

ABINGDON

HR MANAGER

Closing Date: 03 December 2026 (Midday)
Interviews: 10 December 2026

Early applications are encouraged. We may make an appointment prior to the advertised closing or interview dates.

Job Pack AS12



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Message from the Director of Finance & Operations, Justin Hodges

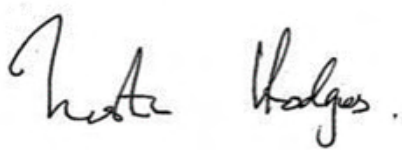


Thank you for your interest in the Abingdon Schools Group. I am delighted that you are considering working here. As a member of the support staff you would play a pivotal role in supporting the Group to deliver the very best academic, pastoral and Other Half opportunities to our students.

Please take some time to look at our websites, as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Schools Group is a community of some 1650 students across Abingdon Prep, Abingdon School and The Manor Prep. Boarding is available at Abingdon School from 13+ and boarding houses are full with around 150 boarders. Our Sixth Form has around 380 students and we employ around 500 teachers and support staff across the Group. The Board of Governors oversees the whole Group.

Our schools occupy large and beautiful campuses. The facilities are excellent with recent significant developments including renovated and extended boarding accommodation and a state of the art dining pavilion. Other recent developments include a dedicated Sixth Form Centre, library, Art department and Science Centre. We also have new facilities for Economics and Business Studies; and Computer Science, alongside two additional houserooms for the students. Furhermore we have recently added to our extensive sports facilities - both at Tilsley Park and on the senior school campus - these offer some of the best sports resources in the area. The Group benefits from a continuous refurbishment and development plan, adding further impressive facilities to a very well-resourced organisation that also prioritises sustainable development. In September 2026, we welcomed our first co-educational cohorts to the First Year and Sixth Form at Abingdon, with co-educational entry to our Third Year (13+) from September 2028.

Abingdon School may be over 760 years old but we are a forward-looking, dynamic group of schools. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.



Justin Hodges
Director of Finance & Operations

About the HR Department

The HR Department consists of the Director of HR, HR Manager (soon to be vacant), Recruitment Manager, Recruitment Administrator, Payroll Manager and two HR Administrators. We are a busy department.

Our aim is to champion a thriving work environment and grow our strategic impact, providing a high level of customer service through building relationships with colleagues and senior management.

The HR Department provides support with staff health and wellbeing, pay and benefits, employee relations, staff engagement, recruitment and pre-appointment checks/onboarding, workforce planning, training and development and diversity, equity and inclusion. The department is also responsible for developing and maintaining HR policies, accurate staff and applicant records, the HR Information System (HRIS) and compliance with relevant legal and regulatory requirements.

This is a really exciting time to join Abingdon's HR Department; we are in the process of developing the school's new People Strategy and have recently implemented a new HRIS (EveryHR). The HR Manager will work closely with the Director of HR and team members to enable the successful delivery of the People Strategy.

The Abingdon Schools Group employs around 500 staff across its three schools, Abingdon School, Abingdon Preparatory School and The Manor Preparatory School, as well as Abingdon School Enterprises, which manages commercial activities at the Sports Centre, Tilsley Park and the Amey Theatre. The Group also engages with around 300 other staff including casual workers, self-employed coaches, visiting music teachers, volunteers and governors, meaning that the HR Department supports a workforce of over 800 staff in total.



Job Description

The Role

Location: Abingdon School (with occasional travel to Abingdon Preparatory School, Tilsley Park and The Manor Preparatory School)

Department: Human Resources

Reports to: Director of HR

We are looking for an exceptional HR Manager to join the HR Department. The HR Manager is responsible for supporting and deputising for the Director of HR in the overall management of the HR function. They have day to day responsibility for HR policies, providing HR advice and support for employee relations matters and casework, which may be complex and leading on specific HR projects and designated areas of work. This includes the annual staff survey and support staff salary review process. They will be expected to take a proactive approach in identifying areas for improvement and developing changes in a range of areas such as absence and performance management, diversity, equity and inclusion (DEI), management development and digital transformation, as agreed with the Director of HR. They will also be responsible for driving a more data-driven approach across a range of workforce metrics, including absence and probation, and work effectively with line-managers/Heads of Department (HoD) to proactively manage.



Job Description (cont.)

