

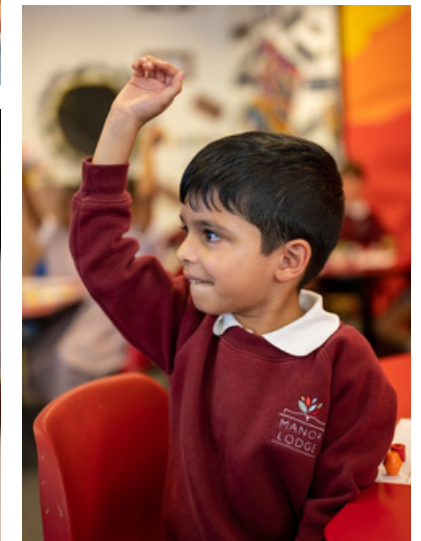
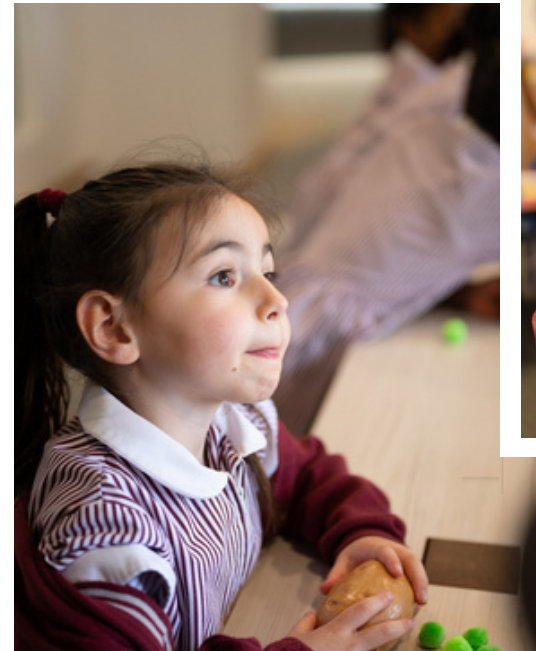
MANOR LODGE SCHOOL

Candidate Brief

HR Manager
2026

About Manor Lodge

Founded in 1991, Manor Lodge is a vibrant and successful independent day school for over 450 boys and girls aged 3 - 11. The school is in Shenley, Hertfordshire; the 22 acre site encompasses a Grade 2 listed building set in open countryside nestling within fields, woodland and wildlife, yet only 1 mile from junction 22 of the M25. In 2018 after many years as Deputy Head, Alyson Lobo took over the mantle of Head Teacher with a clear vision for the school. There are two curriculums, each of equal importance. The academic curriculum is based on the traditional values of excellent teaching and learning, measured in academic success. Then there is the hidden one, embedded in everything we do, delivered to enhance character, creativity, motivation, curiosity thinking, communication, collaboration, resilience and wellbeing, modelled by teachers and everyone in the school environment who touch our children's lives. This philosophy is based on the principle that every child deserves a childhood.





Where the indoor and outdoor classrooms work in perfect harmony.

WHAT WE DO

OUR VALUES

Be Positive

Have Integrity

Show Kindness

Give Your All

OUR AIMS

To deliver a forward-thinking curriculum that inspires intellectual curiosity within each child, promotes academic excellence and individual achievement.

To offer a positive and stimulating environment that promotes the philosophy of 'learning without walls'.

To encourage, support and invest in our staff to enable all individuals to thrive.

To celebrate diversity and inclusivity in a community that values and cares for one another.

To bring joy to childhood experiences by enabling our children to feel safe and secure in an environment where each voice is heard and well-being is nurtured.

Academic Excellence

The ISI Report 2023 stated that the quality of pupils' academic and other achievements is excellent. Pupils of all abilities achieve high standards across the curriculum and make excellent progress from their different starting points. By the end of Year 6, the large majority of pupils are achieving, on average, two years ahead of their chronological age in both mathematics and English. In reading, gains made throughout their journey means that the average Year 6 child has an average reading age of 6 years above their chronological age on leaving Manor Lodge. The inspectors noted that, 'Pupils love learning; they have highly positive attitudes fostered by a rich and challenging indoor and outdoor curriculum and a wide range of enrichment opportunities.' Our children are extremely successful in gaining entrance to highly competitive senior independent and state schools, with a large proportion being awarded scholarships. Inspection evidence confirms that the school successfully meets its aim to deliver a forward-thinking curriculum that inspires intellectual curiosity within each child, promotes academic excellence and individual achievement.

Pastoral Care

The quality of pupils' personal development is excellent (ISI 2023). At Manor Lodge we take the pastoral well-being and safeguarding of all the members of our community, particularly the children, very seriously. It is our firm belief that pastoral care and academic progress go hand-in-hand. Allowing children to have a childhood is at the core of our pastoral support. We understand the importance of achieving academic potential but not at the expense of their pastoral well-being. Aspects of the Manor Lodge community such as our passion for outdoor learning (and outstanding outdoor facilities), our varied sports programme, our house families, our school council, our community projects, worry boxes and pastoral 'drop-in' chats all contribute to creating a special culture where well-being is genuinely valued alongside academic progress. We also monitor and track the children's attitudes to their peers, teachers, school-life and learning in order to ensure we have an excellent understanding of how the children are feeling.



