



Queen's College, London

Established 1848

Head of HR (part-time)

The Role

The Head of HR will provide strategic and operational leadership of Human Resources at Queen's College London, ensuring that HR policies, practices, and the culture support the College's educational mission and values. The postholder will act as a trusted advisor to the Bursar, Principal, and Senior Leadership Team, while managing a team of two HR Advisors and overseeing all aspects of HR, including employee relations, recruitment, safeguarding, compliance, reward, wellbeing, and organisational development. This role will support both the College and the Prep School.

Key Responsibilities

Reporting to: Bursar

Strategic HR Leadership

- Develop and deliver an HR strategy aligned to the College's strategic plan and values.
- Advise the Bursar, Principal and Senior Leadership Team on people-related matters, including employee relations, workforce planning, and change management.
- Promote a positive, inclusive, and high-performance workplace culture with effective employee communication and engagement.
- Work with other 'Heads of' in the Business and Ops team to ensure an effective support function to the academic teams and the business as a whole.

HR Operations & Employee Relations

- Lead and manage employee relations matters, including performance management, absence, disciplinary, grievance, and capability processes.
- Ensure HR policies and procedures are up to date, legally compliant, communicated to staff and consistently applied.
- Provide expert advice to line managers on employment law and HR best practice.

Recruitment, Selection & Onboarding

- Oversee recruitment and selection of all staff, ensuring best practice, safeguarding compliance, safer recruitment and equality of opportunity.
- Develop effective induction and onboarding processes across teaching and Business and Ops staff.
- Ensure probational periods are managed and signed off.
- Develop the employer brand and value proposition for Queen's College, London.

Safeguarding & Compliance

- Ensure safer recruitment practices are followed at all times.
- Maintain accurate digital and paper HR records, including SCR data for all employees and 3rd parties.
- Ensure compliance with employment law, safeguarding, right to work, GDPR, and regulatory frameworks.

Reward, Pay & Benefits

- Manage pay reviews, benefits, and contracts in line with College policy and budget.
- Advise on job evaluation and role benchmarking.
- Review the structure of pay scales and policy with the Bursar.
- Review staff benefits and develop a more flexible benefits offering.

Learning, Development & Wellbeing

- Support staff professional development and leadership programmes.
- Ensure all compliance and regulatory training is identified and completed.
- Review annual training calendars and ensure these are communicated to staff.
- Promote staff wellbeing, engagement, and retention through programmes.

HR Systems & Data

- Oversee HR systems and data management, ensuring confidentiality and accuracy.
- Use HR metrics to inform leadership decisions and reporting.
- Ensure all key HR data is tracked and reported to the Bursar and Principal.
- Work with the Bursar and Finance Director to develop HR budgets, services and monitor spend.

Team Management

- Lead and develop the HR team, ensuring high-quality service delivery across the College.

Person Specification

Essential

- Significant senior HR experience, ideally within education or a similarly complex setting.
- Strong knowledge of UK employment law and HR best practice.
- Proven experience of employee relations and advising senior leaders.
- Excellent communication, organisational, and interpersonal skills.
- A strong understanding of how to engage with senior leadership teams and collaboratively bring HR to the forefront.
- Previous experience of embedding process and procedural change in HR
- Commitment to equality, diversity, and safeguarding.
- Excellent interpersonal, written and spoken communication skills with strong listening skills.
- Able to maintain high levels of confidentiality.
- An excellent people manager and 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.
- Strong organisational skills to plan and manage own workload with the flexibility to adapt to changing demands.
- Committed to own continuous personal development.

Desirable

- CIPD Level 5 or 7 (or equivalent experience). Degree-level education or equivalent.
- Experience in an independent school or education environment.
- Experience of organisational change or HR transformation.
- Knowledge of safeguarding and ISI requirements.

Other Duties

- Attend training sessions, as required.
- Undertake other reasonable duties that are commensurate with the post, as required.

Terms and Conditions

- Permanent position
- Part-time (3 to 4 days per week, or term time plus only)
- Start date: September 2026
- Normal working hours – 0830 to 1700
- The salary for this role will be £60,000 - £65,000per annum (FTE)
- Free lunch in the Dining Hall during term time
- Healthcare insurance (taxable benefit)
- 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.