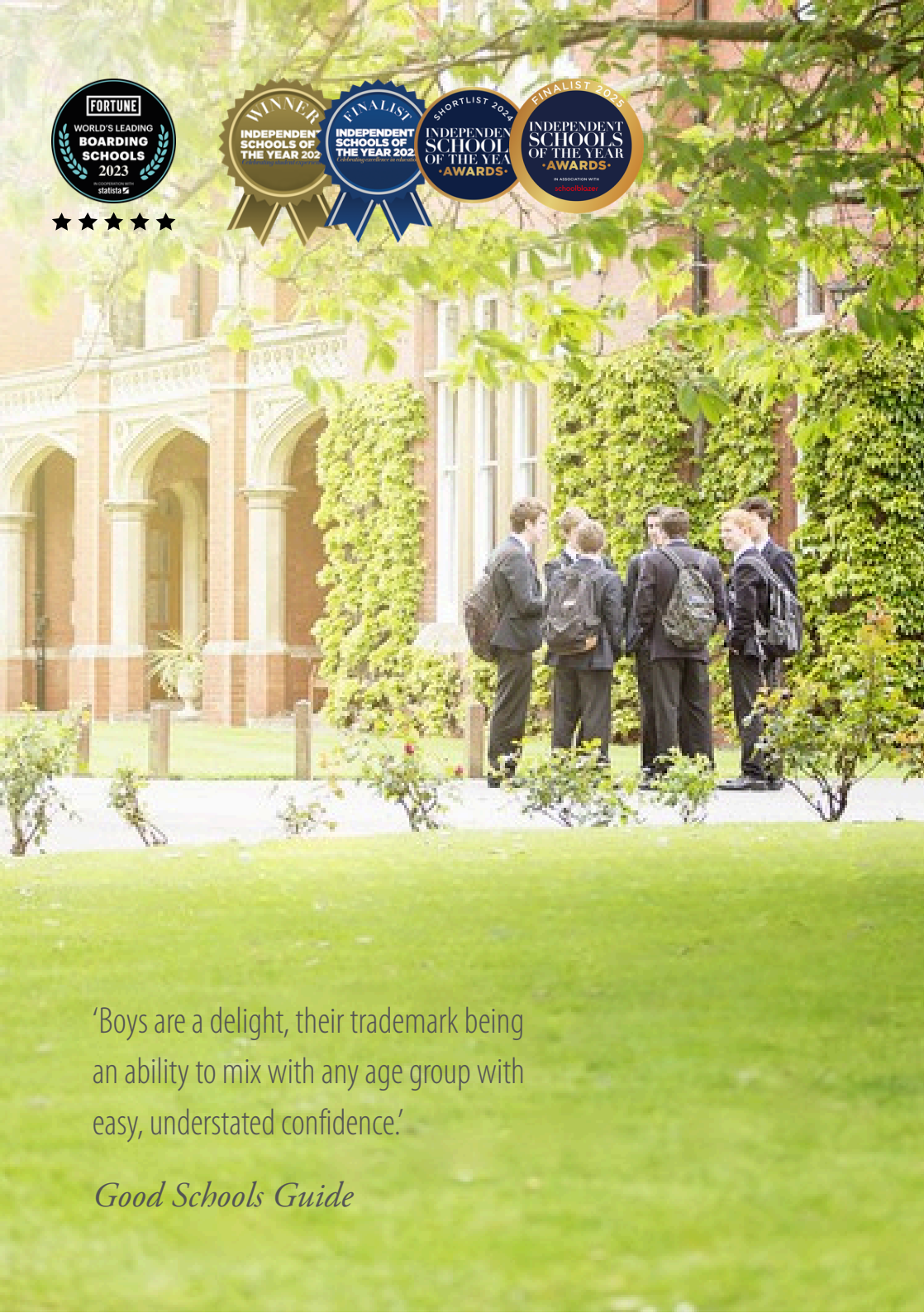




Joining Bedford

HR Adviser



'Boys are a delight, their trademark being an ability to mix with any age group with easy, understated confidence.'

Good Schools Guide



From the Head Master

Thank you for your interest in Bedford School.

There are schools that are successful because of their history, and schools that are successful because of their people. Bedford is fortunate to be both.

As I begin my tenure as Head Master, I do so with a tremendous sense of excitement about what lies ahead. Bedford has been educating and inspiring young people for almost 475 years, yet what has struck me most since I first arrived is not the scale of the estate, the beauty of the buildings or even the strength of its reputation. It is the warmth of its community, the quality of its people and the shared commitment to helping boys thrive.

