



MERCHANT TAYLORS'
School

Job description	
The 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 School	Merchant Taylors' School is a large Independent Boys' School, situated in 280 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 370 boys, while the Senior School has over 960 pupils. The School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.
Job title	HR Partner
Function	Support Staff
Reports to	Head of HR
Line management duties and responsibilities for	N/A
Summary of role	<p>The job holder will provide expert, responsive, professional and compliant HR support to the Merchant Taylors' Schools. The HRP will deliver advice across the full employee lifecycle, with particular focus on employee relations, organisational change, and projects.</p> <p>In addition to undertake any other duties as may be reasonably required and requested by the Head of HR to meet the priorities and demands of Merchant Taylors' Schools.</p>
Main duties and responsibilities	<ul style="list-style-type: none">• To act as a trusted advisor to senior leaders and managers across our academic and support functions• To lead on the guidance and advice on employee relations issues and the interpretation and application of all HR policies and procedures.

	<ul style="list-style-type: none"> • Provide advice and support to managers and investigating officers in relation to managing key processes e.g. disciplinaries, grievances, performance management, attendance management, probations and change management. • Provide clear, pragmatic advice on employment law and best practice • Support complex and sensitive cases, ensuring consistency, fairness, and risk mitigation • To keep knowledge and understanding of UK employment law up to date and relevant to ensure all policies and procedures are legally compliant and aligned to best practices in the education sector. • Support the Head of HR on policy and process development and improvements that foster a positive, inclusive and supportive workplace. • Support and contribute to any HR related change management and/or initiatives as required. • Development, production and analysis of key HR metrics addressing areas for improvement. • Oversee the probation and performance appraisal process. • Manage the Casual Worker assignment process. • Support the Head of HR in the development and delivery of training materials. • Support the wider HR team with tasks as required during surge activity stages.
Safeguarding responsibilities	<p>It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master.</p>

Person Specification			
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	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent. • Level 5 CIPD diploma (or above) membership and/or equivalent relevant professional experience. • Able to demonstrate commitment to own continuous professional development. 	Bachelor's degree in Human Resources or related field.	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> • Prior experience of working within a similar role with proven strong HR generalist experience. • Knowledge and experience of successfully building effective relationships and managing stakeholders in a variety of HR roles. • Experience of delivering to deadlines and achieving set targets to a high standard 	<ul style="list-style-type: none"> • Experience of working within a similar role within school or education environment. • Knowledge of Keeping Children Safe in Education and safer recruitment • TUPE Experience or understanding of the process 	Contents of the Application form Interview Professional references Practical task – Role play
Skills	<ul style="list-style-type: none"> • Excellent planning and organisational skills. Ability to 		Contents of the Application form

	<p>prioritise and manage a varied workload, ensuring deadlines are consistently met.</p> <ul style="list-style-type: none"> • Proven critical thinking skills with the ability to take initiative and think creatively to resolve challenges. • Sound judgement, problem solving and analytical skills. • Competent in HR software and Microsoft Office Suite 		<p>Interview</p> <p>Professional references</p> <p>Practical task – Role play</p>
Knowledge	<ul style="list-style-type: none"> • Strong working knowledge of UK employment law and HR best practices. • Experience of KPI metric reporting and using meaningful people data to identify trends and develop trends. 	<ul style="list-style-type: none"> • Working knowledge of HR information systems, databases and reporting tools. 	<p>Contents of the Application form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> • Ability to prioritise work effectively. • Comfortable working independently and as part of a team • Effective written and verbal communication skills and the ability to engage with a wide range of employees effectively. 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

	<ul style="list-style-type: none">• Calm and focussed under pressure.• Ability to handle sensitive information with confidentiality and professionalism.• Positive can-do attitude, proactive• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours		
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General Conditions

Start date	3 rd September 2026
Hours	Term time plus 4 weeks – 39 weeks per year - Monday to Friday. 8.30am – 4.30pm / 35 hours per week including one-hour unpaid lunch break
Salary	Actual salary £30,363
Holiday	Statutory holiday entitlement paid within salary and taken during School holidays
Other benefits	<p>15% employer contribution to a defined contribution pension scheme (Contributory) Life cover 4 x annual salary and income protection Access to a cash flexible benefit in lieu of pension contribution Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider Staff fee remission on school fees (subject to admissions criteria)</p> <p>(all of the above subject to eligibility criteria)</p> <p>Use of School leisure facilities, including pool, gym and lake. Lunch provided free of charge when the School Catering Department is open Free parking on site, with access to electric vehicle charging (payable via app) Support for professional development and professional membership fees</p>
Closing date for applications	<p>Monday 8th June, 9am.</p> <p>Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.</p>
Interviews to be held	W/C 15 th June 2026

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website.

How we use your information

We will use the information which you provided, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children).

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