may deal with sensitive material and should maintain confidentiality in all school related matters.
7. ICS London has a commitment to safeguarding and promoting the welfare of children and young people and as such this post holds safeguarding responsibilities. This post is defined as regulated activity and all appointments are subject to Enhanced DBS checks/Overseas Police Checks and Prohibition check, Overseas Teaching Sanctions check, Disqualification from childcare check (if applicable). During the interview, all candidates will be asked to talk through their applications, including periods when they were not working. ICS London is committed to equal opportunities. This post is exempt from the Rehabilitation of Offenders Act 1974.



## Person Specification

### Qualifications, Experience, Skills and Attributes

- HR qualification (ideally CIPD Level 5 or above) or other relevant HR qualification or working towards it.
- Experience of working in HR and using a HR Database.
- Experience of working in a similar role in a school environment (Highly Desirable)
- Willing to undertake training, keeping up to date with legislation and DfE and ISI requirements
- Good IT skills, highly competent using Microsoft Office and Google
- Strong administrative and organisational skills
- Excellent written and oral communication skills.
- Understanding of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations.
- Ability to provide initial advice or guidance to managers
- Attention to detail
- Professional outlook detailed orientated and able to multitask and meet deadlines.
- A team player who can work collaboratively as well as using own initiative.
- Ability to stay calm and diplomatic under pressure.
- Strong understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement.
- Commitment to equality of opportunity and the safeguarding and welfare of all students





## Recruitment Timeline and How to apply

Candidates are requested to send a completed application form SCHOOL RECRUITER portal. No other form of application will be accepted unless under exceptional circumstances. If you are unable to apply online due to a disability, then please contact ICS London Human Resources.

- Closing date for applications: 11.59pm GMT on 31st July 2024.
- We reserve the right to shortlist and appoint before closing date should an exceptional candidate apply.
- We are not able to offer visa sponsorship for this post. Candidates must have British or eligible visas to work in the UK.

ICS London has a commitment to safeguarding and promoting the welfare of children and young people and as such this post holds safeguarding responsibilities. This post is defined as regulated activity and all appointments are subject to satisfactory references, Online Recruitment Searches, Enhanced DBS checks/Overseas Police Checks and Prohibition check, Overseas Teaching Sanctions check, and Disqualification from childcare check (if applicable). Online checks will be carried out on all shortlisted candidates and candidates will be asked to talk through their applications during the interview, including periods when they were not working. ICS London is committed to equal opportunities. This post is exempt from the Rehabilitation of Offenders Act 1974. We reserve the right to shortlist applications before the closing date and to appoint an outstanding candidate should one present themselves.