



### JOB DESCRIPTION

<b>Job Title:</b>	Head of HR
<b>Reports to:</b>	The Head
<b>Direct Reports:</b>	Senior HR Officer, HR Officer, HR Administrator, Head of Staff Induction

#### Job Purpose

The Head of HR will lead and manage a comprehensive, high-quality HR service across the school, supporting over 350 staff. The postholder will be responsible for the full employee lifecycle, ensuring compliance with employment law, Independent School regulatory frameworks, and safeguarding requirements, including Keeping Children Safe in Education (KCSIE).

The role will act as a trusted advisor to the Senior Leadership Team (SLT) and Senior Management Team (SMT), supporting strategic decision-making, organisational development, and workforce planning, while fostering a positive employee relations environment, including effective engagement with trade unions (NEU and NASUWT).

#### Key Responsibilities

##### Strategic Leadership

- Develop and deliver the School's HR strategy aligned with the overall strategic plan.
- Advise SLT and Governors on workforce planning, organisational structure, and change management.
- Lead on HR metrics, reporting, and workforce analysis to inform decision-making.

##### Employee Relations

- Oversee complex employee relations matters including disciplinaries, grievances, capability, and absence management.
- Build constructive working relationships with recognised trade unions (NEU and NASUWT).
- Ensure consistent, fair, and legally compliant application of policies and procedures.

##### Safeguarding & Compliance

- Ensure all HR practices comply with KCSIE and safeguarding requirements.
- Oversee safer recruitment processes, including DBS checks, SCR (Single Central Record), and pre-employment vetting.
- Maintain up-to-date knowledge of employment law and Independent School regulations.

##### Recruitment & Onboarding

- Lead recruitment strategy to attract and retain high-quality teaching and support staff.
- Ensure robust onboarding processes that reflect safeguarding priorities and organisational values.

##### Staff Induction

- Support the Head of Staff Induction in providing a comprehensive staff induction programme for all new employees (teaching and support staff).
- Ensure induction aligns with safeguarding requirements, including KCSIE compliance and safer working practices.
- Support delivery of statutory training (e.g. safeguarding, health & safety, compliance).



- Work with the Head of Staff Induction, SLT and line managers to ensure role-specific induction and effective onboarding experiences.

### **Performance & Development**

- Support leadership development and succession planning initiatives.
- Promote a culture of continuous professional development.

### **Pay, Benefits & Workforce Planning**

- Advise on pay structures, benchmarking, and benefits to ensure competitiveness.
- Support annual pay review processes and budget planning (aligned to £20m turnover context).
- Ensure effective workforce deployment and resource planning.

### **HR Operations**

- Lead and develop the HR team (Senior HR Officer, HR Officer, HR Administrator).
- Ensure efficient HR systems, processes, and record-keeping.
- Maintain accurate and confidential employee records in line with GDPR.

### **Coaching & Support for Line Managers**

- Act as a trusted advisor and coach to line managers across the school, building confidence and capability in people management.
- Provide proactive guidance on handling employee relations matters, including performance, absence, conduct, and wellbeing.
- Design and deliver training and development programmes for line managers on HR best practice, employment law, and safeguarding responsibilities.
- Support managers in embedding consistent and fair approaches to performance management and staff development.
- Promote a culture of accountability, continuous improvement, and high-quality leadership at all levels.

### **Culture & Wellbeing**

- Promote a positive organisational culture aligned with the school's values.
- Support wellbeing initiatives and staff engagement strategies.
- Support equality, diversity, and inclusion across the workforce.

### **Safeguarding**

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

### **General**

- Maintain the highest standards of confidentiality and integrity.
- Undertake other duties commensurate with the seniority of the role as reasonably required by the Head.

# Norwich School

## Head of HR



	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	CIPD Level 7 qualification (or equivalent experience)	Chartered MCIPD/FCIPD
<b>Experience</b>	Significant HR leadership experience in a complex organisation	Experience within education or independent schools
	Proven experience managing employee relations cases at a senior level	Experience working with NEU/NASUWT unions
	Experience of leading and developing an HR team	Experience in a multi-site or similarly sized organisation
<b>Knowledge</b>	Strong knowledge of UK employment law	Knowledge of Independent School regulatory frameworks
	Understanding of safeguarding and KCSIE requirements	Experience managing Single Central Record (SCR)
<b>Skills</b>	Excellent interpersonal and influencing skills	Coaching/mentoring qualification or experience
	Strong analytical and problem-solving ability	Experience using HR systems and data analytics tools
	Ability to operate strategically and operationally	Project management skills
<b>Personal Attributes</b>	High level of integrity and professionalism	
	Resilient and able to manage sensitive situations	
	Collaborative and relationship-focused	
	Commitment to safeguarding and promoting the welfare of children	



### **SALARY AND BENEFITS**

#### **Salary and Working Pattern**

This is a full time, permanent appointment and the salary is £58,000 per annum. Hours of work are 37.5 hours per week, typically Monday to Friday between 8:30am to 17:00pm. Flexibility in working hours and pattern is required to meet the changing needs of the school.

#### **Holidays**

Full time staff are entitled to 30 days of annual leave excluding the 8 days bank holidays, increasing to 35 days after five years' service. Up to 5 days leave are designated during the Christmas holiday period and will be set in advance. Support staff typically take their annual leave during the school holiday periods.

#### **Pension**

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

#### **Healthcare**

Staff may benefit from a heavily subsidised private healthcare plan. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

#### **Lunch**

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

#### **Salary Sacrifice Schemes**

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.