

REED'S
School

Feltonfleet
PREPARATORY SCHOOL

Candidate Information
HR Manager
(based at Feltonfleet School)

Reed's School
Sandy Lane | Cobham | Surrey | KT11 2ES
www.reeds.surrey.sch.uk
Registered Charity Number: 312008

Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An Introduction to Reed's School

Reed's School is a leading HMC independent day and boarding school, providing an education for around 800 pupils. We accept boys between the ages of 11 and 18 years, with girls joining in the Sixth Form. Reed's is predominantly a day school with approximately 10% of pupils boarding, spread throughout the year groups.

Although primarily day, the School benefits from all the facilities of a boarding school which provide the welcoming community feel that embodies our ethos and character.

Reed's is well-known for its innovative approach to learning, outstanding Arts and Music provision, and national and world-class Sports teams.

Our staff are recognised for their inspirational and dynamic approach to learning. The vast majority of pupils go on to attend their first-choice universities, with Russell Group universities being the most popular destinations. The ISI awarded the School "excellent" in all categories during its most recent inspection.

Situated in over forty acres of countryside in Cobham, Surrey, Reed's benefits from excellent transport links by rail, road and air. The School is a ten-minute walk to Oxshott Station, with a forty-minute journey into Central London while the A3 is a four-minute drive away with excellent links to Gatwick and Heathrow airport and the M25.



The History of Reed's School

Reed's School was established in 1813 by the prominent philanthropist and social reformer Reverend Dr Andrew Reed as a school for orphaned children. His belief that philanthropy and education have the power to transform the lives of children remains central to the ethos of Reed's. Through our Foundation the School continues to offer bursaries to approximately 10% of the pupils who have lost the support of one or both parents, be in need of pastoral care and financial assistance.

Although much has changed since the School was founded, our values-driven approach to education has remained the same. Through our core values of Integrity, Compassion, Curiosity, Resilience, Responsibility and Independence we are able to create a dynamic, exciting, and friendly environment where our pupils and staff thrive.

An Introduction to Feltonfleet School

Feltonfleet is an independent co-educational day and boarding school based in Cobham, Surrey, with a history dating back to 1903. It is set in 25 acres of attractive grounds and caters for children from 3 (Nursery) to 13 (Year 8).

Its central philosophy is that every individual matters, with an emphasis on developing confident, capable and considerate young people. Its four core values are honesty, responsibility, respect and kindness. Feltonfleet places considerable emphasis on combining academic achievement with personal development.

The school has an impressive range of facilities, including a 15-metre indoor swimming pool, a sports hall with climbing wall, extensive playing fields, floodlit all-weather pitches, tennis courts, dedicated music, art and design technology facilities, woodland areas for outdoor learning and the Ashbee Theatre, used for performances and productions. Sport and creative activities form an important part of school life, with opportunities for pupils to explore a wide range of interests and develop their individual talents.

The school promotes a broad curriculum, incorporating traditional academic subjects alongside sport, music, drama, art, design technology and outdoor learning.

An important part of their philosophy is that children should enjoy their childhood while being encouraged to fulfil their potential.



The History of Feltonfleet School

Feltonfleet was originally established in Folkestone, Kent, in 1903 as a preparatory boarding school for boys. The school relocated to its present site near Cobham during the First World War, centred around an impressive Victorian building and set in 25 acres of grounds.

During the Second World War, the school was evacuated from Cobham to Somerset for a period, before returning to its Surrey home. An important milestone came in 1994, when Feltonfleet began admitting girls, marking a significant change in the school's identity and development.

In May 2026 it was announced that Feltonfleet would merge with the Reed's School Charitable Foundation, establishing a seamless, co-educational pathway for families from the age of three through to A Level. The merged Trust comprises three outstanding schools: Reed's School (ages 11-18), Feltonfleet (ages 3–13), and Ripley Court (ages 3–11). All three schools share a common vision and ethos placing the child at the heart of education, with a focus on character, integrity, compassion, responsibility, inclusion and service.

