

HR Manager

Information pack for applicants

Join the Inspirational Team at
Dwight School London



**DWIGHT
LONDON**

“
Dwight has always
had a warm
and welcoming
atmosphere,
and its small
community of
students and
staff makes it the
perfect place to

”



WELCOME

Head of School Message

First of all I want to thank you for your interest in Dwight School London. We are a dynamic, forward thinking and welcoming independent international school located in the heart of the North of London.

My name is Chris Beddows and I am the proud Head of School. As Head of School since January 2022, I am excited to lead Dwight into its latest chapter of excellence as a leading IB World School.



I aim to ensure that all community members, whether that be students, parents or our highly talented team of educators, are happy, healthy and safe because I know then that success, productivity and passion will organically follow.

We have an exciting opportunity for a well organised and empathetic HR Manager to join our forward-thinking, ambitious and dynamic team. In this key role, the postholder will engage with a wide variety of generalist HR tasks, ideal for building experience as a HR professional and furthering personal development.

As a school that offers the International Baccalaureate (IB) programme, we strive to fulfil our mission to 'educate for a better world' and to ignite the Spark of Genius in everyone in our community. Our work as a collaborative and collegial school is rooted in the pillars of community, personalised learning and global vision. The positive ethos and atmosphere that exists in our school is evidenced through good relationships, intercultural understanding, supportive behaviour, respect and hard work.

This year we celebrate our 50th year of educational excellence in the vibrant city of London, and our 150th anniversary as a family network of Dwight Schools around the world. We are extremely proud of our history, heritage and legacy.

As a school with excellent Diploma exam results over the last number of years, a place in the top 100 IB schools in the world and an educational offering from our warm, nurturing nursery through to age 18, it is our aim is to be the school of choice for both international families living in London and for local families who are looking for an engaging, inquiry- led curriculum that promotes global mindedness and critical and creative thinking. Quite simply, we want to put Dwight School London on the map and at the forefront of people's thinking when considering schools.

We warmly welcome visits to the school as part of the application process and we hope that you are interested in working with us at Dwight School London.

Warm regards

Chris Beddows, Head of School



“

In the heart of North London, Dwight’s Junior School offers a rich, varied and challenging education to learners aged 5-11. Our students join us from throughout London and across the world.

- Dwight staff member

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A photograph of three children in a radio studio. A girl with long red hair is on the left, looking towards the center. In the middle, a girl with dark hair is wearing headphones and adjusting a blue microphone. On the right, a boy is also wearing headphones and looking at a red microphone. They are all gathered around a blue mixing console with various knobs and sliders. The background shows a typical school classroom setting with a window and some posters.

ABOUT DWIGHT SCHOOL

Igniting the Spark of Genius
in Every Child Since 1872

Dwight School London prepares young people to become leaders in the world. Our students thrive in a curriculum rooted in our three educational pillars. The first is personalised learning; the second, a commitment to community; the third, our global vision.

We are a part of the international family of Dwight Schools, closely linked with Dwight School New York, as well as Dwight School Seoul, Hanoi, Shanghai and Dubai and the online school Dwight Global. Being part of a global network offers countless benefits and opportunities. Travel and exchange programmes, cross-campus curricular and creative collaborations, online learning programmes, international athletic competitions, staff development and global leadership conferences all foster the development of global citizens. Each Dwight School shares the same commitment to igniting the spark of genius in every child. No matter where in the world students attend Dwight, they are inspired to find their passions and receive the same high-quality IB education.

The Dwight School London community has a rich diversity of cultures, nationalities and experiences, with over 50 nationalities represented and over 40 languages spoken. We strive for a culture of excellence in all we do, with high aspirations for our students and our staff. Our philosophy is to build confident, compassionate young people who influence the future. We are committed to the IB philosophy of educating for a better, more peaceful world.

In the UK, we are one of just a handful of international schools able to offer all three educational programmes of the International Baccalaureate Organisation – the Primary Years programme (IBPYP), the Middle Years programme (IBMYP) and the prestigious IB Diploma programme (IBDP). With the recent addition of our Little Lions Nursery school, we now offer

an exceptional education for learners aged 2 through to age 18 and a compelling choice for families all around the world.

With Dwight, the arts, sports, wellbeing and learning beyond the classroom are all a core part of our curriculum. We have a diverse programme of trips and extra-curricular clubs, as well as a weekly Forest School. We have supported students to earn places at some of the world's most highly regarded universities.

Our commitment to learning beyond the classroom does not stop with our students. For our staff team, we prioritise professional and personal development, with wellbeing and innovation at the heart of our offer to our teaching, business and support staff.

