



DANES HILL SCHOOL

HR MANAGER

May 2026



Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting education.



A contemporary prep school for modern families

Thank you for showing an interest in Danes Hill School. At our school, we believe education should open doors, broaden horizons, and inspire young people to discover who they can become. Every member of staff plays a vital role in shaping that journey, and I am delighted that you are exploring the possibility of joining us.

Our vision: **Belonging at heart, brilliance in every child**, guides everything we do. We believe childhood should be joyful, inspiring, and full of possibility. Our contemporary Prep School is designed for modern families, offering a vibrant, inclusive community where every child is celebrated, confident to grow, and encouraged to blend curiosity, kindness, and creativity with academic excellence.

Together with families, we nurture not just bright minds but big hearts. We build strong foundations and happy memories, preparing children not only for the next school but for life. Our aim is to shape kind, confident individuals ready to thrive and make their mark on the world.

This is a school where your ideas will be heard, your expertise valued, and your impact felt. If you are passionate about nurturing potential and committed to continuous improvement, you will find a purposeful and rewarding home here.

Debs and Colin Baty



Our School Values

At Danes Hill, we work to create a school culture that fosters personal growth, inspires passion, empowers courage and nurtures respect. We believe that these core values truly embody the spirit of our community and guide us on our journey towards excellence. Our school values were articulated through a comprehensive consultation process, involving our dedicated staff team, the valuable input of our parents through consultations and surveys, and the voices of our pupils. Through this collaborative effort, we gained a clear insight into what makes Danes Hill special.

Following careful analysis of feedback, we are proud to share our four school values:

Growth, Passion, Courage, and Respect.

These values reflect the qualities we aim to instil in our pupils, forming a strong foundation for their academic and personal success. Our current focus is on embedding these values into every aspect of our school culture.

We aim to promote our values at every turn, ensuring that they become an integral part of our pupils' lives. Our assemblies are dedicated to living out these values, exploring real-life examples and discussing the importance of embracing growth, pursuing passions, showing respect, and demonstrating courage. To encourage and celebrate our pupils' embodiment of these values, we are targeting house points dedicated to recognising acts aligned with our values. We are also establishing pupil awards that commend individuals who consistently exhibit our values in their daily lives.

For our pupils to be able to embrace them, our shared understanding of our values is based on the following statements:

- I can demonstrate Growth by – working hard, giving my best effort, investing in my own development, being active in the development of those around me, expanding my horizons, nurturing my community
- I can demonstrate Passion by – being inspired, showing curiosity, showing ambition in all I do, striving to succeed, showing dedication in all things, not giving up
- I can demonstrate Courage by – developing the confidence to take risks, trying new things, not being afraid to fail, speaking up for myself and for others, telling the truth
- I can demonstrate Respect by – having an awareness of others as well as myself, treating everyone with dignity, showing others kindness and consideration, showing others empathy

We are excited about the positive impact our values have on our community. Together, we can nurture a culture where growth, passion, respect, and courage thrive. By embracing these values and ensuring that we model and demonstrate them in our professional lives, we are confident that our pupils will develop into confident, compassionate, and resilient individuals, well-prepared to face any challenge that comes their way.

ABOUT THE ROLE

Job title:	HR Manager
Job purpose:	<p>The HR Manager will lead the delivery of a high-quality, professional and compliant HR service for the school, ensuring that all staff matters are managed effectively, consistently and in line with employment law, safeguarding requirements and the School's values.</p> <p>The role reflects the School's current operational needs and the postholder will act as the senior operational HR professional, providing trusted advice to the CFO, Head and senior leaders, managing complex casework, overseeing payroll and workforce data, liaising with trade unions, and producing clear reports for Governors.</p> <p>The HR Manager will play a key role in fostering a positive, inclusive and well-managed working environment, supporting leaders to manage staff well and ensuring that people-related risks are identified and mitigated.</p>
Reporting to:	Head
Management of:	Assistant HR Manager (part time) who leads on responsibility for recruitment, payroll and training
Hours:	Full time, based in school (40 hours per week, 52 weeks of the year). Some flexibility required to cover meetings which may be held outside normal hours.
Required:	As soon as possible
Salary:	£54,060 per annum, rising to £55,590 after first year
Benefits:	Generous pension scheme, with an employer contribution of 7.2%, rising to up to 11%. Free lunch on site during term time. Annual flu jabs, online EAP service and counselling. Training and development support. Parking on site.
Closing Date:	Friday 29th May 2026. Please note that applications will be reviewed as they are received, and the recruitment may close ahead of this date, if the right candidate has been found.

