



SHERBORNE SCHOOLS GROUP

Sherborne Schools Group (SSG) is a dynamic family of schools offering an exceptional education for girls and boys aged 3–19, across both day and boarding provision. Formed in 2024 through the merger of Sherborne Girls and Sherborne Boys, the Group now comprises Sherborne Girls, Sherborne Boys, Sherborne Prep, Hanford Prep, Sherborne International, and a number of trading companies. Together, these schools provide a rich and cohesive educational journey within the beautiful town of Sherborne and surrounding Dorset countryside.

Each school retains its distinctive identity, traditions, and community spirit, while also benefiting from the opportunities and resources of being part of a larger group. Today, SSG educates 1,280 pupils in the UK, supported by a dedicated team of staff. Our international reach continues to expand through Sherborne Schools Worldwide, with six schools established across Qatar and Jeddah, and a new school opening in Riyadh in 2026.

At the heart of SSG lies *The Sherborne Difference*: our commitment to transformative education that blends academic excellence with character development, wellbeing, and innovation. Through this, we prepare our pupils not only to succeed, but to lead, inspire, and make a positive impact in an ever-changing world.

Sherborne Boys is a full-boarding and day school for boys aged 13–18. Combining over 500 years of heritage with modern excellence, the school cultivates confident and compassionate young men. Pupils follow a broad curriculum including GCSEs, A Levels, and BTECs, supported by an extensive co-curricular programme.

Sherborne Girls is a full-boarding and day school for girls aged 11–18. It offers an empowering education that nurtures ambition, self-belief, and a strong sense of individuality. The curriculum spans GCSEs, A Levels, and BTECs, complemented by wide-ranging opportunities for personal growth, creativity, and co-curricular engagement.

Sherborne Prep is a co-educational day and boarding school for children aged 3–13. The school provides a warm and nurturing environment where curiosity, confidence, and foundational skills are developed for life, ensuring pupils are well prepared for the next stage of their education.

Hanford Prep is a day and boarding school for girls aged 7–13, set in the Dorset countryside. It offers a rural haven where girls can explore, grow, and build resilience in a joyful, character-rich setting, while achieving impressive results both in and beyond the classroom.

Sherborne International is a co-educational short-term boarding school for pupils aged 8–17. It specialises in English language teaching, subject support, revision, and preparation for UK schools, providing an engaging and supportive environment where pupils can quickly develop confidence and academic skills.

JOB DESCRIPTION

Sherborne Schools Group Recruitment and Selection Policy Statement

Sherborne Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

HR ADVISOR

Principal Role

Sherborne Schools Group is seeking an experienced and self-motivated Individual who will provide generalist support for the Sherborne Schools Group. This is an operational, hands on role, supporting Sherborne School Group as a whole. It would suit a generalist HR Advisor who enjoys variety and range in their role.

Primary Location: Sherborne Boys or Sherborne Girls
You may be required to work at other schools or sites within the Group to meet the needs of the business.

Reporting to: Director of HR

Hours of Work: 37.5 hours per week during School Term Time only (36 working weeks plus 5.6 weeks paid holiday)
Hours of work are likely to be 8.30am to 5.00pm Monday to Friday with a 30 minute unpaid lunch break each day. Flexibility in hours will be required on occasion to meet the demands of the post.

Core Responsibilities...

- Providing face to face generalist HR advice and guidance to management on employee relations and management issues for the Schools and Sport Centres.
- Providing advice and assistance on policies, procedures, legislation and compliance
- Overseeing / managing processes such as:
 - Maternity / Paternity / Shared Parental Leave requests
 - Flexible Working Requests
 - Disciplinary & Grievance Processes
 - Absence Management
 - Performance Management
 - Annual Performance review
 - Training and Development
 - Conflict Resolution
 - Off boarding process – assisting with leavers exit arrangements.
- Supporting with Recruitment and Selection (to include short listing / interviewing)
- Undertake / support the wider HR team with other casework in the HR portfolio
- Management and updating of HR systems
- Administer and maintain employee personnel files, both physical and through the HR system.
- Ensure ISI inspectorate regulations are met and compliance is regulated overseeing the data updated and input into the SCR.
- To assist with leavers exit arrangement and process

