



Mrs Laura Ellener, Headteacher
Burlington Lane, London W4 3UN.
Telephone: 020 8747 0031 Fax: 020 8747 6620
Email: enquiries@chiswick-school.org
www.chiswick-school.org

HR Manager - Job Description & Person Spec 1 September 2026

Contract term: Term Time Only (plus two weeks)

Hours: 36 hrs/week

Salary: £40,180 - £42,059 (fte)

LM: Dir of HR

JOB OVERVIEW

The HR Manager will work closely with the Director of HR to provide a high-quality and efficient HR service across the School, delivering effective administrative support through every stage of the employee lifecycle. You will play a key role in ensuring the school is fully compliant and offers colleagues clear, competent, empathetic support and guidance.

The HR Manager will have particular responsibility to ensure that HR processes are planned throughout the year, managed and recorded (absence management, employee probation and appraisal processes etc) and at all times will ensure compliance in line with KCSIE.

KEY RESPONSIBILITIES

Ensure that the Single Central Register, personnel files and all other HR systems are in line with KCSIE and other statutory requirements and the law

Absence Management:

Monitor and coordinate sickness absence processes, including tracking absence levels, identifying triggers, and arranging formal and informal absence meetings for the Dir of HR.

- Respond and handle all aspects of the absence management process
- Prepare absence documentation, produce reports, and maintain oversight of ongoing cases to support fair, consistent, and timely management decisions.
- Under the guidance of the Dir of HR manage end-to-end processes for maternity, paternity, adoption, fertility treatment and shared parental leave, providing clear and legally compliant guidance to employees and managers.
- Meet with employees to explain compassionate leave entitlements, timelines, and documentation requirements in a supportive and professional manner.

Employee Performance (Probations & Appraisals):

- Liaise through reporting lines to ensure probation and appraisal processes are completed accurately and within required timeframes across the whole school.



Onboarding/Offboarding:

- Coordinate and support onboarding and offboarding processes, including system access, documentation, inductions, and exit procedures, ensuring a positive and compliant employee experience.
- Assist with recruitment activities as required, including advertising, coordination, pre-employment checks, and onboarding support, induction days.
- Ensure full compliance in line with KCSiE
- Conduct and document exit interviews, identifying key themes and trends to inform HR reporting and continuous improvement.

Additional Duties:

- Maintain and update HR systems and platforms, ensuring data accuracy, integrity, and effective use.
- Maintain accurate, confidential, and compliant employee records in line with GDPR and organisational requirements.
- Maintain staff confidentially
- On occasions assist the Finance Manager in the administration of the payroll
- Conduct check-in meetings with new starters and support the delivery and analysis of new-starter surveys to inform onboarding improvements.
- In conjunction with the Dir of HR ensuring that policies, and guidance are up to date, accessible, and user focused.
- Produce routine and ad-hoc HR reports to support management oversight and informed decision making.
- Work collaboratively to continuously improve HR processes and the overall employee experience.
- Undertake any additional duties as reasonably required by the Dir of HR/Headteacher.

This job description is only a summary of tasks and duties expected and does not outline all the duties associated with this role. The postholder will also be expected to undertake any other reasonable duties as directed by the Dir of HR and/or Headteacher.

The Headteacher reserves the right to make changes to this JD in line with the need of the school and in consultation with the postholder.

HR Manager - Person Specification

Training, Qualifications and School Experience		
Applicants will demonstrate and evidence in the letter of application and application form that they have the following training, qualifications and experience.		
Qualifications	Essential	Desirable
Educated to degree level or with appropriate HR qualifications or experience	x	
CIPD Level 3 Qualified or working towards		x
Up to date knowledge of employment law and its practical applications	x	
Familiarity with KCSiE and School Compliance		x
Experience	Essential	Desirable
Experience of working in an HR department for at least 2 years	x	
Experience of working in a school/other Educational setting		x
Experience of implementing HR policies and procedures	x	
Experience of employee relations and compliance	x	
Skills, Qualities & Attributes	Essential	Desirable
Calm and professional under pressure, with an ability to demonstrate sound judgement and timely action when appropriate.	x	
Understanding of safeguarding within a school and a robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action	x	
Good understanding of and demonstrated ability to apply data protection requirements and maintain confidentiality.	x	
Must be highly adaptable and able to respond effectively to tasks and priorities that may change at short notice	x	
Strong interpersonal, written, and verbal communication skills, with the ability to build positive working relationships with all stakeholders.	x	
High levels of organisation, attention to detail and self-motivation	x	
Ability to prioritise and meet deadlines	x	
Ability to demonstrate tact, diplomacy and sensitivity when necessary.	x	

Willingness to adopt and promote the values and culture of the School	x	
This role requires a candidate who is flexible and adaptable	x	
Good sense of humour	x	
Enthusiastic, with an eagerness to learn and develop skills.	x	
Ability to think strategically and work collaboratively in alignment with the School's values and mission	x	
Excellent IT skills, including Microsoft Office and SIMS, with a strong focus on data accuracy and system maintenance.	x	

Chiswick School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure and Barring Service check, Internet Search check and all other statutory checks in line with KCSIE.