The Role

JOB TITLE:

HR Manager

RESPONSIBLE TO:

The Bursar

KEY AIM:

Manor Lodge School is recruiting an HR Manager to be a key member of the school's administration team working closely with the Bursar and Head Teacher to help manage the lifecycle of one of the school's most important assets, our staff. The successful applicant will cover the full range of HR matters, from safer recruitment through to HR casework, maintaining HR policies and keeping employee records up to date. Manor Lodge school currently employs approximately 85 staff plus a variety of self-employed contractors.

MAIN DUTIES AND RESPONSIBILITIES:

- To provide the Bursar and Head with assistance on all aspects of recruitment including:
- Assistance with posting job adverts, liaising with applicants and arranging interview days





- Ensure safer recruitment is followed including taking references, checking qualifications, medical fitness etc
- To send offer of employment letters
- To carry out employment checks
- To ensure the School's processes comply with KCSiE and ISI requirements.
- To draft contracts according to legislative change and best practice
- To input new staff on relevant databases
- To organise induction process for new members of staff

HR SYSTEMS

- To support the Bursary Team in advising staff on:
 - overtime and TOIL policies and deal with any issues arising;
 - holiday and/or absence pay.
- To support and advise on matters around FTE, term time and term time plus staff, including complex holiday pay calculation.
- To prepare and issue variation to contract letters and update the HR system.

TRAINING AND DEVELOPMENT

- To keep up to date with HR best practice (e.g. ISBA HR Conference, webinars etc.) and share knowledge with the senior leadership team.
- To undertake training needs analysis and make recommendations for wider staff training in line with relevant legislative requirements and any identified organisational need.



ADVISORY

- To support the bursar on advising staff on a wide range of queries and matters.
- To build strong and effective working relationships with managers and advise on a wide range of HR issues.
- As required to support and manage an HR caseload in a range of areas, including investigations, disciplinary, capability, probation, flexible-working, grievance and sickness absence.
- To signpost staff to health and wellbeing support available, including the Employee Assistance Programme (EAP).

ABSENCE MANAGEMENT

- To provide advice and guidance to individuals and their managers in relation to the School's absence policies and procedures, including sickness, maternity, paternity and shared parental leave.
- To work closely with the Deputy Heads and other managers on absence and welfare related matters for academic staff.
- To understand the contractual entitlements for different groups of staff and support the administration of payroll in respect of absence.
- To advise and support line managers in conducting return to work interviews and sickness absence meetings as required.
- Advising managers on or conducting individual risk assessments for complex or long term absence cases, including considering any reasonable adjustments



EMPLOYMENT LEGISLATION, POLICIES AND COMPLIANCE

- To advise the Bursar and Head on relevant employment law.
- To keep abreast of any changes in employment legislation and to advise the Bursar and Head on any issues arising.
- To liaise with the School's legal/employment adviser(s) as appropriate.
- To maintain an accurate log of staff regarding their right to work status.
- Create and issue third party (contractors/ suppliers) letters and ensure records are kept up to date.
- To develop, implement and review HR policies, procedures and practices to support operational needs and to ensure legislative and regulatory compliance as required.
- To have a comprehensive understanding of ISI regulatory requirements and Keeping Children Safe in Education (KCSiE).
- To advise staff on relevant regulatory requirements for different categories of staff including employees, casual staff, self employed, checked and unchecked volunteers, governors, visiting speakers and professionals etc.

The successful candidate should be flexible in their approach to duties. The above is not an exhaustive list and you may be required to undertake other duties as required by your Line Manager or the Head Teacher. The job description may be amended to meet the needs of the School, in consultation with the post holder.



The Candidate

The successful candidate will have the following qualifications, experience and skills:

ESSENTIAL

- 5 or more GCSEs
- A-levels or equivalent
- HR qualification (e.g. CIPD) together with relevant CPD
- Well organised and efficient, with solid HR experience
- Up to date knowledge of employment law
- HR experience within the last 3 years
- As with all staff, responsible for promoting and safeguarding the welfare of any children and young persons with whom they come into contact in accordance with School policies

DESIRABLE

- Safer recruitment training
- Experience of HR in a standalone role
- Experience of working in a school setting
- An understanding of the requirements of the SCR



The Candidate

- An understanding of and empathy with the independent school sector, together with a commitment to the School community and its purpose and future prosperity
- Experienced in the use of iSAMS or another similar database
- Team player with highly effective communication and interpersonal skills
- Capacity to think both creatively and logically
- Ability to see tasks through to completion
- Ability to prioritise effectively and balance competing pressures
- Meticulous attention to detail
- Desire and ability to take ownership of the role, work under pressure and prioritise tasks to meet deadlines
- Excellent IT Skills
- A professional, flexible and proactive attitude
- Flexibility to work calmly and reliably in a busy School, both in a team and independently, with energy, initiative and cheerful enthusiasm for developing the role and to undertake training as required



Terms & Conditions: 3 days per week in term time only plus a number of weeks in the school holidays (hours to be agreed with the successful candidate).

Salary: £35,000-£45,000 FTE

Deadline: Midday, Friday 10 July 2026

Interview Date: From 14 July

Start date: ASAP

Manor Lodge School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.







MANOR LODGE SCHOOL

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