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## HR Manager Job Description





# JOB DESCRIPTION

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<b>JOB TITLE</b>	Human Resources Manager
<b>LOCATION</b>	Downe House School
<b>SALARY</b>	£44,000 - £50,000
<b>REPORTING TO</b>	Director of Human Resources

Downe House School, one of the UK's leading Independent Boarding and Day Schools for girls, is seeking an experienced and proactive **HR Manager** to join our dynamic team. This is an exceptional opportunity to play a strategic role in a prestigious educational environment, supporting over 400 staff and contributing to the ongoing success of our school community.

## The ROLE

As **HR Manager**, you will act as a strategic partner, providing expert advice and guidance staff and managers across all aspects of HR. You will:

- Lead recruitment programs and develop effective strategies for attracting top talent.
- Provide best practice HR advice, ensuring compliance with employment legislation and safeguarding requirements.
- Champion a positive, inclusive, and supportive work environment.
- Manage employee relations, staff wellbeing initiatives, and change management processes.
- Support the Director of HR in implementing HR strategies and driving continuous improvement in our HR operations.

The Team consists of the Director of HR, the HRM, a Recruitment & HR Co-Ordinator and a HR Co-Ordinator.

## KEY RESPONSIBILITIES

- Manage employee relations, including disputes, grievances, disciplinarys, and absence management.
- Develop and implement HR policies reflecting best practice and employment law.
- Oversee recruitment campaigns, designing selection processes, and interviewing candidates.
- Ensure compliance with statutory safeguarding requirements and maintain the Single Central Register (SCR).
- Promote equality, diversity, and inclusion strategies.
- Contribute to the development and rollout of HR systems, including AccessPeople.
- Prepare HR metrics and reports on staff turnover, absence, and workforce demographics.

- Plan and deliver new staff induction programs.
- Collaborate with the Payroll Manager to ensure accurate payroll processes.
- Support organizational change and drive staff wellbeing initiatives.

## PERSON SPECIFICATION

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We are looking for a confident and experienced HR professional who:

- Holds a **CIPD Level 5 qualification** or equivalent experience.
- Has **a minimum of five years of generalist HR experience**, preferably in the education sector.
- Thrives in a fast-paced environment, managing multiple priorities with excellent organizational skills.
- Is adept at recruitment, with the ability to design and implement effective strategies.
- Has solid knowledge of employment legislation and HR best practices.
- Demonstrates strong IT skills, including HRIS and Excel, and can support HR system implementation.
- Excels in communication and collaboration, building effective relationships at all levels.
- Is committed to promoting equality, diversity, and inclusion.
- Handles sensitive matters with confidentiality, discretion, and diplomacy.
- A proactive team player with a hands-on approach, you will be passionate about contributing to the life of the school and supporting our boarding community.
- Experience in a school (independent / boarding) environment would be advantageous

Due to the nature of the business, the HRM will be required to work mainly on-site during term time with the opportunity to work one day per week from home. Some flexibility/hybrid working is available in the school holidays (18 weeks per year).

### EMPLOYEE BENEFITS

- 9% employer pension scheme
- Income protection and life assurance
- 25 days holidays + Christmas shutdown + bank holidays
- CPD opportunities to support your professional growth
- Delicious complimentary daily meals on site
- Ample parking and a stunning work environment
- Staff discount on day school fees (subject to acceptance)
- Social occasions through the year including Christmas and summer Parties held onsite

## HOW TO APPLY

Application forms can be downloaded from our website and should be submitted to **recruitment@downehouse.net**

For further information, please contact the HR Department at **01635 204712** or email **recruitment@downehouse.net**

## ADDITIONAL INFORMATION

- Applicants must have the right to work in the UK.
- Due to our rural location, **own transport** is essential.
- Successful candidates will undergo rigorous pre-employment checks, including references, Enhanced DBS, barred list, and social media checks.

Join us at Downe House and make a meaningful impact within a forward-thinking and supportive community.

*Downe House School is committed to safeguarding and promoting the welfare of children and young people. We value equality, diversity, and inclusion in all aspects of school life.*