



Newland House  
School



## Job Application Pack

# HR Manager

Closing Date for Applications: 21 January 2026



## OUR SCHOOL

Thank you for your interest in Newland House School. Our welcoming Pre-Prep and Prep School sits on a 5-acre site in a quiet residential area on the edge of Twickenham and Teddington in South West London. Established in 1897, Newland House is one of the oldest and largest Independent Prep Schools for children aged 3-13 in the area.

We are passionate about inspiring a life-long love of learning and bringing out the brilliance in every child. Our curriculum is innovative, broad and ambitious, giving every child the opportunity to explore their academic, sporting, and creative passions. We are committed to supporting each pupil's unique learning journey, and our dedicated teachers and staff continuously seek fresh ideas to enhance learning experiences both in the classroom and beyond.

Ensuring the happiness and wellbeing of our pupils is core to all we do. We want every single child in our school to feel safe, valued and cared for and visitors, parents and children consistently comment on the positive, happy, and vibrant atmosphere at our School.



## SUMMARY OF **THE ROLE**

We are seeking for an experienced HR professional to lead and manage all aspects of HR for the school.

The role of the HR Manager is to manage and lead in the delivery of an effective, professional end to end HR Service to all staff, supporting staff with people related matters. The successful applicant will provide professional and pragmatic employment law and HR advice and support to the senior leadership team in delivering the school strategy. Reporting to the Bursar, the HR Manager will be supported to manage the school's HR function and will work closely with our Finance team to prepare the monthly payroll. This includes being proactive with staff training requirements, especially those relating to statutory matters and safeguarding; maintaining the school's training records; carrying out pre-employment checks in line with KCSIE and ISSR requirements, and maintaining a compliant SCR.

The ideal candidate will have excellent knowledge of employment law and HR best practice with demonstrable experience as a HR generalist across the whole employee lifecycle including but not limited to recruitment, contracts of employment, policy, employee relations, performance management, payroll and reward and recognition.



## FURTHER DETAILS

**Application period closes:** 9.00 am on Wednesday 21 January 2026

**Interviews:** shortly after the advert closes

**Employment Commences:** mutually agreed

**Salary:** The post merits a salary commensurate with the importance of the role and the successful applicant's relevant experience.

**Hours:** 27.5 hrs per week (Normal office hours are 8.30 am to 4.30 pm including 30-minute unpaid lunch break. Daily working hours will be agreed by mutual arrangement within these times, offering some flexibility. Additional hours may be required to attend meetings/school events)

**Contract:** Permanent, Part time, Term time (33 weeks) plus 3 weeks and attendance at mandatory inset days.

**Please note:** This is a visible onsite position, however with some flexibility for the ideal candidate to occasionally work from home. The additional 3 weeks is for setting up new files, contracts and recruitment in advance of a new term's start.

We welcome any discussions regarding this role or any other queries you may have.

We reserve the right to interview, appoint, and close the advert early depending on the volume of applications we receive.

# JOB DESCRIPTION

## Main duties and responsibilities

### General Human Resources Administration:

- Undertake the administration for all staff changes and leavers. This includes all full time, part time and peripatetic staff.
- Ensure staff records are maintained using the schools MIS system.
- Monitor and inform relevant Managers of significant review dates or anniversaries.
- Create and co-ordinate accurate Job Descriptions with the Head, Bursar and other members of the Senior Leadership Team (SLT).
- Create and maintain confidential personnel files.
- Record staff absence, holidays, and overtime claims. Arrange cover staff where necessary.
- Schedule staff appraisal, prompting Line Managers where appropriate.
- Maintain the Staff Handbook in collaboration with the Head and other relevant staff.
- Work with the Bursar on pay and reward matters; produce annual salary letters.

### Recruitment Administration:

- Manage the recruitment process for external and internal recruitment including advertising.
- Coordinate and track applications and respond to applicants.
- Confirm interview schedules, lesson observations, tours and exercises both internally and to candidates.
- Undertake the administration of new starters including processing clearances, application forms, and appointment checklists.
- Ensure all pre - employment checks are completed in line with KCSIE and ISSR requirements.
- Request authorisation and verify DBS Applications online.
- Draw up employee contracts and offers of employment.
- Continually review employment legislation to ensure all policies and procedures are compliant with regulations and law.
- In conjunction with the Bursar and Head be a subject matter expert on HR and training related matters and maintain a compliant SCR.
- Apply for confidential references as appropriate and personally verify referees as required.
- Co-ordinate administration for new starters including Induction folders, login, pre-employment policy communication.
- Organise Induction Programmes, coordinate induction with relevant existing staff and undertake exit Interviews when required.
- Provide external remuneration information as requested.

# JOB DESCRIPTION cont.

## Main duties and responsibilities

### Employee Relations:

- Provide guidance and support to the Leadership Team and Managers reading employee relations matters, including:

### Sickness absence:

- Support the SLT to undertake return to work interviews and absence review meetings.
- Liaise with occupational health providers as necessary.
- Support the Leadership Team/Managers with both long-term and short-term intermittent absence.

### Discipline, capability, grievance, redundancy:

- Provide guidance to the Leadership Team.
- Prepare paperwork and cases.
- Meet with staff, as appropriate in initial stages.
- Liaise with union and other representatives.

### Staff Continued Professional Development (CPD)

- Induct new staff and contractors/agency workers into school, drawing up induction programmes for new staff (liaising with colleagues regarding their availability) and coordinating regular evaluation of the induction process.
- Oversee the probationary periods for staff, prepare correspondence and probation reports and minute meetings, when required.
- Oversee the staff appraisal schedule including providing guidance to Line Managers.
- Oversee training and other professional development for staff including liaising with external providers.
- Understand and interpret the School's Staff Handbook, school policies and relevant national agreements.
- Arrange and deliver staff training around HR issues where appropriate.

