



HR Manager, St Catherine's School Bramley

Opportunity for a year round 0.8 FTE, £45,000 -£50,000 depending on experience



We are excited to offer a newly created role for an experienced HR Manager to join our team. This is your chance to work alongside enthusiastic and dynamic colleagues and play a key role in shaping the HR service we provide.



About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrates 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 820 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 600 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).

Why join us?

This is an exciting time to join our school as we continue to modernise and evolve. We are investing in systems that support innovation, efficiency, and excellence in education. The HR Manager will play a key role on this journey, helping to shape the future of how we work and support our pupils.



The Role

Reporting to the COO and working closely with the Head, you will lead on both operational and strategic HR matters. You'll act as a trusted partner to management and leadership teams, coaching them to effectively manage and develop their people. You will also line manage a full-time HR Administrator, ensuring the smooth delivery of HR services.

What we are looking for:

- Experience: At least 5 years in HR Generalist or Business Partnering roles
- Knowledge: Strong understanding of UK employment law and its practical application
- Skills: Ability to work independently, think strategically, and solve problems effectively
- Desirable: Experience in a school environment (not essential)

This is a fantastic opportunity to get involved in challenging and rewarding work across the full HR spectrum. If you're ready to make an impact and help shape the future of our HR function, we'd love to hear from you.

Apply today and be part of something exciting!

Key Responsibilities

To lead on all aspects of the HR Lifecycle whilst undertaking strategic HR projects as required. HR Administration support is in place to facilitate delivery of the key HR objectives.

Strategic

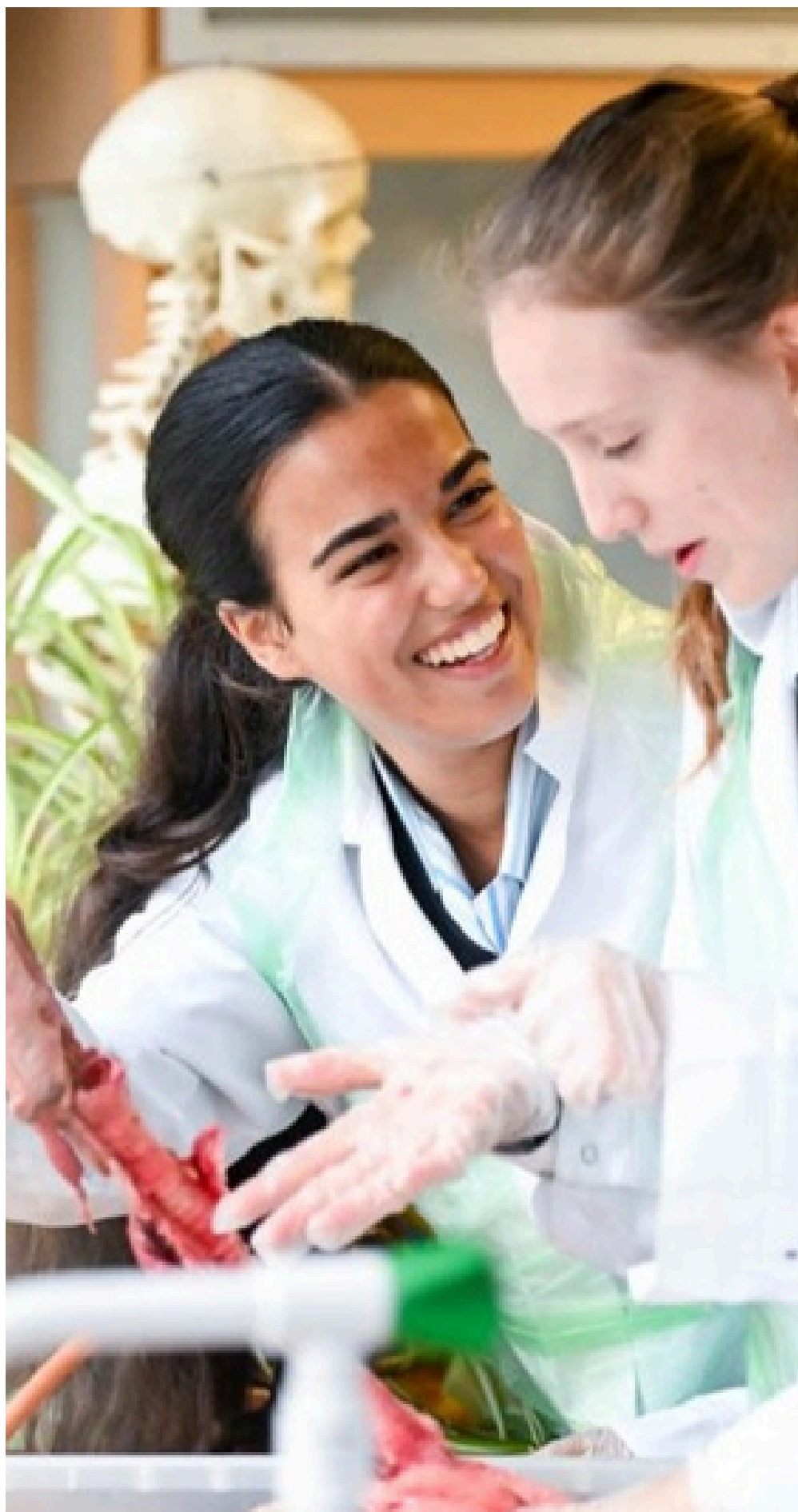
- To develop and monitor overall people processes, systems and policies across the school to drive consistency and guide the management and leadership in the application of these to enable them to effectively manage and lead their teams.
- Oversee the performance and development approach to drive positive behaviour and alignment to our school values enabling staff to give their best every day. Work with management and leadership to ensure engagement and delivery of this approach throughout the performance year.
- Keep up to date with the latest HR trends and respond to these in the context of the independent education sector. Provide advice and guidance to the Head, Bursar and Governing Board on these trends as required.
- Ensure the school remains legally compliant at all times, consulting with our legal advisors to seek counsel. A core aspect of this role will be to coach management/leadership to ensure key employee relations matters are dealt with effectively and in line with HR best practice.
- Prepare papers to the Governing Board as required, providing regular updates to them on key projects and developments within the HR function
- Lead on HR projects as these arise working in collaboration with the Head, COO and Governing Board on the delivery of these projects.



Operational

- Lead on the end-to-end recruitment and selection process ensuring compliance with the School's Safer Recruitment Policy and wider recruitment best practice to ensure a positive candidate experience and recruitment of key talent into the school.
- Lead on staff onboarding including the completion of all pre-employment checks, working with our Compliance & Quality Officer to coordinate induction for new joiners at the start of each new term.
- Oversee and maintain the Single Central Register ensuring this is kept up to date and responding to regular compliance reviews by the Governing Board.
- Working with the Compliance & Quality Officer to ensure that the school meets its safer recruitment obligations in line with KCSIE and Working Together for all those either employed by or working with the school, compiling and recording documentation as appropriate.
- Working with the Compliance & Quality Officer to ensure that the school is compliant in line with ISI Inspection requirements
- Support and advise the management/leadership teams to ensure they are effectively managing the performance of their teams.
- Oversee all HR administration with support from the HR Administrator.
- Oversee the school's payroll working with the Finance and HR Administrator.
- Ensure the school's defined contribution pension scheme is administered correctly, including monthly returns working with the Bursary Administrator and the pension provider
- Ensure that the Teachers Pension Scheme is administered correctly working with the Bursary Administrator and Teachers Pensions.
- Oversee the private medical cover provision for the school, working with the HR Administrator.
- . Oversee benefits and wellbeing provision for both Teachers and Support Staff, including the school's Employee Assistance Programme.
- Prepare all HR documentation including letters and contracts working with the HR Administrator.
- Lead exit interview conversations, data capture and analysis of this data to drive improvements to the operations of the school environment.
- Coach and support line managers to manage absence, working with them to ensure return to work interviews are carried out and advising them on all aspects of the absence policy/procedure.
- Work with the Finance team to deliver the annual pay rise process, providing subject matter expertise on reward/benefit trends as necessary.





Person Specification

- Experience across all areas of HR, the successful candidate will be a true HR Generalist/HR Business Partner
- A minimum of 5 years HR experience is essential
- Relevant HR-related qualification at degree or master level or CIPD level 5 or above
- Exceptional communication skills both written and verbal
- The ability to build relationships across the school.
- Pro-activity is essential to this role to ensure the continuous improvement of the school and HR function
- The ideal candidate will have experience of working in a standalone role or as part of a small HR team where they have dealt with the full breadth of HR from administration through to strategic projects.
- Experience working in a school environment would be preferable but not essential
- Strong Employment Law knowledge is essential with a proven track record of applying this in the context of education or other small business environments. Support will also be available from the Employment Law service subscribed to by the school.
- Demonstrable experience of change management and coaching line managers to achieve positive outcomes
- Ability to work flexibly and deliver under pressure
- Outstanding organisational skills with the ability to juggle both operational and strategic priorities
- The ability to respond to change quickly and provide clear and concise guidance to the business/staff
- A passion for working in the education sector with a drive to continuously improve the people agenda of the school
- Ability to transition effectively between operational and strategic work to ensure delivery across the full breadth of the function
- High standard of attention to detail
- Resilience and determination to drive towards positive outcomes for the staff/school

Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. The successful candidate will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.

Remuneration

The full time Equivalent Salary is between £45,000 and £50,000 depending on the the qualifications and experience of the candidate. It is envisaged that this post will be 32 hours per week, 52 weeks per year.

Other Benefits

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.

A fee concession is offered for the education of daughters of staff at St Catherine's, if a place is available and the girl passes the entrance examination. For part-time staff any fee concession is calculated on a pro rata basis.

Where applicable, non-teaching staff in the School are auto enrolled into the Stakeholder Pension Plan on recruitment. St Catherine's School will pay a varying percentage into the plan, dependent on the employee's contribution. Further details are available from the Business Centre.

St Catherine's offers a health cash plan, which covers an individual employee and their family members. The plan provides cash to pay for a range of services including dental, optician, physio, hospital, prescription services, 24 hour GP and personal accident to name a few, and is a taxable expense. This benefit is reviewed annually.

The school offer a cycle to work salary sacrifice scheme, 25 days holiday per year (pro rata for part time staff) and free parking.





Applications

The application form should be returned to Nicky Johnston, the HR Administrator on jobapplications@stcatherines.info by 12 noon on Monday 12th January and should take the form of:

- a letter of application relating to the specific job description for the post
- the completed Application Form provided with these details/found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

Thank you for your interest in St Catherine's School.

Emma Watson, Head
December 2025



St Catherine's School BRAMLEY

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Patron: Her Majesty The Queen
Registered Charity Number: 1070858