



Kimbolton School

C A M B R I D G E S H I R E



APPLICATION PACK

Human Resources Officer

Required from the earliest opportunity



Welcome From Will Chuter, Headmaster

I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, consisting of a stylized 'W' followed by a long horizontal line.

Will Chuter
Headmaster



Job Description

Human Resources Officer

Required from the earliest opportunity

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 3 -18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 350 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimboltonschool.com.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

The HR Officer will work closely with the HR Recruitment & Onboarding Administrator and HR Manager to administer HR procedures across both the Senior and Preparatory Schools. This is a varied role requiring someone who can work effectively in a fast-paced environment, manage competing priorities and provide a responsive service. The role has a particular focus on working closely with the HR Manager to ensure a high-quality, professional, friendly and efficient HR service that meets the needs of the School.

Main Duties

HR Database:

- Storing and processing of HR data in line with GDPR requirements.
- Create, maintain and audit employee information kept on the database.
- Assist the HR Manager with the implementation and continued development of the HR/Payroll system (iTrent), to include further roll-out of modules and workflows.

- Setting up and running reports as required.

Appraisal/Performance Management:

- Support the HR Manager with the implementation of an appraisal/performance management system across the whole school.
- Support managers through the performance management process as required.
- Co-ordinate the performance management process, ensuring that line managers complete performance management meetings and paperwork on time.
- Support managers with the ongoing training and development of staff (as outlined in the staff appraisal process).

Employee Relations and HR Policy:

- Provide generalist first line HR advice to line managers to ensure compliance with employment legislation as well as a positive employee relations climate.
- Assist with the upkeep of all HR documentation including the staff handbook, templates and processes, revising where necessary.
- Develop knowledge and understanding of School policies and procedures.
- To provide support to the HR Manager and other Line Managers/Heads of Department in the administration of disciplinary, capability, grievance, redundancy and other HR casework, including taking minutes at formal HR meetings ensuring notes are accurately typed up.
- To assist and support the HR Manager with project work.

Absence Management:

- Monitor the implementation of the School's absence procedures, providing advice and practical support to managers to ensure appropriate and timely action is taken.
- Support managers with the management of sickness and other types of absence, including review meetings, risk assessments, Occupational Health referrals, workplace adjustments and phased returns to work, where appropriate.
- Maintain accurate, up-to-date and confidential absence records and documentation on the HR system, including sickness, carer's leave, emergency leave and other relevant types of absence.
- Monitor and report on absence data, identifying trends, patterns or concerns requiring further management action.
- To support the HR Manager with the administration of Occupational Health referrals and sickness management cases.

General:

- Ensure that correspondence, enquiries and problems are dealt within an appropriate manner and that strict confidentiality is maintained at all times, including the management of confidential papers and files.
- Colleague support – acting as the first port of call for the HR Recruitment & Onboarding Administrator to support them in delivering their role in full.
- Monitor any staff changes that impact upon Payroll, ensuring these are collated and shared monthly with the Payroll & Pensions Officer.
- Carry out all other general administrative duties including word processing, filing, photocopying etc which fall within the scope of this role.
- Maintain clear and efficient administrative process for all HR and Payroll activities.
- Actively contribute to the development of the HR service and the review of administration processes and procedures.
- Actively represent and promote the ethos and values of the School and promote and act at all times in accordance with the School's policies, e.g. Safeguarding, Health and Safety and Equal Opportunities.

Person Specification

Criteria	Essential	Desirable
Qualifications	GSCE level grade C/Level 4 or higher in Maths and English (or relevant equivalent).	Professional qualification in HR/Payroll (CIPD).
Knowledge, Understanding and experience (Up to date/current)	Experience of working in a busy generalist HR, Recruitment or administrative role. Knowledge of Employment law and its application. Highly computer literate with experience of data handling and IT systems (Microsoft applications, HRIS). Strong administration skills and the ability to maintain and implement effective records and systems. Excellent communication skills, particularly in the drafting of correspondence, formal letters and responding to queries. The ability to write clearly and concisely to produce and maintain documents and to effectively proof-read material for distribution. Understand and respect sensitivity of HR/Payroll information and employee records and ensure confidentiality of all written and verbal communications.	Experience of working in a school or educational environment. Experience of using iTrent. Experience of supporting Payroll. Understand the importance of safeguarding and safe recruitment within a school setting.
Personal and Professional qualities	Possesses excellent time management and organisation skills and can maintain a high standard of work under pressure. Strong interpersonal skills with a welcoming and engaging manner. Able to work well under direction but can also work autonomously when required. Has a pro-active attitude. Ability to demonstrate patience, flexibility and a sense of humour.	

Criteria	Essential	Desirable
	Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change. Demonstrates a commitment to developing own performance, through taking part in review exercises and training and development opportunities. Commitment to the protection of children and young people.	

Terms and Conditions

Reporting to:	Human Resources Manager
Liaise with:	HR Recruitment & Onboarding Administrator and Payroll & Pensions Officer
Accountable to:	Chief Operating Officer
Hours of Work:	30 hours per week, for 52 weeks of the year. To be worked Monday to Friday, with flexibility on start and end times provided the hours worked are between the office opening hours of 8 – 5.
Remuneration:	Actual salary £22,729 - £23,244 (scale points 030 – 031). FTE £28,412 - £29,064
Probationary Period:	Up to 5 months
Pension:	The School offers a contributory pension scheme
Lunches:	All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.
Additional benefits:	Details of the further benefits on offer can be found on the Kimbolton School MyNewTerm profile page .
Referees:	The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

How to Apply

To apply, please visit our [website](#) and follow the link to [MyNewTerm](#).

If you have any queries, please contact the HR team via recruitment@kimboltonschool.com or by calling 01480 862049.

Please submit your application by the closing date of **28th September 2026 at 9am**. Any late submissions will not be accepted.

Interviews will take place **2nd October 2026**.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies