

HR Graduate Permanent, Full-Time, Full Year Contract

Whitgift is a leading independent day and boarding school for boys, with approximately 1500 pupils including over one hundred boarding pupils and flexi boarding pupils. It is set in an attractive 48-acre parkland site in South Croydon enjoying excellent links to London, Surrey and the south coast.

We are seeking to appoint an HR Graduate to support compliance, safeguarding, and HR data management in a role that requires meticulous attention to detail, professionalism, and autonomy in a busy school environment.

OUTLINE OF POST:

Role Overview

Reporting to the HR Recruitment & Compliance Manager, the HR Graduate will support the HR Recruitment and Compliance function within an independent secondary school. This role requires a detail-oriented, self-motivated individual who is committed to continuous organisational learning and their own development.

An essential part of this role is upholding safeguarding standards and handling confidential information with the utmost discretion and professionalism, alongside fulfilling compliance and stakeholder management, as well as undertaking administrative duties.

We are looking for someone who can work well in a team and are confident communicating clearly. Compliance is crucial but so is building good working relationships and you are likely to be a completer-finisher.

You are likely to have a proactive, data-driven and curious mindset. You will also be keen to develop strong interpersonal skills and enjoy working as part of a small team. You must be able to handle confidential information. Comprehensive training will be provided, including online and self-directed modules, as well as opportunities for guided learning and on-the-job support to help you build confidence and competence in the role.

Key Responsibilities

- Ensure compliance with employment law, school policies, and regulatory standards, supporting the school's approach to risk management.
- Conduct thorough and impartial review of HR documents, contracts, and records with high attention to detail and confidentiality.
- Assist in contract management, including monitoring terms, renewals, and collaboration with internal and external stakeholders.
- Manage relationships with staff, visitors, candidates, and external partners with professionalism, humility, and clear communication.

- With training in place, the expectation would be for the role holder to collect, analyse, and report HR data (such as recruitment, retention, turnover, training metrics) to support informed decision-making and ongoing improvement.
- Demonstrate perseverance and proactive problem-solving to address HR challenges and risks.
- Exhibit a humble, low-ego approach to foster a welcoming environment while also maintaining a professional approach towards visitors including interviewees and contractors.
- Maintain punctuality and flexibility, including the ability to work unsociable hours when required to support external meetings or meet last-minute deadlines.
- Use strong planning and organisational skills to manage multiple priorities efficiently.
- Proficiently use MS Office suite and HR data management systems.
- Uphold safeguarding responsibilities by adhering to school policies and statutory guidance to protect the welfare of children and young people.
- Handle sensitive and confidential information with absolute discretion, always maintaining confidentiality in accordance with data protection legislation and school policy.

Key Performance Indicators (KPIs)

- Accuracy and timeliness of compliance documentation and contract reviews.
- Quality, relevance, and timeliness of HR data analysis and management reports.
- Positive feedback from stakeholders regarding professional and confidential handling of HR matters.
- Compliance audit outcomes demonstrating full adherence to safeguarding and data protection policies.
- Effectiveness in risk management and timely escalation of issues.
- Self-driven work ethic with demonstrated ability to work autonomously and with great attention to detail.
- Reliable attendance and flexibility in meeting deadlines, including commitment to unsociable hours when necessary.
- Active participation in safeguarding training and organisational learning initiatives.

PERSON SPECIFICATION

Essential Criteria:

Experience:

- Possess a strong understanding of HR compliance, employment law, and /or safeguarding responsibilities, or be able to demonstrate the competency required to develop this knowledge.
- Exceptional detail-orientation and impartial document scrutiny.
- Excellent communication skills (verbal /written)
- High ethical standards, maintaining confidentiality and integrity.

- Proficiency in data analysis, reporting, and Microsoft Office tools, or be able to demonstrate the competency required to develop this knowledge.
- Artificial intelligence prompt experience is welcome, or a willingness and ability to develop this skill.

Desirable Experience:

- Some exposure to functions such as internal audits, risk assessment or onboarding and vetting practices would be desirable.
- Exposure to complex data sets.
- Customer facing experience.

Qualifications

- Graduate in Human Resources, Business, Law, or related discipline.
- Previous HR experience or internships preferred but not essential

Personal Attributes:

- Able to demonstrate a professional forward-facing persona.
- Highly self-motivated and disciplined, ability to prioritise working effectively within a team environment and with a variety of stakeholders.
- Open and proactive attitude towards organisational learning and development
- Robust organisational skills.
- Outstanding organisational and time management capabilities.
- Flexible and punctual, with readiness to work irregular hours as needed.

FURTHER INFORMATION

- Holidays are typically taken during school holiday periods.

A competitive remuneration package, including:

- A Pension Scheme (with Life Assurance cover)
- Free access to an Employee discount Club
- Access to our onsite gym (available at select hours) and our swimming pool (when available, access is extended to staff)
- Discounted school fees for the Foundation Schools (permanent posts only)
- Membership with BUPA
- Onsite parking, when available
- Lunch is available onsite, during term time only.

CONDITIONS OF SERVICE

This position is offered as a full-time, full year role.

The HR Graduate will work 5 days per week and the hours for this role are 8.30 am – 5.30 pm (40 hours per week) with a one-hour unpaid lunch break. There will be occasional requirement for flexibility with start and finishing times to meet the needs of the school. Any changes will be mutually agreed in advance with your line manager.

The salary range for this post will be Point 16-19 on the John Whitgift Foundation Support Staff Salary Scale. The full-time salary will be between £30,529 gross pay per annum (at Point16) to £32,436 gross pay per annum (at Point 19), depending on qualifications and relevant experience.

The quoted salary ranges will increase as of 1 September 26 in line with the approved pay increase.

APPLICATION INFORMATION

We welcome applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at SchoolHR@whitgift.co.uk.

We invite interested candidates to apply as soon as possible as applications will be reviewed on a daily basis, and interviews may take place at any time. This vacancy may close earlier than the stated deadline if sufficient applications are received, so early submission is encouraged.

In line with Home Office requirements under the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to demonstrate their right to work in the UK by presenting original documents evidencing their identity and eligibility to work in person. Right to work checks may also be completed using the Home Office online right to work checking service (share code).

The School also requires sight of original qualification and professional membership documents as detailed in the application.

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service, online media checks and overseas checks. It is an offence to apply for a role at the school if you know that you are barred from regulated activity with children.

All roles within the school involve contact with children and are therefore classed as regulated activity. Child protection and safeguarding are the responsibility of everyone who works or volunteers in our school. All staff must be committed to providing a safe environment for children and supporting the school's safeguarding ethos.

The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to declare all convictions and cautions, even those that are “spent” unless they are “protected” under the DBS filtering rules, to assess suitability to work with children. Shortlisted candidates will be asked to disclose information relevant to safeguarding prior to interview.

July 2026