HR MANAGER



Job Specification

Job specification

Lead member of staff responsible for HR casework, policies and projects including:

Employee relations and casework

- Act as the lead professional for employee relations matters across the School.
- Manage complex casework including disciplinary, grievance, capability, absence management, performance concerns, restructures and redundancies, escalating to the appropriate member of SLT or Head where required.
- Advise and coach line managers on the fair, consistent and lawful application of HR policies and procedures.
- Support formal meetings and hearings, ensuring appropriate documentation and processes are in place.
- Liaise with recognised trade unions and staff representatives, maintaining constructive and professional relationships.
- Monitor workforce trends, risk indicators and casework themes, taking proactive action to reduce risk and improve practice.

HR policies, procedures and compliance

- Maintain and update all HR policies, ensuring compliance with current employment legislation and best practice within the independent school sector.
- Ensure managers and staff understand HR policies and are supported in their consistent application.
- Keep abreast of changes in employment law and regulatory guidance, advising the Head and senior leaders on implications for the School.
- Support internal and external audits and inspections, including ISI, by providing accurate documentation and evidence.

Pay, rewards and benefits

- Support the Head and CFO in pay and reward matters, including benchmarking, pay modelling and the impact of pay decisions.
- Oversee administration of staff benefits, pensions and leave arrangements in line with School policy.
- Ensure changes to terms and conditions are managed accurately and communicated clearly.

Job Specification

Performance, development and wellbeing

- Support the Assistant HR Manager and Head of Staff Development in the operation of performance management processes for staff, ensuring alignment with School priorities.
- Advise managers on performance management approaches and development planning.
- Contribute to staff wellbeing initiatives and employee engagement activity, working with colleagues responsible for wellbeing and pastoral support.
- Work with the Assistant HR Manager and Head of the Common Room to support the half-termly Staff Wellbeing and Consultation Committee meetings.
- Promote a positive staff experience, supporting a culture of professionalism, respect and inclusion.

Governance, reporting and risk management

- Prepare regular HR reports and workforce metrics for the Head, CFO and Governors Committees, supporting effective oversight and decision-making.
- Contribute HR insight to governance papers where required.
- Identify HR-related risks and work with the Head and senior leaders to mitigate these.
- Ensure confidentiality, data protection and GDPR requirements are upheld at all times.

HR operations

- Line manage the Assistant HR Manager, providing supervision, guidance and development.
- Review and improve HR processes to ensure efficient, effective service delivery.

Working with the Assistant HR Manager who leads on:

Recruitment, safeguarding and safer recruitment

- Ensure that end-to-end recruitment processes for teaching and support staff, from vacancy approval through to probation completion are effective and efficient.
- Ensure all recruitment activity complies with Keeping Children Safe in Education (KCSIE) and safer recruitment requirements.
- Maintain oversight of pre-employment checks and ensure the accurate maintenance of the Single Central Register.
- Support and advise managers on the engagement of volunteers, casual workers, contractors and agency staff, ensuring appropriate vetting.
- Work closely with Designated Safeguarding Lead (DSL) to support safeguarding induction and training for staff where required.

Job Specification

Job specification

Payroll, contracts and workforce data

- Oversee payroll processes, ensuring accuracy, timeliness and appropriate authorisation.
- Oversee contractual documentation including contracts of employment, variations, leaver documentation and references.
- Maintain accurate workforce data including staffing numbers, FTE, absence, turnover and contract status.
- Support workforce planning discussions by providing accurate data and analysis.

HR systems

- Ensure accurate maintenance of HR records and systems (Every HR), with appropriate controls and confidentiality.

Duties of all staff

- Play a full part in the life of the school community, supporting its mission, ethos and policies.
- Set high personal standards of dress and appearance, attendance/punctuality and behaviour, upholding the staff code of conduct at all times.
- Actively engage in safeguarding practice and health and safety awareness around the school sites.
- Commit to personal professional development, including active engagement in staff training and the performance review process.
- Comply with relevant school policies and procedures at all times.

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the School evolve. You will be required to undertake other comparable duties as the line manager, Head or senior colleague may require from time to time.

