



Kimbolton School

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



APPLICATION PACK

People 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

People 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 People Officer will provide practical advice and support to managers across the School on a broad range of people matters, including employee relations, attendance, performance, recruitment and employee development.

This is a varied role combining day-to-day people management support with responsibility for helping the School improve how it recruits, develops, and manages its staff. The postholder will work directly with managers to resolve issues at an early stage, support effective performance and attendance management, and contribute to improvements in the employee experience.

Working alongside the HR Manager and HR Recruitment & Onboarding Administrator, the People Officer will also help develop the School's approach to people management, using workforce information and professional judgement to identify issues and opportunities for improvement.

The role requires sound judgement, confidence in advising managers and a practical approach to solving problems.

Main Duties

People advice and employee relations:

- Provide practical first-line advice to managers on employee relations matters including attendance, conduct, performance, capability, flexible working and other employment matters.
- Manage routine employee relations cases and support the HR Manager on more complex matters.
- Coach managers through difficult conversations and help them address issues promptly and proportionately
- Support disciplinary, grievance and capability processes, including investigations where appropriate.

Performance, attendance, and development:

- Support managers to set clear objectives, conduct effective PDRs and address performance concerns.
- Manage and advise on sickness absence cases, including short-term absence patterns, long-term absence, occupational health referrals, workplace adjustments and return-to-work arrangements.
- Analyse workforce information to identify trends or areas requiring management attention
- Support the identification and coordination of staff development arising from PDRs and wider organisational needs.

Recruitment and employee experience:

- Support managers with recruitment and selection, working with the Recruitment & Onboarding Administrator to ensure an effective candidate and onboarding experience.
- Support probation and induction arrangements and ensure that concerns are identified and addressed promptly.
- Contribute to work on employee engagement, retention and wellbeing.
- Support exit processes and identify useful themes from employee feedback and turnover.

People systems and improvement:

- Use iTrent and other workforce information to produce useful management information on absence, turnover, recruitment, performance and other people measures.
- Contribute to the development of clear, proportionate and effective people policies and processes.
- Identify opportunities to simplify and improve how the People function works.
- Maintain appropriate employee records and documentation and support the School's employment and safer-recruitment compliance.

Person Specification

Criteria	Essential	Desirable
Qualifications	GSCE level grade C/Level 4 or higher in Maths and English (or relevant equivalent). CIPD Level 3 or equivalent relevant experience.	CIPD Level 5 qualification, or willingness to work towards it, desirable.
Knowledge, Understanding and experience	Experience working in a generalist HR/People role and providing advice directly to managers.	Experience of working in a school or educational environment.

(Up to date/current)	Practical experience of employee relations matters such as absence, performance, conduct or grievance. Working knowledge of UK employment law and its practical application. Experience of working with managers to resolve people issues. Confidence using HR information and data to identify issues and support decisions.	Experience of using iTrent. Experience of supporting organisational change, employee engagement or people development initiatives. Understand the importance of safeguarding and safe recruitment within a school setting.
Personal and Professional qualities	Sound judgement and a practical, proportionate approach to people issues. Confidence to give managers clear advice and constructively challenge where necessary. Able to build credibility with employees and managers across the School. Able to work independently and take ownership of issues through to resolution. Able to apply policies and procedures with sound judgement, taking account of the circumstances rather than adopting an unnecessarily procedural approach. Curious about how the organisation works and willing to identify ways of improving it. Strong written and verbal communication skills. Discreet and able to handle sensitive information appropriately.	

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:	This is a 52 weeks per year role and we are looking for either 0.8 FTE or full time. Full time is 37.5 hours per week with an unpaid 30-minute lunch break. Start and finish times can be flexible within the office opening hours of 8am to 5pm.
Remuneration:	£32,000 – 35,000 per annum FTE
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 **12th October 2026 at 9am**. Any late submissions will not be accepted.

Interviews will take place on **15th and 16th 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