- Undertake HR related checks for volunteers, gaps students and contractors as required.
- To undertake data input, collation, extrapolation activities and letters as requests
- To take minutes of HR related meetings

Other responsibilities

- Undertake any other reasonable duties as required by Director of HR including providing support across Sherborne Schools Group schools as necessary.
- Contribute to the wider life of the Group, including events, initiatives, or projects that enhance collaboration between schools.
- Be flexible in place of work, and undertake duties at other Group schools or sites where required, in order to meet operational or strategic needs.
- Promote and uphold the values and ethos of Sherborne Schools Group in all professional activities, ensuring consistency across the community.

Duties - this is not intended to be a comprehensive list of the tasks that will be covered and other tasks will be undertaken at the direction of the Director of HR / Deputy Director of HR.

Person Specification...

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • CIPD qualification (Level 5 preferred) • Generalist HR experience • Previous experience implementing processes and strategy • Experience working in a fast paced organisation 	<ul style="list-style-type: none"> • Previous experience in education setting
Skills and Abilities	<ul style="list-style-type: none"> • Stakeholder management and communication skills • Knowledge of employment law • Organised and efficient • Strategic thinker with hands-on capabilities • Attention to detail 	
Personal Attributes	<ul style="list-style-type: none"> • Relationship building and teamwork • Time management • Negotiation skills • Critical thinking 	

Training Requirement for the HR Advisor – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School.

Training	To be completed by	Frequency of training
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Awareness	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required

Salary: Up to **£25,000.00** per annum ACTUAL depending on skills and experience (£33,500 WTE). Salaries are paid monthly in arrears direct into nominated bank account. Salary includes payment for working 36 weeks of the year plus 5.6 weeks paid holiday (including Bank Holidays)

Holidays: Will be required to work 36 weeks of the year (to include term time and any required time working before/after the beginning and end of each term). The postholder will be able to take all other School holiday periods as holiday.

Attendance will be required on Bank Holidays that fall during term time, for which time off in lieu will be given. Holiday only to be taken following prior authorisation from the Director of HR taking into account busy periods.

Pension: The postholder will be able to join the Schools Pension Scheme. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).

Probationary Period: In accordance with School policy, all appointments are subject to a six-month probationary period.

Medical Self Declaration: The offer of appointment at Sherborne Schools Group will be conditional upon the provision of a self-declaration of your physical and mental fitness to discharge the responsibilities of the role.

DBS Disclosure (Police Check)/References: As Sherborne Schools Group is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

Postholder's Responsibility: You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

Benefits

- Generous School Sick Pay scheme
- Reduced membership a designated Sports Centre
- Membership of the School library
- Free onsite parking (subject to availability)
- Lunchtime meal, during School term time for staff working a full day
- Employee Assistance Programme offering free counselling / legal / medical support

We are proud to offer a thoughtful package of employee benefits designed to support your wellbeing, both in and out of work. While we aim to maintain these benefits, they are not contractual and may be reviewed and updated from time to time to reflect the evolving needs of our people and our Group.

Method of Application:

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date.

Alternatively, please download and complete the Sherborne Boys School Application Form (Word document) available at <https://www.sherborne.org/about-sherborne/job-vacancies> and return it to hr@sherborne.org - *please do not send in a curriculum vitae as we are unable to use them when short listing*

In the event of any queries please contact: **Miss Emily Old, Recruitment Manager**
Human Resources
Sherborne School
Tel: 01935 810502
Email: hr@sherborne.org

Early applications are strongly encouraged as we would like to secure the right appointment as soon as possible. Sherborne Schools Group reserves the right to interview candidates as applications are received.

Closing date for applications: 4.00pm – Thursday 15 January 2026

Interviews likely to take place: W/C 19 January 2026

**PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE
UNABLE TO ATTEND INTERVIEW DURING THIS TIME**

Anticipated start date: ASAP