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post. Duties will include, but not be limited to:

Absence Management

- To provide advice and guidance to individuals and their managers in relation to the School's absence policies and procedures, including sickness, maternity, paternity and shared parental leave.
- Lead the implementation of the absence management module on a new HR Information System (HRIS), and develop processes to improve the accuracy of the recording and monitoring of absence levels in order to provide reports for the Director of HR and members of the Senior Leadership Team (SLT).
- To work closely with the Senior Deputy Head and Assistant Head – Director of Educational Development on absence and welfare related matters for academic staff at Abingdon School.
- To understand the contractual entitlements for different groups of staff and with the Payroll Manager support the administration of payroll in respect of absence ensuring the accuracy of payments for sick pay, maternity pay etc.
- To advise and support line-managers in conducting return to work interviews and sickness absence meetings as required.
- To organise GP/consultant medical report requests and occupational health assessment referrals when required.
- Advising managers on or conducting individual risk assessments for complex or long-term absence cases and liaising with the Health, Safety and Risk Manager regarding any reasonable adjustments.

Change Management Projects

- To support the Director of HR with HR change projects and consultations including:
  - restructures;
  - TUPEs;
  - redundancies; and
  - variations to terms and conditions of employment or engagement.

Compliance and HR Policies

- To maintain up to date knowledge of immigration and right to work policy and procedures and ensure HR records and procedures are compliant with requirements.
- To work with the Recruitment and HR Administrators in maintaining an accurate log of staff regarding their right to work status.
- To understand and advise the organisation on differences in employment status (e.g. employed, self-employed, worker), including IR35 cases.
- To keep up to date with changes in employment law in relation to the terms of engagement of staff and implement changes to School contracts in line with this.
- To develop, implement and review HR policies, procedures and practices to support operational needs and to ensure legislative and regulatory compliance as required.

Job Description (cont.)

Data

- To ensure that all applicant and staff data is managed and processed in accordance with the School's data protection and data retention policies and data protection law.
- To provide data and reports as requested for management and external purposes, including for the Department for Education (DfE), Independent Schools Council (ISC), Independent Schools Inspectorate (ISI) and Office for National Statistics etc.
- Liaise with the Head of Compliance on Subject Access Requests and matters relating to staff GDPR as required.
- To drive a more data-driven approach across a range of workforce metrics, including absence and probation, and work with line-managers/HoDs to proactively manage.

DEI

- To ensure that all HR practices are aligned with diversity and inclusion initiatives, promoting equity, opportunity and representation in all HR processes, including pay reviews and to propose changes to policies or practices as required.
- To work with the Deputy Head Pastoral and Designated Safeguarding Lead (DSL) in managing the School's DEI Plan and work closely in logging and delivering the objectives and actions identified, including supporting the development of existing staff groups.
- To attend the DEI Committee as the HR team lead.
- To lead in delivering the DEI actions related to staff, including working with the Recruitment Manager in delivering objectives relating to recruitment and onboarding.
- To lead and manage DEI projects as required by the Director of HR.

Employee Engagement and Communications

- To lead the development and implementation of both annual and ad hoc employee surveys to canvass staff opinion and analyse the findings.
- To communicate staff survey results to SLT and the wider organisation and advise them on possible follow-up and actions.
- To propose, support and manage the roll out of other staff engagement and experience initiatives as agreed with the Director of HR.
- To work with the Assistant Head – Director of Educational Development on staff culture and engagement initiatives.
- As requested, complete exit interviews.

Employment Legislation

- To advise staff on relevant employment law.
- To keep abreast of any changes in employment legislation and to advise the organisation, including the Director of HR, SLT and staff on any issues arising.
- To liaise with the School's retained legal/employment adviser(s) as appropriate.

Job Description (cont.)

Employee Relations (ER)

- To be the first point of contact for staff and managers on employment and ER advice, and respond in a timely and professional manner.
- To build strong and effective working relationships with managers/HoDs and advise on a wide range of ER issues.
- To manage an ER caseload in a range of areas, including investigations, disciplinary, capability, probation, flexible-working, grievance and sickness absence.
- To provide a proactive and visible HR presence within the organisation, attending meetings and employment related hearings, supporting managers/HoDs as required.
- To provide advice and support to managers and staff regarding concerns about newly appointed staff during their probationary period, including advice on probation extensions and dismissals.
- Lead projects on staff Performance Improvement (e.g. Performance Improvement Plans and procedures) as agreed with the Director of HR.
- To coach and support line-managers/HoDs with developing the necessary skills on a wide range of ER matters, and ensure adherence to employment law requirements.

Health and Wellbeing

- To work closely with the Health, Safety and Risk Manager and Assistant Head – Director of Educational Development in managing the Stress Risk Assessment and School's Stress Policy.
- To signpost staff to health and wellbeing support available, including the Employee Assistance Programme (EAP) and School Counsellors.