Via the school's Quest programme, students receive personalised support through a differentiated approach either on a one-to-one basis or small group support from trained staff in skills such as reading, maths, writing and/or organisation. The aim of the Quest Programme is to teach students with different learning styles to function successfully and independently in an academically challenging, IB mainstream setting; it may also provide opportunities to be referred to specialist areas such as Speech and Language and Occupational Therapy as needed. The Quest Programme, with its specialists, is an integral part of the school community and is a resource for all teachers and parents.

We are incredibly proud to have achieved the highest results for IB Diploma scores in London over the last five years. For more information about our school, please take a look at our website: dwrightlondon.org

“

The teachers at
Dwight are ready to
be shepherds to guide
students' learning.
They reward curiosity
and independent
thinking, rather
than memorising
knowledge to pass a
test.

”

- Dwight parent



ROLE SUMMARY

Title: HR Manager

Contract: Permanent, full time but part time and term time only plus will be considered

Reporting to: Business Operations Director

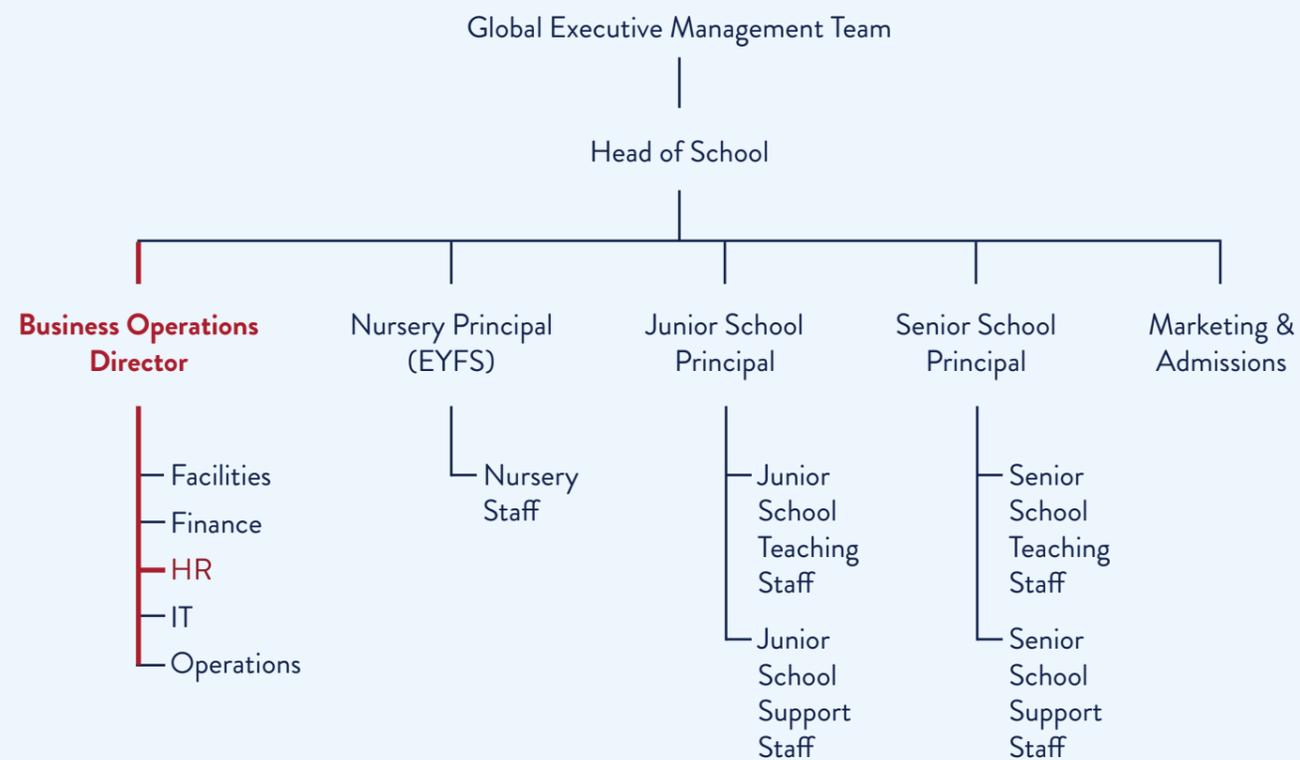
Liaising with: Head of School, School Principals, Teaching and Support Staff, Consultants and Key Stakeholders

Start Date: ASAP

Salary: £41,000 - £50,000 pa or pro rata based on agreed contract

We are looking to appoint a well organised and empathetic HR Manager within our Business Operations Team. This is a strong opportunity for a HR or school administrator to gain a breadth of experience as a HR Generalist at an exciting time for our school.