The Role

This role sits within Reed's and Ripley Court School's HR function but is based on site at Feltonfleet Preparatory School. Reporting to the FeltonFleet Bursar with additional reporting line into the Reed's Director of HR.

The role is multi-faceted, with core responsibilities including recruitment, appraisal management, Individual Development Plans, employee wellbeing, performance management, leave and absence management, and advising senior management on staffing requirements and HR law.

The role also includes ownership of the Single Central Register.



Main Duties and Responsibilities

EMPLOYEE RELATIONS AND CASEWORK

- Keep up to date with changes in employment legislation and alongside the Director of HR, provide advice, guidance and administrative support to SLT members and line managers on all employee relationship matters, including but not exclusively:
    - o Absences – sickness, unauthorised, authorised, long or short term
    - o Disciplinary procedures, capability, grievance & redundancy
    - o Performance management
    - o Probation
- Provide trusted and pragmatic HR advice to managers and senior leaders, supporting them to manage people effectively, consistently and in accordance with employment legislation and School policies.
- Prepare confidential HR correspondence, including but not exclusively, salary changes, disciplinary decisions, job offers and contract changes.
- Assist the relevant members of staff in ensuring that all staff, peripatetic teachers, volunteers and sports coaches are trained and are aware and understand the policies, procedures and best practises designed to ensure compliance, specifically those relating to ISI regulatory requirements including safeguarding, child protection, Health and Safety and Welfare, Safer Recruitment and Data Protection, ensuring annual declarations to confirm the above have been completed.
- Oversee the full employee lifecycle, ensuring HR processes and documentation are managed accurately and efficiently from recruitment and onboarding through to changes in employment and termination.

RECRUITMENT, SAFEGUARDING & SAFER RECRUITMENT

- Lead the recruitment of all staff in accordance with the School's Safer Recruitment Policy and Procedures, which reflect Keeping Children Safe in Education (KCSiE).
- Support workforce planning, advising managers and senior leaders on staffing requirements, resourcing options and changes to staffing structures.
- Manage the recruitment process for external and internal recruitment, liaising with line managers to develop job descriptions and person specifications, posting and promoting job adverts, managing candidate pipelines, phone screening, interviewing and interview assistance to managers, calculation of salaries in liaison with the Bursar, and drafting offer letters and employment contracts.
- Manage the end-to-end recruitment and onboarding process for Gap Tutors joining the School each January, including screening applications, conducting online interviews, making offers and completing all relevant pre-employment checks and documentation. Maintain regular communication with Tutors prior to joining, ensuring visas, safeguarding checks and other requirements are in place. Coordinate their arrival and induction, working with relevant colleagues to ensure they are welcomed into the School community and have appropriate timetables, uniform and other arrangements in place to support a successful start.
- Ensure induction training is delivered and completed for all new staff.

HR POLICIES, PROCEDURES TRAINING & COMPLIANCE

- Review all contractual terms and conditions in line with employment legislation, including ensuring the School adheres to the Working Time Directive.
- Ensure the School complies with HMRC Employment Status guidelines where it employs non-payroll staff.
- Assist the Director of HR in developing, reviewing and implementing HR policies and procedures, ensuring they remain legally compliant, fit for purpose and aligned with the School's values and operational requirements.
- Oversight of FS Staff, Contractors and Peripatetic training.

HR REPORTING AND WORKFORCE DATA

- Produce and analyse HR reports and workforce data to support effective decision-making, including information relating to staffing, absence, turnover, recruitment, remuneration and other key HR metrics.

STAFF ABSENCE MANAGEMENT

- Monitor and manage staff absence, working closely with line managers and Occupational Health where appropriate, and provide advice and support regarding short- and long-term absence and return-to-work arrangements.

PAY, REWARDS AND BENEFITS

- Maintain accurate records of authorised salary and responsibility allowances and benefit entitlements, providing payroll with accurate and timely information affecting pay – including but not exclusively starters, leavers, absences, and changes in contracts or salaries.

Contd.

Main Duties and Responsibilities contd.

- Process all employee changes within the payroll system, ensuring accurate and timely monthly payroll processing.
- Advise the Bursar on current pay scales in relation to competitors and on other remuneration issues (see also Employee Relations and Casework, above).

