



QUEEN'S GATE  
SCHOOL

APPLICANT INFORMATION

# HR and Compliance Manager

COMMENCING October 2025

125-126, 131-133 QUEEN'S GATE  
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QUEEN'S GATE SCHOOL TRUST LTD  
REGISTERED CHARITY NO. 312724





# WELCOME FROM THE PRINCIPAL



Welcome to Queen's Gate School, and thank you for taking the time to review our application pack.

Queen's Gate is a happy, bustling GSA school for girls aged 4-18. Located in South Kensington, London, we are ideally placed to take advantage of the many educational opportunities on offer nearby. We are a close-knit community of around 500 pupils, and are proud of our light-hearted atmosphere, where we promote individuality, authenticity and creativity. Our intake is broad, and we pride ourselves on valuing each girl for her own gifts and talents. Our pupils leave us to a range of higher education institutions across the UK and abroad, and the breadth of their chosen degree courses speaks to our success in fostering our pupils' interests across the academic spectrum and beyond.

We encourage all our girls to be bold in their dreams and to seek to exceed their potential. We are firm in our belief that to do so, our girls must feel happy and secure, and so as a School we aim to

provide a warm, supportive environment in which our girls can grow, explore and aspire.

Likewise, we are committed to offering a workplace where our staff can develop their skills and advance in their careers. We have a generous CPD budget, and encourage networking with colleagues at other GSA schools. A number of our staff serve as governors for other schools, which we are also pleased to facilitate.

We hope the information supplied in this pack will leave you keen to come and be part of all that makes us such a special place. We are a school where our hard work is underpinned by good cheer and genuine camaraderie, and we would be delighted to receive your application to join us.

With warmest wishes,

**Amy Wallace**  
Principal

# ABOUT US

Queen's Gate was founded in 1891, and today we educate around 500 girls: 130 in the Junior School, and 370 in the Senior School, including around 70 in the Sixth Form.

Queen's Gate is located on Queen's Gate itself, inhabiting five of the iconic Victorian terraces: three are mostly used by the Senior School, while the remaining two are given over to the Junior School; however, there are many shared spaces and a constant flow of pupils and staff between the two buildings. Although we do not have much outside space of our own, we are spoilt by what the local area offers. Girls make regular visits to the nearby museums and Hyde Park, while sport takes place at a range of nearby leisure facilities, including the River Thames for rowing.

We are relatively diverse in the nationalities represented in our pupil and staff body, and are proud of the way this enriches the experience of all those within our community. Our standard entry points are 4+, 7+, 11+ and 16+. We follow a broadly English curriculum, culminating in GCSE and A Level examinations. Our pupils leave us for universities across the UK, including Oxbridge and other Russell Group institutions, as well as looking further afield; we have alumnae studying in Canada and the US, including at a number of Ivy League colleges.

Our intake is relatively broad, and we are exceptionally proud of the results our girls achieve; in 2022, we were fourth in the country for value-added scores. We have pupils performing at the highest levels in Music, Drama and Sport. Currently, we have girls competing internationally in Fencing, Volleyball and Athletics, another playing in the National Youth Orchestra, and one in the National Youth Theatre. We have an extensive programme of enrichment activities, as well as a plethora of trips to destinations in the UK and abroad.

Our ethos is one of celebrating each girl as an individual, and allowing her to explore her own interests and gifts. We facilitate this through our extensive

academic curriculum (we offer 28 subjects at A Level) and a higher-than-normal amount of choice at GCSE. Scholarships are awarded for academic merit but also to those demonstrating exceptional talent in, and dedication to, Sport, Music, Drama and Art. The School is committed to widening access, and offers a number of means-tested bursaries.

We place great emphasis on the importance of pupils' happiness and wellbeing, which we support through outstanding pastoral care, our extensive co-curricular programme and an open determination to inject fun wherever possible.

Our girls have no uniform, and our dress code allows them enormous scope to explore their own sense of style and to come to school feeling comfortable and confident in what they are wearing. Girls have many opportunities to provide feedback or present their own ideas, particularly in terms of charity events, which are a regular feature.

The Senior Management Team currently comprises the following staff members:

- Principal
- Vice Principal
- Bursar
- Director of the Junior School
- Director of Curriculum
- Director of Teaching, Learning & Assessment
- Director of Pastoral Care
- Assistant Director of Pastoral Care
- Head of Sixth Form

The Junior School has an additional leadership team, which currently comprises the following staff members:

- Director of the Junior School
- Director of Studies
- Director of Outreach & Operations
- Senior Tutor
- Teaching & Learning Coordinator

Our Board of Governors maintain regular contact and incorporates professionals from a range of fields. We are also fortunate to benefit from a strong and supportive PTA

Queen's Gate's stated aims are to create a secure, happy, yet stimulating environment in which each girl can realise her academic and personal potential.



# THE ROLE



Queen's Gate is a happy, bustling GSA day school for girls aged 4 –18, ideally situated in South Kensington to take advantage of the many educational and cultural opportunities on offer.

