



Warwick
Schools
Foundation



Information for Applicants

Job Title Human Resources Officer

To start As soon as possible

Welcome from the Foundation Principal



Thank you for the interest you have shown in the role of Human Resources Officer.

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint a Human Resources Officer to support a busy and thriving HR Department.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)
Foundation Principal



About Warwick Schools Foundation

Warwick Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils while being an exceptional place to work and the first choice for those seeking independent education for their children.

Our historic schools are Warwick Junior School and Warwick School, which operate as a through-school for boys, and Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep.

These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In 2021 we welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school, and has recently extended its educational provision to boys as well as girls from 3-18.

More information about the schools may be found on their websites:

www.warwicksschool.org

www.warwickprep.com

www.kingshighwarwick.co.uk

www.thekingsleyschool.co.uk

More information on the Foundation can be found at:

www.warwicksschoolsfoundation.co.uk

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- IDPE
- HMC
- IAPS
- ISA
- ISB



Organisational Structure

Warwick Schools Foundation, is registered as both a Charity and a Company, with the Governors being both Trustees of the Charity and Directors of the Company.

The Governing Body is the legal guardian of Warwick Schools Foundation and is responsible for ensuring that it delivers its charitable objective:

'To advance education by carrying on in or near Warwick, day and boarding schools for boys and girls.'

Governors delegate the operational running of the Foundation to the Foundation Principal, who acts as Chief Executive Officer with direct accountability for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson. He is supported by the Foundation Bursar, Mrs Victoria Espley, who acts as Chief Operating Officer for the Charity.

This role will report to Foundation Director of People.



Our Facilities

Warwick Campus

Home to some 2,500 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

King's High School was also relocated from its historic town centre site in 2019 to join Warwick Preparatory School and Warwick School in a purpose-built home on one spacious, green campus. As part of this relocation, facilities were developed for all schools including:

- Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- A series of pedestrianised Quads.
- A shared Sixth Form Centre for both Warwick and King's High School students to enjoy for shared curriculum enrichment and social activities.
- Improved play space for Warwick Preparatory School, including a nursery garden and 'forest school'.
- A shared Music School for the pupils of King's High and Warwick Preparatory School.

Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a short drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a bright and welcoming new Learning Resource Centre, a modern and completely refurbished gym and a beautiful garden.



Job Description

Post Title:

Human Resources Officer

Hours of Work:

37.0

Salary range:

£32,549 - £35,507 per annum (with cost of living pay award pending from 01/09)

Location

On Site

Start Date

As soon as possible.

Reporting Lines

The post holder will report to the Foundation Director of People.

Purpose of this Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Role Purpose

Deliver a high-quality, professional HR service across the Foundation, supporting managers and employees while ensuring compliance with employment legislation and best practice.

Key Responsibilities**HR Service Delivery**

- Provide pragmatic, high-quality HR advice and support to managers and employees across the Foundation.
- Build effective working relationships, promoting consistent and best-practice HR approaches.

Employee Relations

- Advise and support managers on employee relations matters, including grievance, disciplinary, capability and absence management.
- Support occupational health referrals and contribute to promoting a positive and healthy working environment.

Recruitment & Resourcing

- Manage end-to-end recruitment processes, ensuring efficiency, compliance (including safer recruitment), and a positive candidate experience.
- Liaise with recruitment agencies where required, ensuring safeguarding and compliance checks are completed.

Payroll & HR Administration

- Prepare contracts of employment and variation letters.
- Lead monthly payroll submissions (starters, leavers, changes), ensuring accuracy and adherence to deadlines.
- Liaise with payroll colleagues to resolve queries promptly.

HR Systems & Data

- Maintain accurate and up-to-date employee records across HR systems.
- Work with HR systems colleagues to improve processes, reporting, and data quality.

Change & Projects

- Support organisational change initiatives, including restructures, job evaluation, and consultation processes.
- Contribute to HR projects, audits, and continuous improvement activity.

Job Description

Policy & Compliance

- Support the development and review of HR policies, procedures, and the Employee Handbook.
- Maintain the HR Manual and ensure processes remain compliant and up to date.

Family Leave & Flexible Working

- Manage family leave processes (e.g. maternity, paternity, adoption, shared parental leave), ensuring compliance and a supportive employee experience.
- Support managers with flexible working requests and family-friendly policies.

General Responsibilities

- Comply with all Foundation policies, including data protection legislation (UK GDPR, Data Protection Act 2018) and IT security requirements.
- Adhere to Health & Safety responsibilities and report concerns appropriately.
- Undertake additional duties commensurate with the level of the role.

Safeguarding

- Promote and safeguard the welfare of children and young people in line with statutory guidance and Foundation policy.
- Undertake all required safeguarding training and comply with safer recruitment and safeguarding procedures.
- Appointment is subject to enhanced DBS and relevant pre-employment checks.

- These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.
- All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Competent English Language skills • Basic key skills • CIPD Level 5 (or equivalent experience). • Educated to A-level (or equivalent) with strong literacy and numeracy. • Right to work in the UK. 	<ul style="list-style-type: none"> • Working towards CIPD Level 7 • Degree or equivalent qualification
Experience/Knowledge	<ul style="list-style-type: none"> • Sound working knowledge of employment law and its practical application. • Experience in: <ul style="list-style-type: none"> ○ Employee relations casework ○ Recruitment and safer recruitment processes ○ Absence management and occupational health referrals ○ Maintaining HR systems and producing HR data/reports • Proven ability to handle confidential and sensitive matters professionally. 	<ul style="list-style-type: none"> • Experience in the education sector • Knowledge of safeguarding and statutory compliance in education • Experience supporting organisational change or job evaluation processes
Skills/Abilities	<ul style="list-style-type: none"> • Strong written and verbal communication skills • High level of accuracy and attention to detail • Strong IT capability (including HR systems and Excel) • Effective planning, organisational, and time management skills • Analytical and problem-solving capability • Customer-focused approach to HR service delivery 	<ul style="list-style-type: none"> • Ability to interpret HR policy and legislation into practical solutions

Person Specification

Essential		Desirable
Personal attributes	<ul style="list-style-type: none"> • Flexible and collaborative approach • Professional, diplomatic, and resilient • Commitment to the values and ethos of the Foundation and its schools 	
Safeguarding Children, Young People and Vulnerable Adults	<ul style="list-style-type: none"> • Understands their role in the context of safeguarding children, young people, and vulnerable adults • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	
Equal Opportunities	<ul style="list-style-type: none"> • Understanding of the requirements of Equality and Diversity 	

Further Details

Working hours: 37.0

Working weeks: 52

Pay Banding: Support Staff Points 27-30

Other benefits: See below

- Competitive contributory pension scheme (employee contributions matched by employer contributions up to 14%).
- Employee Assistance Programme.
- Six weeks annual holiday plus public holidays.
- Staff Fee remission at our Warwick Campus.
- Life Assurance benefits.
- Free meals and refreshments provided during the working day.
- Free parking on site.
- A virtual GP and Physio service.
- Access to a wide range of retail discounts.
- Salary sacrifice schemes.
- Use of the Sports Complex for staff.
- A strong, supportive staff community.
- Some flexible working will be considered depending on the vacancy.

Appointment Method

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.

For an informal discussion please call Gordon Latham, Director of People on 07469212643.



Warwick
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Warwick Independent Schools Foundation, a registered charity, number 1088057
A company limited by guarantee; Registered in England; company number 4252305
Registered office: Warwick School, Myton Road, Warwick CV34 6PP