EMPLOYEE ENGAGEMENT/STAFF EXPERIENCE

- Support initiatives that promote employee engagement, recognition, wellbeing and a positive staff experience, contributing to a culture in which staff feel valued and supported

PERFORMANCE, DEVELOPMENT AND WELLBEING

- Support the School's performance management process, analysing training needs identified in performance reviews and from other sources.
- Provide oversight of each employee's Individual Development Plan, including sourcing and implementing relevant and cost-effective training solutions. Where appropriate, lead and deliver training in areas of HR and compliance.
- Oversee the training budget, ensuring expenditure remains within budget and is allocated fairly and effectively to meet the organisation's training and development needs each year.
- Monitor mandatory training and compliance requirements, maintaining accurate records and working with managers to ensure staff complete required training within appropriate timescales.
- Support employee wellbeing, promoting a positive staff experience within the School's warm and welcoming culture.

HR SYSTEMS AND GOVERNANCE

- Maintain and manage the Single Central Register (SCR) and the HR database.
- Maintain accurate and up-to-date employee records across HR systems, ensuring data integrity, confidentiality and compliance with relevant legislation and School procedures.
- Identify opportunities to improve HR systems and processes, supporting the implementation of new systems, automation and more efficient ways of working.

HR PROJECTS/CHANGE MANAGEMENT

- Support and, where appropriate, lead HR projects and organisational change initiatives, including restructures, consultations, changes to terms and conditions and TUPE processes.

OTHER

- Undertake such other comparable duties as the Director of HR may require from time to time.
- Promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact.



Person Specification

QUALIFICATIONS

Essential

- Degree qualification

Desirable

- CIPD qualified

EXPERIENCE

Essential

- Previous experience of working within an HR function in a generalist role.
- Experience of working in an independent school, with prior knowledge of school regulatory compliance and awareness of company and charity law.

SKILLS & KNOWLEDGE

Essential

- Able to provide professional support at all levels of the School in matters relating to HR and compliance.
- Able to research, analyse and interpret legislation, with the confidence and ability to explain requirements to a variety of audiences.
- Able to work independently as well as part of a team, remaining highly organised and calm under pressure whilst meeting tight deadlines.
- Able to prioritise effectively, multi-task, plan and problem solve.
- Technologically literate, with a good working knowledge of Microsoft Office (Word, Excel, PowerPoint), Google Docs and staff databases.

PERSONAL COMPETENCIES AND QUALITIES

Essential

- Excellent interpersonal skills.
- Empathetic and a good listener, with a sound knowledge of HR processes.
- Organised, methodical and able to work on own initiative.
- A pragmatic approach to HR issues, and comfortable advising senior management on staffing requirements and HR law.
- The ability to maintain confidentiality where appropriate without compromising the integrity of the post, ensuring that compliance is not ignored, dismissed or breached.



Application Process

If you would like to find out further information regarding the role, please contact the HR department by email at **hr@reeds.surrey.sch.uk** or by telephone on 01932 869044.

Applicants should apply online via the link in the Vacancies page on our website: www.reeds.surrey.sch.uk/4401/vacancies

Safeguarding & Child Protection

Reed's 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, including checks with past employers and the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions & cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

ISI INSPECTION REPORT

JANUARY 2025

In our latest ISI Inspection (Jan 2025) Reed's were judged to have met all required standards. We were also delighted that the inspectors acknowledged a 'significant strength' (a rare plaudit reserved for an aspect of a school that is unique on a national basis) for our use of feedback to raise academic standards.

"Effective leadership ensures that the school provides a nurturing, inclusive environment where pupils thrive academically, socially and personally."

"Pupils are supported by a rich curriculum, dedicated pastoral care and extensive extra-curricular opportunities."

"Pupils are motivated learners who are eager to succeed"

"Pupils enjoy positive relationships with their teachers and articulate thoughtfully their opinions and views."

"Teachers plan challenging and meaningful lessons which engage pupils and spark their curiosity."