ORGANISATIONAL CHART



Please Note:

This vacancy and all recruitment activities are subject to our Safer Recruitment policy and procedures. It is a criminal offence to apply for this post if you have been barred from working with children.

Dwight School London is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.

This 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.

If you are shortlisted for this post, you will be asked to complete a declaration at interview giving you the opportunity to declare any information relevant to your suitability for working with children and young people.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2022 and The Education Act 2002, we expect all staff and volunteers to share this commitment.

Dwight School London is a fair employer and is committed to equal opportunities. The School does not discriminate against employees on the basis of gender, ethnic origin, disability or age.

The School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants.

For details on our Safer Recruitment policy and our Equal Opportunities policy please [click here](#) or visit our website for details.

JOB DESCRIPTION

INTRODUCTION

Dwight School London (DSL) believes that every member of the staff team makes an important contribution to our community and that contributions should not be limited by assigned responsibilities. Therefore, this job description identifies generic and specific individual responsibilities to enable the teacher to participate at DSL in a full and effective way; it is not intended to restrict an individual's participation, especially in activities carried out voluntarily.

This job description reflects the post at the present time and may be reviewed and amended after consultation with the job-holder, at least once a year. Dwight School London is committed to protecting the welfare of students and all members of staff share the responsibility of safeguarding and promoting the well-being of all students in our care.



CORE PURPOSE

Dwight School London is an IB world school and we strive to educate our students for a better and more peaceful world through intercultural understanding and respect. The HR Manager is a key role within our Business Operations Team, with responsibility to ensure that our HR activities, including our Single Central Register and our recruitment processes, remain compliant and robust so that we are able to deliver the highest standards of education to our students and families.

HR COMPLIANCE & LEGAL OVERSIGHT

- Ensure safer recruitment practices and maintain the accuracy and integrity of the Single Central Record (SCR).
- Manage all onboarding and vetting checks, including subcontractors, supply staff, volunteers, visiting speakers, and self-employed individuals.
- Ensure HR policies are up to date with current legislation and reflect DfE and Independent School Standards guidance.
- Oversee statutory and regulatory reporting and returns.
- Regularly assess HR processes for legal compliance, internal consistency, and alignment with best practice.

RECRUITMENT AND STAFFING

- Lead end-to-end recruitment processes, including advertising, shortlisting, arranging interviews and onboarding.
- Manage resource planning for maternity, long-term absence, and supply cover in collaboration with school leaders.
- Oversee compensation and benefits administration, including discretionary rewards including Dwight Rewards.
- Ensure recruitment processes are fair, timely, and aligned with DEI principles.
- Monitor time taken to-hire, vacancy trends, and recruitment effectiveness, reporting on resourcing needs and succession planning.

TRAINING AND DEVELOPMENT

- Oversight of statutory and regulatory training, for example First Aid, Health & Safety, SEN, Finance, IT. Track mandatory refreshers and audit training compliance regularly.
- Manage and monitor the CPD process in collaboration with line managers and SLT.
- Evaluate training effectiveness and support staff development aligned to strategic goals.

EMPLOYEE WELFARE, WELLBEING AND INCLUSION

- Lead on welfare case management and pastoral HR support, ensuring employees feel safe, heard, and supported.
- Chair the Wellbeing, Inclusion and Social Committee, promoting positive staff culture.
- Champion Diversity, Equity, and Inclusion (DEI) across all HR activities and practices.

JOB DESCRIPTION

- Monitor wellbeing data, absence patterns, and feedback from staff surveys to identify areas for proactive support.
- Ensure escalation procedures are followed where more complex welfare issues arise.

EMPLOYEE RELATIONS & CASE MANAGEMENT

- Support and advise line managers on disciplinary, grievance, capability, and absence management processes.
- Ensure case handling is transparent, fair, independent, and follows best practice and internal policies.
- Maintain accurate and accessible records of casework, including timelines, outcomes, and any legal or reputational risk indicators.
- Coordinate with external HR/legal advisors where appropriate.
- Deliver or commission training for managers on legal compliance and effective people management.

PEOPLE ANALYTICS & MANAGEMENT REPORTING

- Lead on data analysis related to staff turnover, exit interviews, absenteeism, DEI, gender pay gap, and Bluesky outputs. Translate people data into actionable insights for the SLT.
- Support continuous improvement of HR systems and reporting structures.
- Benchmark HR performance against sector norms and national guidance (e.g. ACAS, CIPD, DfE).
- Evaluate HR support capacity regularly to ensure appropriate resourcing for school needs.