This is a school with high ambitions for its pupils and for itself. Our boys achieve excellent outcomes and go on to leading universities in the UK and around the world, but we measure success by far more than examination results alone. We want boys to leave Bedford as confident, curious and compassionate young men who have enjoyed their childhood, discovered their passions and developed a sense of purpose that will serve them for life.

The measure of a great school is not simply what pupils achieve, but who they become along the way.

Boarding lies at the heart of the Bedford experience and helps create a community that is vibrant, connected and full of energy. It is a place where relationships matter, where people know and support one another, and where there is a genuine sense of belonging.

For those considering joining us, this is an exciting time. We have a deep respect for our history, but we are equally ambitious for our future. We want people who bring energy, expertise, new ideas and a commitment to helping young people flourish. In return, you will find a school that values its people, encourages professional growth and offers the opportunity to make a meaningful contribution to a thriving and busy community.

I hope this booklet gives you a flavour of Bedford School and the opportunities it offers. If our values and ambitions resonate with you, I very much hope we will have the opportunity to meet.

Michael Sloan

Head Master

The Role

Bedford School is seeking a proactive HR Adviser to join our busy Human Resources team. This is an exciting opportunity to play a key role in supporting staff across the school, working alongside an experienced HR Business Partner and HR Manager to deliver a professional, responsive and high-quality HR service.

The role will be varied and cover a number of elements of the HR function. From supporting employee relations and absence management processes, coordinating recruitment and onboarding activities with the HR Services Team, and ensuring compliance with safeguarding requirements. You will be at the heart of a fast-paced HR function that supports both operational and strategic priorities across the school.

We are looking for someone who has experience in a generalist HR role, excellent communication and organisational skills, and the confidence to build positive relationships with colleagues at all levels. You will be highly organised, adaptable and committed to delivering an outstanding service.

Applicants must have a good standard of education and be working towards CIPD Level 5 (or hold an equivalent relevant qualification).

If you are looking for an opportunity to further develop your HR career within a stimulating and rewarding educational setting, we would love to hear from you.

HR Manager, Amy Baron would be happy to talk to prospective applicants about the role and can be contacted via email in the first instance on: abaron@bedfordschool.org.uk to arrange a suitable time.

Job Description

Summary of the role:

Job Title: HR Adviser

Department: Human Resources

Location: De Parys Avenue, Bedford

Reporting Line: HR Manager

Hours: Full time, all year round, 37 hours per week, 08:30 – 17:00, Monday to Friday

Job Purpose: To provide professional HR advice, guidance and administrative support across the school, ensuring efficient HR service delivery, compliance with safer recruitment and safeguarding requirements, effective management of HR processes, and support for employee relations, absence management and organisational objectives in line with school values and best practice.

Main duties and responsibilities:

This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment. You are expected to act in accordance with the aims, policies and administrative procedures of the School. The main duties and responsibilities of the HR Adviser are as follows (this list is not exhaustive):

- Support the HR Manager and HR Business Partner in the provision of a high-quality HR advisory service to staff and senior leaders across the school.
- Work in collaboration with the HR Services team to ensure that processes are completed accurately and efficiently, responding to queries as necessary.
- Working with the HR Services team to ensure that all safer recruitment related pre-employment checks are recorded on the SCR, ensuring its maintenance for inspection.
- Undertake safer recruitment and compliance checks for appointment of Governors and contractors.
- Coordination of the induction process with all new employees and volunteers.
- Support the probation and PDR process for all employees ensuring documentation is completed in accordance with Harpur Trust procedures and any concerns escalated to the HR Manager:
 - Providing guidance to managers and staff on setting clear objectives and conducting reviews.
 - Ensuring that a schedule for reviews is prepared and discussed with the line manager and that all relevant documentation is tracked and maintained.
- Working closely with the HR Manager addressing absence monitoring across the school. This will encompass:
 - Monthly analysis of absence reports, analysing trigger reports and providing support during informal and formal absence review meetings.
 - Advising managers on the school's absence policy and attending meetings as needed.
 - Escalating complex cases to the HR Manager.

- Supporting the HR Manager and HR Business Partner in the provision of ER advice to Senior Management. This will include attending informal and formal meetings and hearings as required, taking minutes and drafting correspondence aligned with the process.
- Arrange and ensure accurate recording of compulsory safeguarding training in conjunction with the DSL.
- Using the HRIS to assist with the preparation of management information as needed.
- Ensure that all HR records are accurately maintained and are kept in accordance with relevant data protection legislation.
- Participation in Trust wide HR projects as required.
- To embed equality, diversity and inclusion and the school values in all aspects of the HR Departments work.
- To undertake tasks and projects as required by the HR Manager, HR Business Partner and/or Director of Operations and Finance.

Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case, will be reviewed through the appraisal process.

*“You don’t learn it.
You live it.”*

Vivaan, Year 13, boarder, scientist, sportsman

Person Specification

Essential Criteria

Desirable Criteria

Assessment Method

Qualifications

- Good standard of education.
- Working towards CIPD level 5 or equivalent relevant qualification.

- CIPD qualified (level 5).

Certificates

Experience

- Experience in a similar HR position.
- Solid generalist HR knowledge, including administration and end to end processes.
- Experienced and confident working with HR systems within defined processes.

- Experience of working in a school or educational environment.

Application form, references, and interview

Skills and Knowledge

- Strong communication skills (verbal and written).
- Excellent interpersonal skills; able to communicate effectively with people at all levels.
- Good ICT skills (including MS Word, Excel, and Outlook).
- Strong organisational skills – able to process and organise large amounts of information.

- Knowledge of safer recruitment procedures and compliance.
- Experience of using iTrent.

Application form, references, and interview

Skills and Knowledge cont.

- Experience using a HR MIS.
- Able to collate and manipulate data, using databases or other systems.
- Good awareness of current employment law and HR best practice.

Personal Attributes

- Professional and confident with the ability to form effective relationships with people at all levels.
- Desire to make things better and understanding the importance of on-going process improvements.
- Proactive team member who is supportive and willing to help colleagues if required.
- Diplomatic and able to handle confidential matters in a sensitive manner.
- Ability to meet deadlines and work within agreed schedules.
- Self-motivated, with the ability to use initiative and pro-actively to resolve problems prior to escalation.
- Positive, customer focussed approach.
- Strong attention to detail and accuracy.
- Ability to be flexible to meet the needs of the School.

Interview and references

Staff Benefits

Bedford School has high expectations of its staff and therefore looks to reward them with generous salary scale increments and beneficial conditions of service. We believe we have a responsibility to keenly and pro-actively support all of our staff in their development and to make this an outstanding place to work. Each member of staff has a voice on professional matters via the Common Room Chair and a variety of staff run initiatives. A wide range of opportunities for professional development exist and staff are encouraged to further their skills and consider career options at all levels.

The school is set in beautiful grounds within a 50-acre site on the edge of a busy town centre that is well connected to London, Milton Keynes and Cambridge in particular. Staff are welcome to make use of the extensive leisure and sporting facilities on the site (which includes gym, swimming pool, tennis courts, squash courts etc.) for themselves and their immediate family.

The school has an incredibly friendly Common Room that provides support and puts on a variety of social events. Weekly football, yoga and mindfulness sessions are complemented by additions such as staff life drawing, a tennis evening, calligraphy club, and regular staff cricket fixtures with local clubs and schools.

Staff can also join a private healthcare scheme, which includes an annual allowance towards healthcare costs (e.g. dental and optical expenses), funding for other therapies and access to gym and shopping discounts. An employee assistance programme is also available to everyone within the school, which includes access to a free well-being app. Our staff receive free lunches, refreshments during the day and can expect free on-site parking.

Bedford School is a dynamic and rewarding place to work with a strong sense of community.



COMPETITIVE SALARIES &
PENSION SCHEMES



EMPLOYEE ASSISTANCE
PROGRAMME



PRIVATE HEALTHCARE
SCHEME



PROFESSIONAL
DEVELOPMENT



FREE LUNCHES
DURING TERMTIME



FREE ONSITE
PARKING



GENEROUS
HOLIDAYS

Why Bedford? From our boys.

"We have the new rowing performance centre with all the ergs, the best sculls, a good river, perfect trainers (coaches) who really want you to evolve and get better."

Julian Lainck

Upper Sixth Form, Boarder, Rower
Brian Cawley Rowing Scholarship recipient



"With wicket keeping, my coach from Northants (CCC) teaches me a lot. We also have players from Northants, who bowl to me really well—that pushes me to the limit. They both play county as well, and because of their age they can bowl faster and they can swing the ball more, which challenges me."

Aveer Nagpal

Year 6, Day Boy, Middlesex County Cricketer

Useful Links

- [Bedford School Website](#)
- [The Harpur Trust](#)
- [Awards, Inspections and Reviews](#)
- [News Stories](#)
- [Bedford School Film](#)
- [Facebook](#)
- [Instagram](#)

‘... while the trophy cabinets are bursting at the seams for all sports from rugby and cricket to rowing and golf, the overall ethos is far from elitist’

Good Schools Guide



bedfordschool.org.uk