



Queen's College, London

Established 1848

HR Advisor

Reporting to the Head of HR

The Role

A key member of the School's HR Team, the HR Advisor provides a professional and efficient HR service to both Queen's College, London and Queen's College Preparatory School. The postholder will work closely with the Head of HR and wider HR team to support the delivery of operational HR processes, provide high-quality advice and guidance on employee relations matters, and ensure the provision of accurate HR administration, management information and compliance documentation.

The role collaborates with colleagues across both Schools and other stakeholders to support effective HR operations, workforce data management, payroll administration, systems and compliance. The postholder will also contribute to employee wellbeing, reward and engagement initiatives that promote a positive, inclusive and high-performing workplace culture.

Key Responsibilities

- Provide a professional and timely HR advisory service to managers and staff across the College and Prep.
- Support the delivery of employee relations, performance management and absence management processes.
- Assist with the coordination of recruitment and onboarding activities, ensuring compliance with safer recruitment requirements.
- Maintain accurate HR systems, workforce data, payroll information, reporting and compliance records.
- Support staff wellbeing initiatives, employee benefits and engagement activities.
- Assist with the development of HR policies, procedures and projects that contribute to a positive workplace culture.

HR Systems, Data and Workforce Reporting

- Maintain accurate and up-to-date workforce data, HR records and employee information across all HR systems.
- Support the development, testing and continuous improvement of HR systems and processes.

- Prepare, validate and submit payroll-related data and reports within agreed timescales, ensuring accuracy and compliance.
- Produce regular workforce metrics and management information, including absence, recruitment, training and staffing reports.
- Conduct data audits and validation checks to ensure accuracy, consistency and compliance.
- Support internal and external audit requirements.
- Maintain appraisal records, training records and compliance monitoring information.
- Support the maintenance and compliance of the Single Central Register.

Recruitment

- Assist with the coordination of recruitment activity from advertisement through to onboarding.
- Prepare and maintain recruitment documentation, including job descriptions, adverts and offer paperwork.
- Liaise with candidates and recruiting managers throughout the recruitment process.
- Coordinate interview arrangements and candidate communications.
- Ensure all pre-employment checks and recruitment records are completed in line with safeguarding and safer recruitment requirements.
- Create and maintain accurate employee records for new starters.

Employee Relations

- Provide timely and pragmatic advice to managers and staff on employment matters, HR policies and procedures.
- Support managers in addressing employee relations issues fairly, consistently and in accordance with employment legislation and best practice.
- Advise on and coordinate disciplinary, grievance, capability and performance management processes.
- Attend formal meetings and hearings, providing procedural guidance and administrative support as appropriate.
- Support attendance management processes, including monitoring trends, advising managers and coordinating occupational health referrals.
- Maintain up-to-date knowledge of developments in employment law and HR best practice to support effective people management.

Staff Wellbeing and Benefits

- Support the delivery of staff wellbeing initiatives that promote employee engagement, health and wellbeing across the School.
- Assist in the administration and promotion of employee benefit schemes.
- Research and evaluate potential new employee benefits and wellbeing initiatives.
- Support staff communications relating to wellbeing, reward and benefits.
- Lead on the implementation and communication of annual salary review processes.
- Contribute to initiatives that help Queen's remain an employer of choice and a positive place to work.

HR Administration & Project Support

- Act as a first point of contact for HR enquiries, providing advice and guidance or escalating matters as appropriate.
- Draft employment documentation and correspondence, including contractual changes and employment letters.
- Support the review, development and implementation of HR policies, procedures and guidance documents.
- Process and submit payroll changes, ensuring that employee data and contractual variations are accurately recorded and communicated to payroll within required deadlines
- Maintain organised and compliant HR filing and record management systems.
- Coordinate leaver processes, including exit interviews and employment administration.
- Provide administrative support to the Head of HR, including meeting preparation, minute taking and reporting.
- Support HR projects and continuous improvement initiatives across the HR function.

Other Duties

- Participate in training, meetings and professional development activities as required.
- Undertake additional duties and responsibilities commensurate with the level of the role.

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children

Person Specification

The successful candidate is highly likely to have the following qualifications, skills and experience:

Essential

Experience

- Experience of handling complex employee relation matters fairly and confidently
- Experience of supporting the development of positive people practices through performance management, employee communications, reward and effective HR policies and procedures.
- Experience of maintaining HR systems and employee records, ensuring accuracy and data integrity.
- Experience of producing and analysing workforce data, management information and reports.
- Experience of creating new systems and processes to develop efficiency
- Demonstrable experience in an HR advisory capacity

Knowledge

- Sound knowledge of employment legislation and HR best practice.
- Understanding of HR policies, procedures and employee lifecycle processes.

Skills

- High level of computer literacy, particularly HR systems, Outlook, Word, Excel
- Excellent interpersonal, written and spoken communication skills with strong listening skills
- Able to maintain high levels of confidentiality and handle sensitive information appropriately
- Able to provide pragmatic HR advice to senior staff and managers
- Strong organisational skills to plan and manage own workload with the flexibility to adapt to changing demands

Personal Attributes

- Approachable with excellent people skills
- A strong team player, able to build strong working relationships with internal and external parties by dealing calmly, professionally and effectively with staff at all levels
- Confident to use own initiative and make decisions
- Committed to own continuous personal development
- Demonstrates professionalism, integrity and sound judgement

Desirable

- CIPD Level 5 qualified or equivalent experience
- Safer Recruitment trained
- Experience working within a school environment
- Understanding of the Single Central Register
- Payroll and pension experience

Terms and Conditions

- Permanent position
- Flexible working will be considered (full time or part time and/or term time only)
- Start date: November 2026
- The salary for this role is £45,000 - £50,000 per annum (FTE) dependent on qualifications, skills and experience
- Normal working hours: 0830 to 1700, Monday to Friday
- Free lunch in the Dining Hall during term time
- Defined contribution pension scheme (up to 10% employer contribution)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.