



HR Advisor

For further details please go to the Thomas's London Day Schools website: thomas-s.co.uk/join-our-team or email sflaherty@thomas-s.co.uk

thomas-s.co.uk



Application Details

Thomas's London Day Schools are seeking to appoint a HR Advisor to join the Group HR Team near Clapham Junction.

Due to expansion, we have an excellent opportunity for an experienced HR Advisor to join our busy and friendly team. This is a newly created and varied role to assist with providing a comprehensive generalist HR service to a portfolio of our London schools.

Working at Thomas's is unique. What sets it apart is an overwhelming sense of belonging felt by every one of our staff. Staff at Thomas's enjoy excellent benefits, unrivalled resources and equipment, mentoring and collegial support, as well as opportunities for professional development, further education, and promotion.

The Recruitment Pack should be read alongside the information available on our website.

For an informal conversation about the role, contact:
sflaherty@thomas-s.co.uk

Salary:
£40,000 - £45,000
Dependent on skills, experience, and qualifications.

Hours:
37.5 hours

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Closing date:
Monday, 5th January 2026

Start date:
To be mutually agreed

Benefits

- Continuous Professional Development opportunities.
- Employee Assistance Programme - offering a wide range of benefits to support employee physical, mental and financial health needs.
- Group Personal Pension Plan, administered by Aviva. The employer contribution is set at 5% of salary with the default employee contribution set at 3% of salary.
- Death in Service Benefit.
- 30 days annual leave (up to 15 days can be taken during term time) plus bank holidays.
- Cycle to Work Scheme.
- Salary Exchange Pension Scheme.
- Hybrid working.

Safeguarding

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here www.thomas-s.co.uk/policies/ under the 'Thomas's Policy' tab.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.

Welcome to Thomas's London Day Schools

Thomas's London Day Schools (TLDS) is a group of independent schools in South West London comprising of one kindergarten and five schools. Having gone through a significant period of expansion with the opening of our new school, Thomas's College in September 2025, it is an exciting time to join Thomas's London Day Schools.

TLDS employs over 700 staff who work in the individual schools and in a central office in London. The HR Department is based in the Thomas's Group office at Plantation Wharf, 10 minutes walk from Clapham Junction station.

We are seeking to appoint a HR Advisor to support the HR provision for the portfolio of Thomas's schools.

Working within the HR department, the HR Advisor will play an important role in supporting a portfolio of our schools with comprehensive HR support and advice. The HR Advisor will have line management responsibility for the HR & Recruitment Administrator that supports their portfolio of schools.

Previous generalist HR experience is required, experience of working within an education environment would be an advantage.

Applicants should have a proven track record of delivering excellent HR support and exhibit a proactive, "can-do" attitude. Additionally, they should be ready and willing to assist colleagues within the department as needed.



Thomas's London Day Schools

Welcome

A family-run group

Welcome to Thomas's London Day Schools. We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of two and eighteen.

Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.

Aims

We aim:

- To offer an exceptional education to young people aged 2 to 18 which is forward-thinking and outward-looking, with kindness at the core.
- To ensure that every member of our school communities learns and lives by a strong set of values.
- To enable our pupils to achieve academic success through a broad curriculum and a four-dimensional approach to education which develops knowledge, skills, character and metacognition.

Vision

Net contributors to society

Our vision is that every pupil leaves Thomas's with core values and a strong sense of social responsibility; inner strength and positive physical and mental health; academic success and a wide range of skills, interests and attributes; curiosity about the world and a love of learning. We strive to ensure that a Thomas's education equips all of our pupils with optimism about and preparedness for the future, setting them on a path to become net contributors to society and to flourish as successful, conscientious and caring citizens of the world.