HR Information Systems (HRIS)

- With the rest of the HR Team, contribute to and support the implementation of a new HRIS and dashboard.
- To educate and support staff and line-managers/HoDs to use the new HRIS, including driving forward implementation of self-service and absence management.
- To embrace digital transformation more broadly and identify and support the implementation of opportunities to enhance the HR service e.g. AI.

HR Team Management

- To deputise for the Director of HR as required.
- To work with the Recruitment Manager and Payroll Manager in supporting the wider team and providing general day to day advice and guidance.
- To line-manage the HR Administrator.
- To oversee the management of the central HR inbox (HR tickets) to ensure responses are received within expected timeframes and complex issues are escalated to appropriate HR team members. This includes supporting the HR Administrators to allocate tasks/queries and provide advice on how to proceed, and to take the lead on responding to more complex or sensitive queries.
- To propose improvements to HR processes and procedures and implement as agreed by the Director of HR.

Job Description (cont.)

Pay and Benefits

- With the Payroll Manager, advise on the organisation's support and academic staff salary structure, pay policies, employment benefits and allowance schemes.
- To undertake salary benchmarking and market analysis of pay.
- To support the Director of Finance and Operations in managing the annual support staff salary review (SSSR) process, and to follow-up with correspondence to relevant staff.
- To support the HR Administrator in inputting changes onto the payroll template regarding the SSSR as required.
- To support the Payroll Manager and Director of HR in advising staff on:
  - the support staff Overtime and Toil Policy and deal with any issues arising;
  - holiday and/or absence pay, in liaison with the Payroll Manager.
- To support and advise on matters around FTE, term time and term time plus staff, including complex holiday pay calculations.
- As required, to prepare and issue variation to contract letters (where more complex) and with the HR Administrator update the HRIS.

Recruitment

- As required, conduct interviews for a range of appointments and attend final selection meetings (known internally as 'wash ups') and record feedback from those involved in the selection process and provide HR advice on decision-making.



Job Description (cont.)

Safeguarding

- To have a comprehensive understanding of ISI regulatory requirements and Keeping Children Safe in Education (KCSiE).
- To advise staff on relevant regulatory requirements for different categories of staff including employees, casual staff, self-employed, checked and unchecked volunteers, governors, visiting speakers and professionals etc.
- To support the Director of HR and the wider HR team in ensuring that the organisation's Single Central Register (SCR) is effectively and accurately maintained in line with KCSiE and ISI requirements.

Training and Development

- To design and deliver staff Inset/training sessions on HR related issues (e.g. pay, benefits, performance, wellbeing, legal changes, DEI).
- To develop and deliver an engaging and informative HR induction for new starters, including new line-manager inductions.
- To hold periodic 'HR surgeries' with academic and support HoDs/line-managers.
- To design and lead the implementation of a management development programme, which educates and supports line-managers skills in a range of HR areas, including absence and change management, grievances, investigations, capability, flexible-working and disciplinaries.
- To design and/or support the implementation of team development training.
- To keep up to date with HR best practice (e.g. ISBA HR Conference, webinars etc.) and share knowledge with the wider HR Team.
- To undertake training and skills needs/gaps analysis and make recommendations for wider staff training in line with relevant legislative requirements and any identified organisational need.
- To undertake any other reasonable duties consistent with the scope of the post as directed by the Director of HR.



Person Specific Criteria

Essential Qualities

Education and qualifications

- Educated to degree level or equivalent.
- CIPD qualified (level 5 or above) or equivalent (or currently working towards a relevant qualification).

Knowledge and experience

- Experience of working in a generalist HR environment.
- Demonstrable knowledge and good understanding of employment law, keeping up to date with best practice and changes in legislation.
- Experience of interpreting and advising on terms and conditions and HR policies and procedures.
- Experience of working with and advising managers on absence, disciplinary, capability, flexible-working, probation and grievance matters.
- Experience of managing an ER caseload in a range of areas, including investigations, disciplinary, capability, probation, flexible-working, grievances, and absence and change management.
- Experience of supporting and advising on change projects and consultations, including restructures, TUPEs and/or redundancies.
- Experience of writing and reviewing HR policies and procedures.
- Experience of developing and delivering training to staff and managers.
- Experience of using and extracting information from a HRIS and reporting tools.

