



RADLEY

# Head of HR

Abingdon, Oxfordshire | Start September 2026 (or ASAP)

# KEY INFORMATION

Radley College, a leading independent full boarding school for boys aged 13-18 in Oxfordshire, is seeking an exceptional Head of HR to lead its HR and payroll team. Following the establishment of Radley Schools Group a year ago, the role of the HR Director, who has been in post for over 20 years, has grown significantly, resulting in the creation of the exciting new Head of HR role dedicated to Radley College.

Reporting to the HR Director, the Head of HR will oversee the day-to-day management of HR and payroll services across the College. The successful candidate will lead a skilled and dedicated team, working closely with senior leaders to ensure operational excellence, consistency and compliance. This role combines hands-on leadership with engagement in wider College initiatives.

We are looking for an enthusiastic, committed and experienced individual to help us deliver an outstanding HR service to the College. This is an exceptional opportunity for a creative, confident, innovative and ambitious HR professional to make a meaningful contribution in a role that offers genuine potential for both personal satisfaction and professional development.

This position will focus specifically on HR provision at Radley College, while the existing Prep Schools Head of HR will continue to oversee the day-to-day delivery of HR services across the prep schools.



# CONTEXT

The Head of HR will play a central role in ensuring that the College runs smoothly and effectively from an employment and governance perspective. By leading HR and payroll operations, refining processes and setting high professional standards, the postholder will bring clarity, confidence and pace to decision-making across the organisation.

Well-designed procedures, clear guidance and a trusted HR presence enable leaders to focus on educational excellence, confident that employment matters are being managed fairly, lawfully and with care.

One of the most impactful aspects of the role will be the opportunity to work closely with senior colleagues, supporting confident and consistent management practice. The Head of HR will become a trusted adviser, helping colleagues navigate complex situations, build capability and exercise sound judgement.

Above all, the role offers the opportunity to make a lasting and meaningful contribution. Whether through creating improved systems, clearer structures, stronger management practice or more effective ways of working, the impact of the role will be tangible and enduring.

At a time of growth and change, the position offers influence, responsibility and the opportunity to help shape the next chapter of a school with a proud heritage and an ambitious future.



# THE DEPARTMENT

The HR and Payroll function is a collaborative, close-knit team that sits at the heart of the organisation, acting as a central hub for employee support. Known for their friendly and approachable manner, the team works seamlessly together to provide a consistent, high-quality service and are the first point of contact for over 500 employees.

The Payroll team consists of two part-time Payroll Officers working Monday to Thursday, who provide excellent, clear and concise guidance to staff while managing the accurate monthly payroll process. They work closely with Heads of Department to ensure a smooth and efficient service.

The wider HR team includes an HR Advisor, two HR Officers – one specialising in employee relations and the other leading on recruitment – alongside an HR Administrator who focuses on safer recruitment, recruitment coordination, and induction. Together, the team's strong ethos and commitment to service excellence help create a positive, supportive experience for colleagues across the organisation. They are a genuine delight to work with.



# DUTIES & RESPONSIBILITIES

Provide professional and best practice advice and guidance on HR strategies, policies and procedures which support the College's ethos and business objectives whilst fulfilling its obligations to employees, and ensuring legislative compliance.

## Leadership and Development

- Lead, manage and develop the HR and payroll team.
- Coordinate appraisal and professional development processes.
- To appraise the staff line-managed by the post-holder as appropriate, and contribute to the appraisal of others.

## Recruitment and Induction

- Take responsibility for the design, monitoring and evaluation of an efficient and effective recruitment and selection process, taking into account current legislation, school policy, procedures and equal opportunities.
- Work with the Heads of Department to ensure that induction processes for new staff support the school's objectives and are based on best practice.





## Training and Development

- Work with the bursarial management team to introduce effective appraisal processes for operational staff.
- Oversee and monitor the school's training.
- Proactively support Heads of Department in carrying out the school's performance management process, including oversight of active monitoring of processes and feedback to ensure training and development needs are identified and planned as appropriate. Develop a comprehensive framework and process for efficient succession planning.
- Represent the HR function at relevant meetings. Set up and lead working groups as appropriate to develop and implement HR policies and procedures to ensure best practice.

## Employee Relations

- Provide advice to Heads of Department on employment relations issues. Through the application of best practice and professional advice, ensure that appropriate decisions and actions are taken, following the relevant discipline, grievance or consultation policy or process.
- Working with the HR team, monitor attendance for all staff and ensure that associated management information is available. Liaise with relevant managers in the monitoring of sickness trends.

## HR Systems

- Ensure the College's HRIS is maintained effectively, ensuring data accuracy and confidentiality.
- Produce workforce reports for the College Management Team.