Person Specification

Person specification

Qualifications

- Strong educational background, ideally with a minimum of A-level standard.
- CIPD qualification (level 5 or above)
- Strong working knowledge of UK employment law and its application

Experience

Essential:

- Significant experience in a generalist HR role, managing complex employee relations casework
- Experience of payroll oversight and workforce data management
- Experience demonstrating understanding of safeguarding principles and safer recruitment requirements within an education setting
- Experience with HR information systems – preferably Every HR

Desirable:

- Experience working in a school or educational environment.
- Experience working with governors or board-level reporting

Skills

- Ability to advise and influence senior leaders with credibility and professionalism
- High level of discretion, integrity and attention to detail
- Excellent interpersonal, communication and organisational skills
- Confident IT user with experience in databases, spreadsheets, and email systems
- Ability to work effectively as a team leader, managing the workloads of colleagues as well as their own
- Commitment to equal opportunities, safeguarding, and high professional standards
- Personal warmth and ability to build rapport with parents, visitors and colleagues
- Flexibility and willingness to support school events and activities outside normal working hours as required

Danes Hill School is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All offers of employment are subject to the receipt of an enhanced DBS check, satisfactory references and medical clearance, and other statutory checks. Online checks of publicly available information will be carried out for shortlisted candidates, in line with KCSIE 2025. .

THE SCHOOL

Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a broad and balanced curriculum.

We want all of our pupils to fulfil their academic potential, and each year a large number of scholarship and exhibition awards are achieved at a wide range of day and boarding senior schools. With our core values of passion, growth, respect and courage, we develop children who are confident and ambitious. In addition, to the emphasis on academic work, they have plenty of opportunity to develop sporting, musical, dramatic and other non-academic interests.



Why Work at Danes Hill School?

Location:

Danes Hill offers an exceptional working environment, and when you visit the site you get a proper sense of the grounds, facilities and resources. Set in 55 acres with views across the beautiful Surrey countryside, it can be hard to believe that it's still an easy distance from London. Staff travel to Danes Hill from a wide radius, with Oxshott station less than a 20-minute walk from the Prep School (15 minutes from Bevendean). Car parking is available for all staff, as well as our Cycle to Work scheme.

Community:

Working at Danes Hill, you become part of a large, dynamic community encompassing all the teaching and non-teaching staff. Dedicated support staff work in tandem with teaching staff, taking care of many administrative and support tasks in a friendly, cooperative environment. Teaching takes place across 34 weeks of the year (with additional training days). Appropriate technology is provided during induction, including laptops and accessories. Class sizes are small and the resources available to support teaching, pastoral care and our co-curricular programme are fantastic.

Development:

As a place of education, it's vital to us that we all invest in our learning. Weekly staff meetings and twilight training sessions takes place after school, with updates and focused training on a range of subjects. Our Head of Staff Development works with teachers new to the profession, to make sure they get the support that they need. Our appraisal and probation systems ensure that everyone gets the chance to review their work with their line manager, and we invest in CPD and training across the School – including professional qualifications and apprenticeships.

Reward:

At Danes Hill, we are committed to ensuring that everyone who works here benefits from fair and transparent pay systems. Our pay scales offer a generous core salary along with opportunities to take on additional responsibilities through management allowances.

Benefits:

Generous pension schemes for both Teachers and Support staff. Non-contractual fee remission is given to all staff on a pro rata basis and currently represents up to 50% reduction on full fees, as well as free wraparound care and discounted holiday clubs.

We offer a salary sacrifice scheme for electric vehicles, giving staff the opportunity to lease a brand-new electric car at a reduced cost. This benefit supports our commitment to sustainability while helping employees save on tax and National Insurance contributions.

Healthcare:

The dedicated medical team at Danes Hill provide excellent support to staff as well as pupils and parents and organise flu jabs for staff annually. Education Support are in place as the School's Employee Assistance Programme – providing confidential help 24/7, 365 days a year.

Wellbeing:

Lunch is provided to all staff during term time (and is healthy, plentiful and delicious!), and several members of staff offer their expertise free of charge to run different activities. A weekly 'boot camp' class is popular, as well as access to sports facilities at specific times. The Common Room team organises social events and charity fundraisers.



DANES HILL SCHOOL

Danes Hill School

Leatherhead Rd, Oxshott KT22 0JG