Values

We subscribe to ten core values:

- Kindness and Courtesy
- Honesty and Respect
- Perseverance and Independence
- Confidence and Leadership
- Humility and being Givers, not takers

*The Heads and Principals
Thomas's London Day Schools*

The Role

HR Advisor

Reporting to:

HR Manager

Duties and Responsibilities

- Providing face to face generalist HR advice, guidance, and support to a portfolio of Thomas's schools, including advising on HR policies and procedures such as recruitment & selection, employee benefits, performance management, employee relations, training, and development & absence management (escalating more complex issues to the HR Manager and / or Group HR Director).
- Under the supervision of the HR Manager, undertake casework across your portfolio of schools (escalating as required): flexible working, supporting restructures, sickness absence, family leave, grievances and disciplinaries.
- Acting as main on site liaison with Heads of Sport, Clubs Coordinators, and Thomas's Outdoors Education and Sustainability Department regarding the recruitment and use of ad hoc and zero hours staff.
- Acting as main on site liaison with Recruitment Agencies regarding the appointment of temporary staff.
- To be responsible for the coordination of vetting checks for all ad hoc staff, volunteers, contractors, clubs staff and sports coaches across the schools.
- Support Department Heads in the recruitment of all cross school staff. (Cross school staff are those appointed to work flexibly across all schools in the group).
- To be responsible for the recording of all checks for ad-hoc staff (as detailed above) on the SCR.
- Ensure that the SCR is maintained in accordance with regulatory guidance.
- To provide support and training to administrators in the individual schools on safer recruitment processes.
- To assist line managers in compiling job descriptions, person specifications, and recruitment adverts.
- To sit on interview panels as required.
- To implement, then manage, the induction process for all cross school staff (ie. those staff whose roles mean they work across all schools in the Thomas's London Day Schools group).
- Prepare and issue offer letters, contracts, and contract variations.
- Proactively monitor probationary periods, ensuring that line managers are reviewing performance.
- Support line managers with Annual Performance Reviews.
- Work with the external occupational health advisors, making staff referrals as and when needed.
- Line management of the HR & Recruitment Administrator that supports their portfolio of schools.
- To support the subsequent maintenance of the HR system, inputting and updating information as required, and assisting with any HR metrics required.
- To take on projects as directed by the Group HR Director or HR Manager.
- Keep abreast of employment legislation and any upcoming changes.
- Undertake any other reasonable duties as required by the Group HR Director or HR Manager.
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Person Specification

Skills, Experience and Qualifications

Essential:

- Educated to degree level or hold a CIPD qualification.
- Experience of HR advisory work.
- Knowledge of UK employment law.
- The ability to work with discretion at all times.
- Excellent verbal and written communication skills.
- Efficiency, accuracy, and attention to detail.
- Good time management with the ability to work under pressure and prioritise as necessary.
- An ability to work both independently and as part of a team.
- Strong IT skills including Gmail and Google Suite.
- Willingness to learn, develop, and improve.

Desirable:

- Previous experience of working in the education sector.
- Administrative experience within an HR function.
- Working knowledge of HR databases, specifically iTrent.



Further Information

Reporting to:

HR Manager

Contract:

This role is a full-time, year-round role.

Salary:

£40,000 - £45,000 (depending on experience and qualifications)

Holiday:

30 days (up to 15 days can be taken during term time) + Bank Holidays

Location:

London Group office with occasional travel to other Schools (London) for meetings as required.

Flexible Working:

Some flexibility can be offered to work from home. This would likely be a minimum of 3 days a week based in the office, with the option of up to 2 days a week working flexibly from home. The needs of the schools will dictate the days spent in the office and at home.

The HR Team:

The team consists of 8 members: Group HR Director, HR Manager, Senior HR Advisor, 2 HR Advisors, 3 HR and Recruitment Administrators. The HR Advisor role reports into the HR Manager.



This role involves regular contact with children and falls within the category of regulated activity; therefore, the school will conduct safeguarding checks, including an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

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 and work in accordance with our child protection policies and procedures.

The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and will be required to adhere to the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) immediately.



**Be Kind
Be Thomas's**