We wish to appoint from October 2025 a well-qualified HR Manager to join our operations staff. Reporting to the Bursar, this role will work closely with her, the Principal and other senior leaders to ensure the school is able to recruit and retain outstanding staff, and so support us in our aims to deliver an excellent educational experience. This position has particular responsibilities for ensuring the School's fulfilment of our vital duties relating to safer recruitment and the safeguarding of pupils. As HR Manager, the role will be the first port of call for staff employment enquiries, and will oversee the management of specific HR- related cases. This role will also support the Bursar and Facilities Manager in the administration of checks relating to Health and Safety, to ensure the School's full compliance with HSE and ISI regulations.

The draft job description is attached, but may be adjusted to take into account the expertise of the successful candidate. While we anticipate this role is likely to be full-time, as an inclusive employer, we would be interested in hearing from those who would like part-time or more flexible hours. It should be noted that this role is expected to be mostly performed onsite, although some remote working may be practicable. We are based on Queen's Gate itself, conveniently located halfway between South Kensington and Gloucester Road Underground Stations. The successful candidate will be joining a warm, supportive community, with the opportunity to form close, positive working relationships with both teaching and operations staff.

The salary for this role will be: circa £60-65k per annum (Full Time Equivalent) depending on experience and qualifications.

Queen's Gate is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask shortlisted applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the Disclosure and Barring Service ("DBS") filtering rules) in order to assess their suitability to work with children. The School may carry out online searches on shortlisted applicants, for which all such applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

Prior to employment commencing, successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the ("DBS"). Successful applicants will also be required to produce evidence of qualifications, identity, and the right to work in the UK. Two references will be taken up, one of which will be with the most recent employer. They will also be required to complete our Health Questionnaire.

All those working at Queen's Gate share in our responsibility to safeguard and promote the welfare of the children and young people in our care. This will include completing regular training and maintaining a good awareness of key policies and procedures relating to our safeguarding duties. Where a role has specific or additional responsibilities in relation to safeguarding, this will be detailed within the job description.

# THE PERSON

## Essential Criteria

### Education / Qualifications / Training:

- Educated to degree level.
- HR qualification with a minimum of CIPD membership at a minimum of Level 5 .
- Commitment to continuing professional growth and development

### Experience:

- Familiarity with safeguarding and child protection protocols in educational settings including safer recruitment legislation and practice
- Proven track record in shaping and guiding an HR department in alignment with organisational goals, including the capacity to challenge, engage, and influence decisions.
- Experience enhancing HR systems and methodologies, including the implementation and maintenance of technology in HR.
- Significant experience developing HR policy and procedures.
- Knowledge of current HR best practice and issues affecting the sector.
- Experience in management of change projects.
- Insight into flexible remuneration structures and recent trends in employee rewards and development.
- Prior experience working in a school environment and knowledge of the Independent School sector.
- Experience creating & executing diversity and inclusion strategies.
- Experience in drafting employment contracts.

### Skills / Characteristics:

- Comprehensive knowledge of primary employment laws and HR compliance.
- Proficient recruitment abilities, including effective use of social media and professional networks.

## Essential Criteria - Skills / Characteristics: (continued)

- Excellent knowledge of GDPR requirements
- An understanding of the need for discretion and confidentiality in all dealings
- Able to balance the delivery of strategic advice whilst ensuring an accuracy of administrative detail that is second to none
- Excellent written and spoken communication skills
- Able to relate to and engage with stakeholders at all levels
- Excellent IT knowledge and confident usage of Microsoft applications including excel
- Methodical, organized, and detail-oriented approach.
- A proactive attitude combined with the capacity to remain poised and effective under pressure.
- Independent work ethic, coupled with leadership qualities, team collaboration, strong persuasion skills, and a balance of diplomacy and assertiveness.
- Reflective nature, open to listening to others, and welcoming feedback.

## Desirable Criteria

### Education / Qualifications / Training:

- CIPD Level 7 Qualification

### Experience:

- Prior management of a Single Central Record.
- Experience in managing payroll processes.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Prior to employment with us, the successful candidate(s) will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. They will be required to produce evidence of qualifications, identity and the right to work in the UK and to complete our Health Questionnaire.. Two references will be taken up, one with the most recent employer.



# APPLICATION PROCESS

Queen's Gate is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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Successful applicants will also be required to produce evidence of qualifications, identity, and the right to work in the UK. Two references will be taken up, one of which will be with the most recent employer. They will also be required to complete our Health Questionnaire.

All those working at Queen's Gate share in our responsibility to safeguard and promote the welfare of the children and young people in our care. This will include completing regular training and maintaining a good awareness of key policies and procedures relating to our safeguarding duties. Where a role has specific or additional responsibilities in relation to safeguarding, this will be detailed within the job description.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form. This can be found at the end of our application form. The form will be separated from your application on receipt. The information on this form will be used for equality monitoring purposes only and will play no part in the recruitment process.

Queen's Gate School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. We welcome applications from all sections of the community.

An application form and further details may be downloaded from our website [www.queensgate.org.uk/join-us/employment-opportunities/](http://www.queensgate.org.uk/join-us/employment-opportunities/). When completed, the application form should be sent by email to [recruitment@queensgate.org.uk](mailto:recruitment@queensgate.org.uk) together with a covering letter to the Principal, to arrive no later than **12:00pm on Monday 28<sup>th</sup> July 2025**. First round interviews will be held later that week. **Applications must be made via the Queen's Gate application form; those received via other formats may not be considered**

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