

HR Manager – Burlington House School

Location: Fulham, Hammersmith and Tooting, London

Contract: Permanent, Full Time

Working Hours: 40 hours per week, Monday to Friday, 8:00am–4:30pm (52 weeks per year)

Salary: To be confirmed

Annual Leave: 30 days plus bank holidays

Reporting to: Head Teacher

Start Date: To be confirmed

About Burlington House School

Burlington House School is an independent specialist school supporting children and young people with specific learning differences, including dyslexia, dyspraxia, autism and social communication needs.

As part of Cavendish Education, we believe that every young person deserves an education that recognises their individual strengths, talents and potential.

Our school operates across four sites in Fulham, Hammersmith and Tooting, offering a supportive, inclusive and inspiring environment for both students and staff.

About the Role

We are looking for an experienced, proactive and approachable **HR Manager** to lead the day-to-day HR function across our four school sites.

This is an exciting opportunity for a confident HR generalist who enjoys working in a busy and varied environment, building strong relationships and providing practical HR advice and support.

Working closely with the Principal, Senior Leadership Team and Cavendish Education People Team, you will oversee the full employee lifecycle, ensuring that HR practices are effective, compliant and aligned with the school's values.

The successful candidate will be highly organised, confident in managing employee relations matters and committed to maintaining the highest standards of safeguarding and safer recruitment.

The role requires regular presence across all four school sites.

Key Responsibilities

Employee Relations and HR Support

- Provide professional and practical HR advice to senior leaders, line managers and staff.
- Support and manage employee relations matters, including disciplinary, grievance, capability and performance management processes.
- Ensure HR practices comply with employment legislation, school policies and ACAS guidance.
- Manage short- and long-term sickness absence, including monitoring attendance, supporting return-to-work processes and identifying appropriate interventions.
- Maintain accurate and confidential employee records and HR systems.
- Support the development, review and implementation of HR policies and procedures.

Recruitment and Onboarding

- Manage the full recruitment process, from advertising vacancies and shortlisting to interviews, offers and onboarding.
- Ensure safer recruitment practices are followed in accordance with Keeping Children Safe in Education (KCSIE).
- Prepare offer letters, employment contracts and contractual changes.
- Coordinate induction programmes and support line managers with probation reviews.
- Work with school leaders to identify staffing requirements and support effective recruitment planning.

Safeguarding and Compliance

- Maintain and manage the school's Single Central Register (SCR), ensuring accuracy and compliance.
- Oversee pre-employment checks, including DBS, references, right-to-work and qualification checks.
- Ensure HR records and recruitment procedures meet safeguarding requirements and are ready for inspections and audits.
- Maintain awareness of relevant employment legislation and safeguarding guidance.

Payroll and HR Administration

- Coordinate monthly payroll information, including starters, leavers, contractual changes and absence records.
- Liaise with the Cavendish Education payroll team and the school's Finance Department to ensure accurate payroll processing.
- Respond to staff queries relating to pay, pensions and employment conditions.
- Support workforce reporting, staffing budgets and HR administration.

Staff Development and HR Improvement

- Support staff learning and development, including mandatory training and performance reviews.
- Work with school leaders to promote staff wellbeing, engagement and retention.
- Identify opportunities to improve HR systems, processes and employee experience.
- Support the implementation of HR initiatives and wider people strategies.
- Provide HR reports and workforce information to senior leadership as required.
- Conduct exit interviews and use feedback to identify areas for improvement.

Person Specification

Essential

- CIPD Level 5 qualification or equivalent relevant HR experience.
- Proven experience in a generalist HR role, including managing employee relations matters.
- Good working knowledge of UK employment law and HR best practice.
- Excellent communication and interpersonal skills, with the confidence to advise and support staff at all levels.
- Strong organisational skills, attention to detail and the ability to manage competing priorities.
- Experience using HR systems and maintaining accurate employee records.
- Ability to handle sensitive and confidential matters with professionalism, discretion and empathy.
- A proactive, flexible and solution-focused approach.
- Strong IT skills, including Google Workspace or similar systems.
- A commitment to safeguarding, equality, diversity and inclusion.

Desirable

- Previous HR experience within an education or school environment.
- Experience maintaining a Single Central Register.
- Knowledge of safer recruitment requirements and Keeping Children Safe in Education.
- Experience supporting payroll processes.
- Experience contributing to HR policy development and process improvements.