



HUMAN RESOURCES MANAGER

Required to start January 2027

35 hours per week, Monday to Friday - Term time plus 7 weeks

Actual Salary Range: £44,051 to £49,117 (dependant on experience)

We are seeking to appoint an experienced, Human Resources Manager to provide strategic leadership and operational management of the schools HR function. You will work closely with the Head, Bursar and other members of the Senior Management Team to ensure the effective management of all HR matters across the school.

The successful candidate will have:

- Experience in a similar HR role with practical knowledge of employment law and employee relations
- Strong business, organisational and management skills with attention to detail
- The ability to manage multiple priorities and work effectively under pressure
- A positive, approachable and professional manner
- Discretion and integrity when handling confidential, sensitive information
- Sound judgement and the confidence to make decisions
- Experience of drafting and implementing HR policies and procedures
- Excellent written, verbal and numerical skills
- Knowledge of HR information management databases such as iSAMS, PASS or similar
- Flexibility and a willingness to contribute across the school's support functions
- The ability to build effective working relationships with staff at all levels.



We can offer you:

- An enthusiastic, welcoming and supportive team of colleagues
- A supportive senior management team committed to improving standards
- A school that is committed to the wellbeing of all staff
- Our commitment to your professional development

The closing date for applications is Thursday 5 November 2026 Interviews to be held on Friday 13 November 2026

The school reserves the right to appoint before the closing date, so early applications are advised.

Further information and an application pack is available on the school website: www.farringtons.org.uk

Farringtons School is set in 25 acres of beautiful grounds close to London. We provide an excellent academic and supportive day and boarding environment for girls and boys age 2.5 -18.

The School is a member of MIST (Methodist Independent Schools Trust)

We are committed to encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds.

Farringtons School is committed to safeguarding and promoting the welfare of children and we will check the suitability of staff to work with children.

The school follows safer recruitment checks which includes obtaining references, right to work checks and as this role will involve direct contact with children, all staff are required to undertake an enhanced DBS check through the Disclosure and Barring Service.

All shortlisted candidates will undergo online screening checks. This practice is part of the "Keeping Children Safe in Education" (KCSIE) statutory guidance, which recommends schools conduct online searches for due diligence on shortlisted candidates to identify any publicly available information that might relate to their suitability to work with children

