

JOB DESCRIPTION

Head of Human Resources

Salary: £65,000 per annum

Contract: Full Time, Permanent

Hours: 37.5 hours per week, 52 weeks per year

Reports to: Director of People and Operations

Job Purpose

St Helen's School is seeking an experienced and proactive Head of Human Resources to lead the delivery of a professional, responsive and effective HR service across the School. This is an excellent opportunity for an accomplished HR professional with experience in the education sector to make a significant contribution to the ongoing success of the School, supporting staff, managers and senior leaders across all aspects of people management.

The Head of Human Resources is responsible for the effective leadership and day-to-day management of the HR function at St Helen's School. The post holder will provide expert professional advice and guidance to managers and staff on all aspects of employment and people management, ensuring compliance with employment legislation, safeguarding requirements and best practice.

Working closely with senior leaders, the Head of HR will lead on employee relations, policy development, recruitment, performance management, staff wellbeing, organisational development and workforce planning. The role will ensure that the School's people practices support its strategic objectives and foster a positive and inclusive working environment.

The Head of Human Resources will play a key role in embedding and championing The St Helen's Way, ensuring that the School's values, behaviours and expectations are reflected in all people practices. The post holder will work collaboratively with leaders and staff to foster a positive, inclusive and high-performing culture where colleagues are supported, developed and empowered to deliver the best outcomes for pupils.

Key Responsibilities

HR Leadership and Operations

- Lead and manage the day-to-day operation of the HR function.
- Provide effective leadership, support and development to the Senior HR Business Partner and any other HR team members.
- Ensure HR processes and procedures are efficient, compliant and aligned with best practice.
- Develop and maintain HR policies and procedures, ensuring legal compliance and operational effectiveness.
- Monitor and report on key people metrics to support decision-making and workforce planning.
- Ensure employee records and HR systems are maintained accurately and confidentially.



Employee Relations

- Act as the senior HR advisor on complex employee relations matters including disciplinary, grievance, capability, attendance management and performance-related issues.
- Lead and advise on investigations, hearings and appeals.
- Support organisational change processes, restructures and consultation exercises.
- Ensure all employment matters are managed fairly and in accordance with legislation, School policies and best practice.
- Support and coach managers in addressing people-related issues confidently and consistently.

Advice and Guidance

- Provide timely, practical and professional HR advice to managers, staff and School leaders on all people-related matters.
- Interpret and communicate employment legislation, HR best practice and School policies.
- Support managers with recruitment, performance management, probation reviews, absence management and employee development.
- Promote consistent application of policies and procedures across the School.

Recruitment and Onboarding

- Oversee the end-to-end recruitment process to attract, appoint and retain high-quality staff.
- Ensure safer recruitment practices are adhered to in line with statutory guidance and safeguarding requirements.
- Support workforce planning and succession planning activities.
- Ensure effective induction and onboarding arrangements are in place for all new employees.

Learning and Development

- Identify learning and development needs across the School.
- Design, coordinate and deliver management development and staff training where appropriate.
- Promote continuous professional development opportunities that enhance individual and organisational capability.
- Support managers in developing high-performing teams.

Payroll, Pensions and Benefits

- Act as a senior point of contact for payroll, pension and benefits queries.
- Work closely with payroll providers and finance colleagues to ensure accurate and timely payroll processing.
- Support employees with pension-related enquiries and provide guidance on available benefit schemes.
- Ensure compliance with relevant pension and payroll legislation and requirements.

Safeguarding and Compliance

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- Promote and support the School's safeguarding culture.
- Ensure HR practices comply with employment law, safeguarding requirements and relevant regulatory obligations.
- Support safer recruitment and safeguarding training initiatives.
- Maintain accurate and confidential employee records in accordance with data protection requirements.

Strategic Contribution and The St Helen's Way

- Contribute to the development and implementation of the School's people strategy.
- Support initiatives that enhance employee engagement, wellbeing, inclusion and retention.
- Provide HR expertise on strategic projects and organisational change programmes.
- Act as a visible champion for The St Helen's Way, ensuring it is embedded throughout the employee lifecycle.
- Support leaders in creating a culture of accountability, collaboration, continuous improvement and professional growth.
- Ensure HR policies, processes and management practices reflect and reinforce the values and principles of The St Helen's Way.
- Contribute to initiatives that strengthen organisational culture, staff engagement and wellbeing.

General Responsibilities

- Uphold the values and ethos of St Helen's School.
- Maintain confidentiality and professional standards at all times.
- Undertake continuing professional development to maintain professional knowledge and expertise.
- Carry out any other duties commensurate with the level and responsibilities of the role and at the discretion of their line-manager and Head of School.

Person Specification

Essential Qualifications

- CIPD Level 7 qualification or equivalent professional HR experience.
- Evidence of continuing professional development.

Essential Experience

- Significant generalist HR experience in a senior HR management or HR Business Partner role.
- Experience of working within a school environment.
- Experience of managing complex ER cases, disciplinary, grievance, capability and absence management matters.
- Experience of providing expert HR advice and guidance to managers and employees.
- Experience of developing and implementing HR policies and procedures.
- Experience of leading recruitment and selection processes.
- Experience of supporting organisational change and consultation exercises.
- Experience of handling payroll and pension-related queries.
- Experience of leading, coaching and developing HR team members.

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Desirable Experience

- Experience of working within an independent school environment.
- Experience of designing and delivering learning and development programmes.
- Experience of workforce planning and organisational development.
- Experience of HR systems management and people data reporting.

Essential Knowledge

- Up-to-date knowledge of UK employment law and HR best practice.
- Knowledge of safeguarding requirements within an educational setting.
- Knowledge of payroll, pensions and employee benefits administration.
- Understanding of organisational culture and its impact on employee engagement, wellbeing and performance.

Essential Skills and Competencies

- Excellent interpersonal and relationship-building skills.
- Strong coaching, influencing and stakeholder management skills.
- Ability to manage complex and sensitive situations with professionalism and discretion.
- Strong investigation, analytical and report-writing skills.
- Excellent written and verbal communication skills.
- Ability to prioritise competing demands and meet deadlines.
- High levels of integrity, judgement and professionalism.
- Strong organisational and problem-solving skills.
- Proficiency in Microsoft Office and HR information systems.

Personal Attributes

- Approachable, credible and resilient.
- Collaborative and supportive leadership style.
- Passionate about developing a positive workplace culture aligned to The St Helen's Way.
- Committed to fostering a culture of high expectations, professional respect, collaboration and continuous improvement.
- Acts as a role model for the values and behaviours expected across the School.
- Commitment to equality, diversity and inclusion.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Confident decision-maker with sound organisational and commercial awareness.

Safeguarding Statement

St Helen's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to appropriate pre-employment checks, including an Enhanced DBS check, references and other safeguarding screening as required.

