



THE CHARLES KALMS • HENRY RONSON

**IMMANUEL
COLLEGE**



Head of HR

Full Time, all year round

Candidate Information Pack



Welcome

to Immanuel College, *the* Independent Jewish school, where academic achievement, outstanding pastoral care and inspiring Jewish life and learning sit at the heart of everything we do.

Located in Bushey, we are easily accessible from North London via our extensive bus network while also having 11 acres of Hertfordshire countryside for our students to enjoy and from which they benefit in many ways from school sport to social and recreational spaces.

As a modern Orthodox school, we are proud to nurture young people intellectually, personally, and spiritually, while celebrating individuality and strengthening Jewish identity as a natural part of everyday life here. We value warm, respectful relationships between colleagues, students, parents, alumni, and the genuine sense of community and shared purpose this creates.

Alongside remarkable academic outcomes, our students benefit from exceptional arts, music, drama, sport, and educational trips that broaden learning beyond the classroom. Guided by values of kindness, responsibility, curiosity and aspiration we prepare young people for leadership and to make a positive contribution in a diverse world. As we enter the next chapter of our 35-year journey, we remain committed to excellence, care and ambition, for our students and our staff alike.

Thank you for considering this role. Please do not hesitate to get in touch with us if you would like to know more about the role or the College. We look forward to welcoming you to Immanuel College.

Dan Endlar
Head

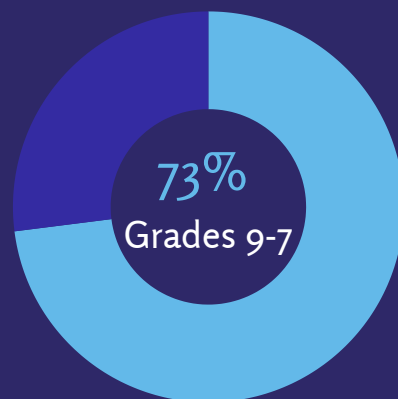




2025 GCSE Results

35%
Grades 9

56%
Grades 9-8



+ 0.84

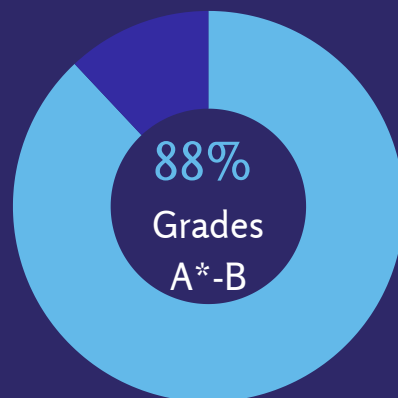
Immanuel students GCSE results outperformed their independent schools peers by an average of almost one grade per subject entry.



2025 A-Level Results

24%
Grades A*

64%
Grades A*-A



83%

of our Sixth Form leavers went to their first choice destination for onward study



Role Description

The Head of HR will lead the development and delivery of a high-quality, strategic and operational HR function across the organisation.

This is a key leadership role, acting as a trusted advisor to senior leaders, ensuring the effective management of people, culture, and organisational development to support sustainable growth and high performance.

The role will drive workforce planning, organisational change, employee engagement, and compliance, ensuring best practice across all areas of employment, safeguarding, and people management.



Key Responsibilities

The Head of HR will report to the Head and work closely with the Senior Leadership Team to:

Strategic Leadership & School Improvement

- Lead the development and delivery of a comprehensive HR strategy aligned with the College's priorities and growth plans;
- Act as a strategic partner to senior leaders, providing expert advice on workforce planning, organisational design, and change initiatives;
- Contribute to overall organisational strategy and planning; and,
- Promote a culture of continuous improvement, engagement, and professional development across the organisation.

HR Operations & Compliance

- Ensure compliance with UK employment law, safeguarding requirements, and relevant regulatory frameworks;
- Oversee HR policies, procedures, and processes across the full employee lifecycle, ensuring consistency and best practice;
- Lead the delivery of effective recruitment and retention strategies, ensuring robust safeguarding and safer recruitment processes; and,
- Oversee payroll, contractual changes, and HR administration processes.

Employee Relations & Casework

- Lead the management of complex employee relations matters including disciplinary, grievance, capability, absence, and restructuring cases;
- Provide expert advice and coaching to senior leaders and managers on people-related matters;
- Build and maintain constructive relationships with trade unions and external advisors; and,
- Identify trends and risks within employee relations activity and implement proactive solutions.

Organisational Development & People Strategy

- Lead workforce planning and organisational development to support current and future needs of the College;
- Partner with leaders to identify capability gaps and deliver effective learning and development solutions;
- Support performance management frameworks, development planning, and talent management initiatives; and,
- Drive initiatives to enhance employee engagement, wellbeing, and overall employee experience.

HR Systems, Data & Reporting

- Lead the effective use of HR systems and data to inform strategic decision-making and workforce planning;
- Ensure accurate data management, reporting, and analysis across HR metrics; and,
- Produce regular reports and insights for senior leadership and governance forums.

Equality, Diversity & Inclusion

- Champion equality, diversity, and inclusion across the organisation;
- Ensure HR policies and practices promote fairness, inclusivity, and accessibility; and,
- Lead and embed EDI initiatives aligned to organisational values.

Team Leadership

- Lead, develop, and manage the HR function, including direct line management of HR team members;
- Provide coaching, support, and direction to ensure high performance and continuous development; and,
- Build a collaborative, values-led HR culture aligned with organisational ethos.





Person specification

Knowledge & Skills

- Strong strategic and operational HR expertise with the ability to translate strategy into delivery;
- In-depth knowledge of UK employment law and HR best practice;
- Excellent stakeholder management and influencing skills at senior level;
- Strong analytical capability with the ability to interpret workforce data and provide insight;
- Excellent communication, organisational, and problem-solving skills; and,
- High level of discretion, professionalism, and emotional intelligence.

Experience

- Significant senior HR leadership experience across both strategic and operational HR;
- Experience managing complex employee relations casework;
- Proven experience of organisational change, workforce planning, and policy development;
- Experience advising senior leaders and contributing to organisational strategy; and,
- Experience of leading HR teams and developing HR functions.

Application Process

Immanuel College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please familiarise yourself with our Child Protection & Safeguarding, Recruitment and Selection and our Equal Opportunities policies.

The deadline for applications is: **10:00 Monday 15 June 2026**

Before applying for this role please read our guidance, which can be found on the Vacancies section of our website. Please complete an application through MyNewTerm before the deadline. CVs will not be accepted.

Applications will be reviewed on receipt, and in some cases we may choose to interview and appoint a strong candidate ahead of the closing date. We therefore encourage interested candidates to apply as soon as possible. If you would like any further information, or an informal conversation to discuss the role please contact Deputy Head Academic, Mrs Danielle Kestenbaum at dkestenbaum@immanuelcollege.co.uk

Benefits

By joining Immanuel College, you will enjoy the benefits of working in a supportive, forward-thinking educational environment which offers:

- Competitive remuneration within the independent sector and opportunities for progression;
- Generous pension scheme;
- Membership to Simplyhealth;
- Free lunch and refreshments during term time;
- Free on-site parking; and,
- Generous discount on school fees.



"Pupils recognise that being part of a supportive community plays an important part in their academic development."



"Pupils develop their self-esteem, confidence and resilience".



"The school equips pupils with the attributes of kindness, aspiration, responsibility & curiosity".

- ISI Report 2024

