



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



HR Manager (Full Time, all year round)

This is a fantastic opportunity for an HR Manager to join a wonderful independent preparatory school. We offer a supportive, nurturing work environment enabling staff to give their best every day. We are looking for a passionate, enthusiastic HR Manager with at least five years' experience as an HR Generalist/Business Partner to join our talented team.

This is an all-year-round role.

Full details of the role are outlined below. If you would like to have an exploratory conversation regarding the role, please contact Tim Laker (Bursar) on 01892 860000.

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 450+ pupils aged 3-13 years, set amidst 32 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

We are a values led school and expect all staff to demonstrate the values of Aspiration, Self-Belief and Kindness in their interactions with each other.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social [well-being](#), self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and [outstanding facilities](#) provide a strong framework upon which the ethos of ‘allowing children to be children’ can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

Commitment to safeguarding

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment. The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

The role

This is a fantastic opportunity to join our successful Bursary team and work alongside enthusiastic and dynamic colleagues. You will have at least 5 years of HR Generalist / Business Partnering experience, ideally gained in a school environment however, this is not essential.

You will be able to work independently to lead on both operational and strategic HR matters, consulting with the wider Bursary team as required and working closely with management/leadership to coach them in effectively managing and leading their teams. This role will report to the Bursar and work closely with the Head and Chair of Governors.

The HR Manager is supported by a full time Bursary Administrator who is shared with the Finance Bursar. You will line manage the Bursary Administrator in partnership with the Finance Bursar.

A blend of strong operational experience and the ability to think strategically and problem-solve effectively is a key requirement for this role. The HR Manager should have a strong knowledge of UK Employment law and its application.

This is a very exciting opportunity for the successful candidate to get involved in challenging work covering the full HR spectrum.

More about our school can be found on our website: www.holmewoodhouse.co.uk

Key responsibilities

To lead on all aspects of the HR Lifecycle whilst undertaking strategic HR projects as required. HR Administration support is in place to facilitate delivery of the key HR objectives.

Strategic:

- To develop and monitor overall people processes, systems and policies across the school to drive consistency and guide the management and leadership in the application of these to enable them to effectively manage and lead their teams.
- Oversee the performance and development approach to drive positive behaviour and alignment to our school values enabling staff to give their best every day. Work with management and leadership to ensure engagement and delivery of this approach throughout the performance year.
- Keep up to date with the latest HR trends and respond to these in the context of the independent education sector. Provide advice and guidance to the Head, Bursar and Governing Board on these trends as required.
- Ensure the school remains legally compliant at all times, consulting with our legal advisors to seek counsel. A core aspect of this role will be to coach management/leadership to ensure key employee relations matters are dealt with effectively and in line with HR best practice.
- Prepare papers to the Governing Board as required, providing regular updates to them on key projects and developments within the HR function.
- Lead on HR projects as these arise working in collaboration with the Head, Bursar and Governing Board on the delivery of these projects.

Operational:

- Lead on the end-to-end recruitment and selection process ensuring compliance with the School's Safer Recruitment Policy and wider recruitment best practice to ensure a positive candidate experience and recruitment of key talent into the school.
- Lead on staff onboarding including the completion of all pre-employment checks, working with our Compliance and Safeguarding Leads to coordinate induction for new joiners at the start of each new term.
- Oversee and maintain the Single Central Register ensuring this is kept up to date and responding to regular compliance reviews by the Governing Board.
- Working with the Compliance Manager to ensure that the school meets its safer recruitment obligations in line with KCSIE and Working Together for all those either employed by or working with the school, compiling and recording documentation as appropriate.
- Working with the Compliance Manager to ensure that the school is compliant in line with ISI Inspection requirements.
- Support and advise the management/leadership teams to ensure they are effectively managing the performance of their teams.

- Oversee all HR administration with support from the Bursary Administrator.
- Oversee the school's payroll working with the Finance Bursar and Bursary Administrator.
- Ensure the school's defined contribution pension scheme is administered correctly, including monthly returns working with the Bursary Administrator and the pension provider.
- Ensure that the Teachers Pension Scheme is administered correctly working with the Bursary Administrator and Teachers Pensions.
- Oversee the private medical cover provision for the school, working with the Bursary Administrator.
- Oversee benefits and wellbeing provision for both Teachers and Support Staff, including the school's Employee Assistance Programme.
- Prepare all HR documentation including letters and contracts working with the Bursary Administrator.
- Lead exit interview conversations, data capture and analysis of this data to drive improvements to the operations of the school environment.
- Coach and support line managers to manage absence, working with them to ensure return to work interviews are carried out and advising them on all aspects of the absence policy/procedure.
- Work with the Bursary team to deliver the annual pay rise process, providing subject matter expertise on reward/benefit trends as necessary.

Person specification:

- Experience across all areas of HR, the successful candidate will be a true HR Generalist/HR Business Partner.
- A minimum of 5 years HR experience is essential.
- Relevant HR-related qualification at degree or master level or CIPD level 5 or above.
- Exceptional communication skills both written and verbal.
- The ability to build relationships across the school.
- Pro-activity is essential to this role to ensure the continuous improvement of the school and HR function.
- The ideal candidate will have experience of working in a standalone role or as part of a small HR team where they have dealt with the full breadth of HR from administration through to strategic projects.
- Experience working in a school environment would be preferable but not essential.
- Strong Employment Law knowledge is essential with a proven track record of applying this in the context of education or other small business environments. Support will also be available from the Employment Law service subscribed to by the school.
- Demonstrable experience of change management and coaching line managers to achieve positive outcomes.
- Ability to work flexibly and deliver under pressure.
- Outstanding organisational skills with the ability to juggle both operational and strategic priorities.
- The ability to respond to change quickly and provide clear and concise guidance to the business/staff.
- A passion for working in the education sector with a drive to continuously improve the people agenda of the school.
- Ability to transition effectively between operational and strategic work to ensure delivery across the full breadth of the function.
- High standard of attention to detail.

- Resilience and determination to drive towards positive outcomes for the staff/school.

Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. The successful candidate will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.

Salary

circa £50,000 p.a dependent upon experience.

Pension & School Benefits

Holmewood House offers a range of benefits including a generous employer contributory pension, free parking, 25 days of annual leave (plus statutory holidays), individual private medical insurance and free lunch/refreshments.

Hours of work

Full time (40 hours per week), all-year round.

Start date

April 2025.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Safeguarding

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the School's Safeguarding policies at all times.

Application

If you wish to be considered for this role, please complete the word version application form, which can be found on our website at:

[Holmewood House Job Opportunities](#) and email to: recruitment@holmewoodhouse.co.uk

The closing date for applications is **Friday, 4th April 2025**, the School reserves the right to short-list and interview candidates ahead of the closing date.

If you would like more information on the role or require a hard copy application form please contact: recruitment@holmewoodhouse.co.uk