Skills and abilities

- Excellent IT skills, including a HRIS and standard office IT programmes, and a good understanding of databases.
- Strong analytical skills and sound judgement.
- Proven problem-solving skills with the ability to take initiative and think creatively to resolve challenges.
- Demonstrate a very high level of accuracy and attention to detail in all work.
- Comfortable compiling and manipulating data for reporting.
- Ability to operate with discretion and integrity and to maintain confidentiality.
- Evidence of ongoing CPD.
- Excellent organisational skills, with the ability to manage multiple priorities and adapt to meet changing demands or circumstances.
- Excellent written and oral communication skills with a professional, friendly and approachable communication style.

Person Specific Criteria

Essential Qualities

Personal attributes

- Flexible approach to duties undertaken and open to fresh ideas.
- A positive can-do attitude and a proactive team player.
- Ability to work calmly under pressure in a fast-paced environment.
- Ability to build and maintain strong working relationships quickly with a very wide range of staff, including senior members of staff.
- Displays commitment to the principles of equity, diversity and inclusion.
- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.

Desirable Qualities

Education, Qualifications and Training

- Postgraduate qualification or equivalent experience.
- Hold up to date Safer Recruitment training.

Knowledge and experience

- Experience of working in the education sector.
- Experience of managing a team member(s) to deliver high levels of customer service.
- Experience of system implementation projects.
- Knowledge of child protection and safeguarding policies and Safer Recruitment requirements.
- Knowledge of GDPR and data retention requirements.

Skills and abilities

- Experience of using the Google suite.



Further Information

Hours and weeks of work

This is a permanent, full-time position working 40 hours per week all year round. The standard hours of work are 08.30 to 17.00, Monday to Friday (with a 30 minutes unpaid lunch).

Due to the nature of the business, the HR Manager is required to work mainly on-site during term time however subject to the approval of the Director of HR, there may be an opportunity to work up to one day per week from home during term time. Some further flexibility/hybrid working with up to two days per week working from home may be available in the school holidays (18 weeks per year). However, applicants should note that working from home is not a contractual arrangement and cannot be guaranteed as it will be dependent upon operational needs.

Salary

The annual salary for this role is £48,937 per annum.

Notes

- This role is to start as soon as possible.
- Annual leave is generally expected to be taken during published Abingdon School holidays rather than during term term. The HR Manager will be entitled to 25 days paid annual leave plus the 8 bank holidays. All year round staff also benefit from 4 additional non-contractual days off between Christmas Eve and New Year during the School's Christmas closure period.
- Some degree of flexibility in start or finish times (e.g. to start or finish up to an hour earlier or later) may be possible within the overall required 40 working hours per week by agreement with the Director of HR.
- After successful completion of a 4 month probationary period, the **notice period** for this role is **3 months.**
- For an informal discussion about the role please contact **Rebecca Meads, Director of HR** initially via email to recruitment@abingdon.org.uk. Please note this is not part of the selection process.
- Early applications are encouraged and we may make an appointment prior to the published closing or interview date.
- Please note that due to safeguarding reasons, candidates must complete a standard Abingdon application form via our recruitment portal, MyNewTerm. CV's are not accepted.
- The closing date for applications is **midday on 03 December 2026**.
- Interviews are expected to be held on **10 December 2026**.

Further Information

Training Requirements

The following mandatory training will be provided: Cyber Security, Equality, Diversity & Inclusion, Fire Awareness, Health & Safety, Prevent, Safeguarding (Triennial), Safer Recruitment and Sexual Harassment Awareness.

Health and Safety at Work

All staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment. All staff are required to confirm that they have read and understood the School's Health and Safety Policy.

Safeguarding

Abingdon is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.



Benefits of working at Abingdon



Annual Leave:
You'll get 25 days paid time off each year, plus bank holidays (pro rata if part time). Depending on your role, we usually expect you to take your holidays during school breaks, but there can be some flexibility if needed.

> **92% of our staff say the facilities and resources for staff are good**
> (2026 staff survey)

Time Off & Flexibility



Working from Home (WFH):
We may be able to offer flexible working from home options, depending on the nature of your role. If this applies, during term time, you may be able to work remotely for up to 20% of your hours (usually about one day a week). Outside of term time, this increases to 40% (around two days a week). Unfortunately, not all roles can be carried out from home.



Christmas Closure:
Our all year round staff can enjoy extra time off over the festive period. We offer up to 4 closure days around Christmas/New Year, dates depend on where the bank holidays fall.

Death in Service Benefit:
For your peace of month, all support staff aged 18-70 are covered by a scheme that pays out three times your annual salary to your loved ones in the event of your death whilst employed.