### Other Duties

- Promoting and safeguarding the welfare of children and young people with whom you come into contact.
- Adhere to the school's Code of Conduct Policy, adopting and working towards the objectives outlined within the School's Improvement Plan.

# THE CANDIDATE

## Qualifications

- A good standard of education.
- Hold a CIPD qualification at level 5 or above.
- Commitment to continued professional development (CPD).

## Experience

- Worked in an HR role providing advice and guidance on terms and conditions of service.
- Dealing with disciplinary and grievance issues.
- Have previous experience working in a school.
- Liaise effectively with and report to governors and outside agencies.

## Skills

- Have an excellent standard of written English and a meticulous eye for detail.
- Be highly organised with strong administrative and communication skills.
- Ability to deal sensitively with different stakeholders (children, colleagues, parents and the wider public).
- Integrity, judgement, tact, discretion, diplomacy and loyalty (to the school, the Head and SLT).
- High level people skills both on a one-to-one level and in more complex scenarios.
- The ability to foresee, avoid and when necessary, resolve disputes.
- Proven ability to work alone and as part of a team.
- High level organisational and time-keeping skills.
- Resilience, patience and determination.

## Knowledge

- Demonstrate a sound knowledge of employment legislation and HR best practice.
- Be IT confident and have strong Microsoft skills including Outlook, Excel, SharePoint.
- Have experience of working with HR systems.
- Knowledge of Safer Recruitment and ISI guidelines and regulations.

# THE CANDIDATE cont.

## Personal competencies and qualities

- Motivation to work with children.
- Ability to form and maintain appropriate relationships and boundaries with children.
- Emotional resilience when working with different situations
- Positive attitude to use of authority and maintaining discipline.
- Commitment to the school and its ethos, aims and values.
- Ability to motivate self and others.
- Good organisational skills.
- Flexibility and ability to work well within a team.
- Excellent communication and interpersonal skills.
- Ability to take initiative and adapt to changing situations.
- A good sense of humour to create a joyful and engaging learning environment.
- Reflective on own practice.
- High personal integrity and professionalism.
- Liaise effectively with governors and outside agencies.

Candidates should ensure that they address all of the above criteria in their application form, referring, where appropriate, to actual experience. In addition, the interview will explore issues relating to safeguarding and promoting the welfare of children.

# WHY WORK AT NEWLAND HOUSE SCHOOL

**Generous pay and allowances** – based on skills and experience.

**Pension** – teaching and non-teaching staff enjoy a generous employer contribution pension scheme.

**Longer holidays** – than the maintained sector for teachers (19 weeks) and a minimum of 25 days for full-time non-teaching staff plus bank holidays and additional time at Christmas.

**Staff fee remission** – all staff are eligible for fee remission after successful completion of probation. The continuance and value of the school fee remission is at the discretion of the Governors.

**Enhanced sick and maternity/paternity pay**

**Flexible and generous time off work policy** – special leave, time off for dependents and appointments.

**Lunches and refreshments** – lunches and refreshments are provided by the school to all members of staff, free of charge during term time.

**Flexible working options** – job share and part-time.

**Cycle to work scheme** – purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

**Career personal development** – training and career development opportunities are available for all teaching and non-teaching staff. There are many opportunities to take on additional responsibilities. Financial and other support with obtaining relevant professional qualifications.

**Continuous appraisal process** – to ensure staff get regular feedback.

**iPads** – all teaching staff are given iPads for their teaching and assessment and non-teaching staff when required as part of their role.

**Staff social committee** – organise an exciting programme of socialising events including quiz nights, karaoke, theatre trips, golfing weekends and many more.

**Staff reps forum** – an opportunity to get your voice heard.

# CONDITIONS OF EMPLOYMENT

Employees will be required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

Employees shall uphold the school's policy in respect of child protection and safeguarding matters.

Employees will be expected to comply with any reasonable request from their line manager or SLT to undertake work of a similar level that is not specified in this job description.

All members of staff are required to participate in the school's appraisal scheme.

The job description is current at the date shown, but in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of school in relation to post-holder's professional responsibilities and duties.



## Safeguarding

Newland House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We adopt a fair, robust and consistent recruitment process in accordance with the guidelines of the government document, Keeping Children Safe in Education. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

## Diversity, Equity and Inclusion

Newland House School values diversity, equity and inclusion for its pupils and staff. We want our community to feel valued and respected, so we are working hard to build an inclusive culture which celebrates diversity in different forms to reflect the community we serve. We believe that having a diverse workforce offers different perspectives which helps us to work towards our shared vision and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join our School.





## HOW TO APPLY

Candidates should pay attention to the summary of the role/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

Completed applications with a covering letter should be sent to HR Manager, Ashlesha Sarang-Patel via email on [ASarang-Patel@newlandhouse.net](mailto:ASarang-Patel@newlandhouse.net) by the closing date. No CVs will be accepted.

Applications will be reviewed and shortlisted on a rolling basis, and we reserve the right to interview, appoint and close the advert early depending on the volume of applications we receive. We therefore encourage you to apply at the earliest opportunity to avoid disappointment. We will only be contacting those candidates who have been selected to progress to the next stage of the process.

Please note that referees will be contacted prior to the interview.

If you would like an informal confidential discussion regarding this role prior to application then please contact Bursar, Roland Grant via email on [RGrant@newlandhouse.net](mailto:RGrant@newlandhouse.net)