MANAGEMENT RESPONSIBILITIES

- Act as a key adviser to senior leadership on employment risks and HR strategy.
- Proactively review and improve HR practices to ensure fairness, independence, and compliance.
- Develop and implement improvement plans based on audit, feedback, and policy changes.
- Ensure HR responsiveness is tracked and enhanced through case logging, resolution time targets, and service reviews.
- Leverage technology to streamline HR operations, record-keeping, and case management.

WHOLE SCHOOL RESPONSIBILITIES

- To take an active part in the school community and support school events
- To contribute to a whole-school approach where quality, support, encouragement, teamwork, enthusiasm, challenge, expectation, achievement, involvement, praise, and respect are key characteristics..
- To attend and contribute to Business Operations Leadership Team and support staff meetings
- To cover for colleagues when necessary.

OTHER DUTIES

- The job holder may, from time to time, need to carry out other duties as reasonably directed by the Head of School or line manager.



PERSON SPECIFICATION

We are seeking an organised, focused and responsible individual to join our HR team.

The successful candidate will...

- CIPD qualified or equivalent experience
- Have good working knowledge of HR practices and employment law
- Have good interpersonal skills and strong understanding of how to get the best out of people
- Have experience of recruitment and selection
- Be systems and process orientated, with good working knowledge and understanding of how to work with and apply systems across an organisation
- Have excellent organisation skills and strong attention to detail
- Be self-motivated and self-sufficient, with an ability to maintain ownership over a designated area of responsibility
- Have excellent communication skills
- Understand the importance of discretion and confidentiality
- Show commitment to maintaining high standards and a personal commitment to CPD
- Have an international outlook, focused on innovation and an appreciation for international cultures, inclusivity and global opportunity

It's an advantage if you...

- Have previous experience of HR within education
- Have experience of recruiting internationally
- Have prior knowledge of safeguarding and/or Safer Recruitment (training is available)

THE BENEFITS OF WORKING AT DWIGHT

“Dwight School London is such a vibrant and exciting school; our students are caring and open-minded, they come from 40 different nationalities and represent a truly wonderful microcosm of the society. They think outside the box, show initiative and come up with the most ingenious ideas, full of creativity. Our staff, (teaching and non teaching) are friendly, supportive and compassionate. If you walk around the classrooms, you will see and hear lessons that are full of critical thinking, self-directed research inquiry - and most of all fun!” – Barbara Veschi, Languages Teacher

Dwight School prides itself on being an inclusive, high achieving workplace with a commitment to standards of excellence and to prioritising staff wellbeing.

Staff members at Dwight School enjoy...

Excellent Rewards, Recognition & Wellbeing Activities

In addition to a competitive salary, we offer a package of additional staff benefits. These include a flexible teacher's pension scheme with salary exchange options, our own Dwight Rewards employee benefits hub with promotions, discounts and savings, group insurances, access to wellbeing tools and classes and complimentary staff lunches.

Highly subsidised school fees - subject to availability and eligibility criteria - are also available for staff who enrol their children at the school.

Excellent Opportunities for Development

We actively support continuing development for all our staff members. Development activities include support with formal training, informal training and mentorship, whole school development initiatives, international opportunities through the Dwight family and opportunities within our initiatives for innovation.

Supportive Working Environments

Our school is a warm, welcoming and open-minded

environment, where friendly, respectful relationships flourish. With Dwight, you will find supportive colleagues, independent students, collaboration and encouragement and from all around the school.

A Culture for High Aspirations and Achievement

Through our dynamic leadership, vibrant workplace culture and our development programmes, we seek to inspire our team to achieve their full potential and ambitions for growth. We strive for excellence in all we do.

An Inclusive, Diverse and Welcoming International Community

As a vibrant international school, with over 50 nationalities represented amongst our students and our staff team, Dwight offers an inclusive, diverse community full of advantage for all at the school. As part of an exciting and innovative family of schools located in New York, Shanghai, Dubai and Seoul, there are many opportunities to collaborate and exchange internationally.





HOW TO APPLY

Please review the Job Description and Person Specification carefully before applying.

Please submit an application form via this link: <https://www.tes.com/jobs/employer/dwight-school-london-1055500>

SELECTION PROCESS

Candidates will be shortlisted and contacted once applications have closed.

As part of the shortlisting process, there will be an initial video call with a member of our team, with the chance to learn more about the school and the position. We also welcome in-person visits to the school.

Shortlisted candidates will be invited to take part in a series of interviews arranged shortly afterwards.

Proposed start date: ASAP

If you have any questions regarding the recruitment and selection process, or if we can provide any support in relation to making an application, please contact hr@dwightlondon.org.



“
My strongest
memory is the
positive attitude
of teachers and
students. The
way they treat
each other is
not judgmental.
Dwight is a little
utopia!”

- Dwight alumni

”



DWIGHT LONDON

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