## Budgetary

- Working with the HR Director, provide guidance in the development, administration and/or management of the College's remuneration packages and structures, ensuring that they motivate and are closely aligned with the College's culture and its strategic and financial objectives.

## Payroll

- Oversee accurate, timely and confidential payroll delivery.
- Work closely with the Finance department to reconcile payroll, manage changes and ensure alignment with budgets, forecasts and financial controls.



## Compliance

- Ensure safer recruitment, safeguarding standards and SCR compliance are consistently applied.
- Maintain compliance with UK employment law and education-sector regulations.
- Working with the HR team, manage and monitor a computerised staff record system, providing management reports and information monthly and as required, ensuring accurate and timely statutory returns, and advising managers on trends identified by the information.

## Pension & Benefits

- Manage benefits including pensions, fee remission, accommodation and healthcare. Reviewing periodically to ensure competitiveness and affordability. Support the HR Director with reward reviews and benchmarking.



This is an unbelievable place, steeped in tradition yet evolving by the minute.

TALK EDUCATION



# SKILLS, EXPERIENCE AND QUALIFICATIONS

- CIPD Level 7 qualification or equivalent experience
- Senior HR leadership experience, ideally with an education or regulated environment.
- Strong working knowledge of UK employment law.
- Proven experience of leading a team.
- Ability to advise and influence senior staff with confidence and credibility.
- Experience in managing an HRIS.
- A high level of organisational and administrative ability including managing competing priorities to meet deadlines.
- A positive, practical and pro-active attitude.
- A team player with excellent communication and interpersonal skills that can be applied at all levels.
- IT proficiency, including Microsoft Office.

## Desirable

- Strong working knowledge of safeguarding requirements.
- Experience within an independent school environment.
- Commitment to ongoing professional development.



# PERSONAL QUALITIES

- Professional, warm, and approachable manner.
- Tactful and diplomatic with a high level of emotional intelligence.
- Self-motivated and able to work under pressure with minimal supervision.
- A team player with a flexible and collaborative attitude.
- Commitment to promoting the ethos and values of the school.





# RADLEY COLLEGE

Radley College is an independent full boarding school for boys aged 13-18 in Oxfordshire. Named Best Public School 2024 by Tatler, we are proud of our position as one of the world's leading schools, but it is our ability to unlock the potential in every boy and the sense of community here that makes us special.

Founded in 1847, Radley is proud of its tradition but is celebrated for academic excellence, innovation, and dynamism. We are fortunate to do all of this on a beautiful 800-acre campus with genuinely world-class facilities a few miles from the thriving city of Oxford.

We aim to nurture intellectual entrepreneurs; boys who can use their strong academic understanding to solve real-world problems. Exam results matter and our excellent A-Level and GCSE results evidence this. But we know that life doesn't have a syllabus, so we work hard to equip boys with the characteristics, life skills and values that will help them thrive in the workplace and in life.

Beyond the classroom, opportunities are limitless. Our boys excel on the sports field, in the concert hall, on stage and as part of our partnerships programme. Community is the central pillar of our ethos. All our boys meet in Chapel five days a week and we eat centrally, which helps to foster a sense of connection across the College.



Radley Schools Group, launched in September 2025, brings together eight schools – Radley College, Barfield, Beeston Hall, Chandlings, Cothill, Kitebrook, Mowden Hall and West Hill Park. Collectively, we believe in, and celebrate, the timeless and authentic values of charitable independent education.

Through the strength and stability of our group, we are committed to providing exceptional educational opportunities for all our pupils throughout their childhood. Blending the very best of tradition and innovation, we seek to develop young people of outstanding character and purpose for generations to come.





# SAFEGUARDING

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.



What strikes you is how kind and nurturing it is... it's the care Radley shows for the boys that is most remarkable.

TATLER SCHOOLS GUIDE 2024

# STAFF BENEFITS

- 33 days holiday per annum, including bank holidays. This increases by one day each year to a maximum of 38 days.
- Generous contributory group personal pension scheme, with the option of using salary exchange.
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the Sports Centre (£50 a year).
- Reduced membership fee for nine-hole golf course.
- Employee Assistance Programme.
- College sickness scheme.
- Free school meals during term time.
- Free parking on site.

# APPLICATION PROCESS

Applications should be submitted via the link on the College's website. We reserve the right to interview candidates as applications are received and, if successful, we may withdraw the advert prior to the closing date.

Closing date for applications is Friday 5th June with first stage interviews taking place week commencing 8th June.

We are an equal opportunities employer and welcome applications from all backgrounds. Please let us know if you require adjustments during the process.



RADLEY