Outstanding Pension Scheme:
We're serious about your future. We offer staff pension choices, including the option to join an enhanced pension scheme with a 6.4% contribution from you and a competitive contribution of 14.1% from us. Staff can also opt for salary exchange for additional benefits.

Financial & Family Support



Financial Planning Appointments:
Staff have access to professional financial planning appointments, subject to terms and conditions.

Super Camps Discount:
Need childcare during school holidays? Staff get a discount on courses with Super Camps, and you can use childcare vouchers.





Foundation Grant (School Fees):
If your children attend Abingdon School or Abingdon Prep, you could receive a significant discount of up to 25% on their tuition fees (pro-rata for part-time staff). Admission to the School is subject to availability of places and meeting admission requirements. Ask us for more details if this applies to you.

School Counsellors and Physios:
Staff can also access the services provided by the School Counsellors and the Physios (terms and conditions apply).

Employee Assistance Programme (EAP):
Life can be tricky, so we provide an Employee Assistance Programme. This offers confidential support and resources for anything from mental health to financial advice, plus a Health Risk Assessment tool to help you stay on top of your wellbeing.

Private Healthcare:
Permanent employees can benefit from free private health insurance, giving access to excellent medical care (this is a taxable benefit).

Health & Wellbeing

Sports Centre Membership and Theatre discounts:
Stay active and healthy with free access to the gym and swimming pool at agreed times. You'll also get a discounted membership to the Abingdon Sports and Leisure Club, allowing you to attend exercise classes for free. Staff can also benefit from access to discounted or complementary tickets to a wide range of events at the Amey Theatre.

Cycle to Work Scheme:
Save money and get fit! We offer a Cycle to Work scheme for eligible staff, helping you buy a bike. Contact us for more information.

Other Health and Wellbeing Benefits:
Includes access to an occupational health provider, free staff 'flu jabs, eye test reimbursement, menopause support and mental health first aiders.

Social:
There are regular staff social events and opportunities to join other staff in a range of activities from singing in the choir to playing cricket or football, running in the road relay or even joining in with the staff rock band or staff panto.

Free Lunch:
Most staff can enjoy a delicious free lunch and refreshments during term time.

Free Parking:
We offer free on-site parking and bike storage for all staff (on a first-come, first-served basis).

Everyday Perks

Staff Development

We offer a range of online and in-person courses to staff for free including first aid, mental health first aid and health and safety courses. Staff completing higher level professional qualifications or CPD may have their courses fully or partly funded.

> **99% of our staff say they have good working relationships with their immediate colleagues**
> (2026 staff survey)

How to Apply

To apply, please go to **MyNewTerm**, our recruitment portal and submit an **application**. Please note we are unable to accept CVs, testimonials or examples of work.

References:
We require at least two satisfactory references, including one from your current/most recent employer. If you've previously worked in a school or with children, one reference must be from the most recent relevant employer where you last worked. If you are currently employed by a school or college, the reference must be from a senior person with appropriate authority (and should be confirmed by the head/principal as accurate in respect of any disciplinary investigations). References cannot be from a relative or someone known to you solely as a friend.

For safeguarding reasons, references will be taken up before interview unless you have specifically asked us not to.

Online Checks:
We conduct online searches for all shortlisted candidates to assess their suitability to work with children. Any public information found may be discussed with you at your interview.

Interviews:
If shortlisted, you'll be invited to attend an in-person interview/selection day which will include one or more interviews and will also include one or more tasks (e.g. a written exercise) and a tour of the School. If you are invited for interview, further information will be sent to you with your invitation.

These stages will also assess your suitability for working with children. Your employment history, including any gaps in employment, will be explored at interview.

Pre-Employment Checks:
If you're invited for an interview, you'll undergo essential checks with HR, including:

- Verification of identity, address, right to work in the UK, and
- Qualifications check.

If you've lived or worked overseas for 3+ months in the last 5 years, please bring original copies of any overseas police checks.

Conditional Offer & Safeguarding
Any job offer is conditional on successful completion of all required pre-appointment checks, including ID check, DBS check, any required overseas checks, barred list checks, prohibitions from teaching and/or management checks (if applicable), satisfactory references, medical fitness, EYFS declaration (if applicable) and verification of qualifications and right to work in the UK. Staff are also required to read and sign to say they have understood key policies including safeguarding and health and safety.

Warning!
It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Providing false information is also an offence and could result in the application being rejected or summary dismissal (if appointed), and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Questions?
Contact our Recruitment Team at **01235 849136** or **recruitment@abingdon.org.uk**

We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.



ABINGDON

A leading independent co-educational day and boarding school in Oxfordshire for pupils aged 11 to 18 years.