



THE CHARLES KALMS • HENRY RONSON

**IMMANUEL
COLLEGE**



Human Resources Manager
(Full Time, All Year Round)
Candidate Information Pack



Welcome

to Immanuel College, *the* Independent Jewish school, where academic achievement, outstanding pastoral care and inspiring Jewish life and learning sit at the heart of everything we do.

Located in Bushey, we are easily accessible from North London via our extensive bus network while also having 11 acres of Hertfordshire countryside for our students to enjoy and from which they benefit in many ways from school sport to social and recreational spaces.

As a modern Orthodox school, we are proud to nurture young people intellectually, personally, and spiritually, while celebrating individuality and strengthening Jewish identity as a natural part of everyday life here. We value warm, respectful relationships between colleagues, students, parents, alumni, and the genuine sense of community and shared purpose this creates.

Alongside remarkable academic outcomes, our students benefit from exceptional arts, music, drama, sport, and educational trips that broaden learning beyond the classroom. Guided by values of kindness, responsibility, curiosity and aspiration we prepare young people for leadership and to make a positive contribution in a diverse world. As we enter the next chapter of our 35-year journey, we remain committed to excellence, care and ambition, for our students and our staff alike.

Thank you for considering this role. Please do not hesitate to get in touch with us if you would like to know more about the role or the College. We look forward to welcoming you to Immanuel College.

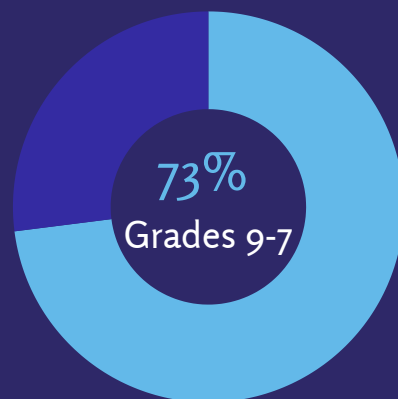




2025 GCSE Results

35%
Grades 9

56%
Grades 9-8



+ 0.84

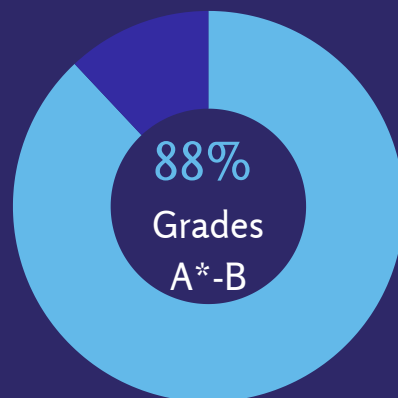
Immanuel students GCSE results outperformed their independent schools peers by an average of almost one grade per subject entry.



2025 A-Level Results

24%
Grades A*

64%
Grades A*-A



83%

of our Sixth Form leavers went to their first choice destination for onward study



Role Description

The HR Manager will lead the day-to-day delivery of a professional, effective and compliant HR service across the organisation. Reporting to the Head, the postholder will act as a trusted advisor to senior leaders and work closely with managers to provide expert HR advice, support workforce planning, manage employee relations matters, and drive people initiatives that enhance employee engagement, performance and wellbeing.

The role will drive workforce planning, organisational change, employee engagement and will ensure HR policies, procedures and processes are implemented consistently and in line with employment legislation, safeguarding requirements and organisational values.



Key Responsibilities

HR Operations & Compliance

- Manage the delivery of HR services, policies and procedures across the full employee lifecycle, including recruitment, onboarding, employee changes and offboarding.
- Ensure compliance with UK employment law, safeguarding requirements and relevant regulatory frameworks.
- Oversee HR administration processes, employment contracts and payroll-related changes.
- Lead and support the delivery of effective recruitment and retention strategies, ensuring safer recruitment practices and safeguarding checks.

Employee Relations

- Lead and manage complex employee relations casework, including disciplinary, grievance, capability, absence management and restructuring cases.
- Provide professional HR advice and coaching to all stakeholders on people-related matters.
- Identify and monitor employee relations trends and implement proactive solutions to mitigate risks.
- Build and maintain positive relationships with employees, external advisors and trade unions.
- Support and partner with internal stakeholders with organisational change initiatives, restructures and consultations as required.

Recruitment, Retention & Workforce Planning

- Lead recruitment activities, ensuring an efficient and positive candidate experience.
- Support and coach managers with workforce planning and succession planning.
- Develop initiatives to attract, retain and develop talented employees.
- Monitor staffing trends and provide recommendations to support organisational needs.

Key Responsibilities

Organisational Development & Learning

- Support performance management processes and development planning across the organisation.
- Identify learning and development needs and coordinate appropriate training interventions.
- Assist in implementing talent management and career development initiatives.
- Drive initiatives to enhance employee engagement, wellbeing and a positive workplace culture.

HR Systems, Data & Reporting

- Lead effective use of HR systems to support decision-making and workforce planning.
- Ensure accurate HR records and employee data.
- Produce regular HR reports and insights for the leadership team.
- Analyse workforce metrics including absence, turnover, recruitment and employee relations data.
- Support the effective use and continuous improvement of HR systems and processes.

Equality, Diversity & Inclusion

- Promote equality, diversity and inclusion throughout the employee lifecycle.
- Ensure HR practices and policies are fair, transparent and inclusive.
- Support delivery of initiatives that foster a diverse and inclusive workplace culture.

Team Management

- Lead, develop, and manage the HR team, including direct line management of HR team members;
- Provide coaching, support, and direction to ensure high performance and continuous development; and,
- Build a collaborative, values-led HR culture aligned with organisational ethos.



Person specification

Knowledge & Skills

- Strong knowledge of UK employment law and HR best practice.
- Excellent stakeholder management and influencing skills at all levels.
- Excellent employee relations and case management skills.
- Experience of workforce planning, recruitment and organisational change.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities and work independently.
- High levels of professionalism, discretion and emotional intelligence.

Experience

- Experience in a HR Manager or HR Business Partner role.
- Experience managing complex employee relations cases.
- Proven experience of organisational change, workforce planning, and policy development;
- Experience advising senior leaders and contributing to organisational strategy; and,
- Experience of leading HR teams and developing HR functions.

Qualifications

Essential

- CIPD Level 5 qualification or equivalent experience.

Desirable

- CIPD Level 7 qualification or working towards.

Application Process

Immanuel College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please familiarise yourself with our Child Protection & Safeguarding, Recruitment and Selection and our Equal Opportunities policies.

The deadline for applications is: 10:00am on Monday 17 August 2026

Before applying for this role please read our guidance, which can be found on the Vacancies section of our website. Please complete an application through MyNewTerm before the deadline. CVs will not be accepted.

Applications will be reviewed on receipt, and in some cases we may choose to interview and appoint a strong candidate ahead of the closing date. We therefore encourage interested candidates to apply as soon as possible. If you would like any further information, please contact Ms Faye Westbrook, HR and Compliance Officer at fwestbrook@immanuelcollege.co.uk

Benefits

By joining Immanuel College, you will enjoy the benefits of working in a supportive, forward-thinking educational environment which offers:

- Pension scheme;
- Membership to Simplyhealth;
- Free lunch and refreshments during term time;
- Free on-site parking; and,
- Generous discount on school fees.



"Pupils recognise that being part of a supportive community plays an important part in their academic development."



"Pupils develop their self-esteem, confidence and resilience".

"The school equips pupils with the attributes of kindness, aspiration, responsibility & curiosity".

- ISI Report 2024

