



CHURCHER'S COLLEGE



HR Manager

May 2025

The School

Churcher's College is an Independent coeducational day school offering Nursery, Junior, Senior and Sixth Form education. With 1060 pupils in the Senior School and 250 pupils in the Junior School of approximately equal numbers of boys and girls, Churcher's College enjoys recognition as one of the most accomplished independent, coeducational day schools in the country.

The school is hosted on two campus sites in Hampshire enabling the Junior School and Nursery pupils to flourish in their own beautiful grounds in Liphook, whilst maintaining close links to the Senior School and Sixth Form located in nearby Petersfield. Both sites offer on-site playing fields and unrivalled facilities, providing the comfort and opportunities of an open, healthy environment.

Churcher's College offers the widest range of experiences and the opportunity to be the best. The school has received independent acknowledgement for its academic success, creative arts, performing arts, adventurous activities and sporting achievements. Churcher's is an inclusive school where parents, children, staff and friends all contribute to the rich and broad education provided. We aim to nurture children into educated, informed, socially responsible and respectful citizens ready to succeed in life.

The Role

We are seeking an experienced and proactive HR Manager to support the school's leadership team and deliver a high-quality HR service across both school sites. This is a varied role which covers managing employee relations, general HR administration including pay and benefits,

supporting the safer recruitment process, delivering HR change projects and advising staff on policies and procedures.

We are looking for a highly organised and approachable individual with excellent interpersonal skills, a positive attitude, and the ability to work under pressure while using their own initiative. Candidates will be proven HR Managers, with experience in the educational setting an advantage.

The school is a major employer in Petersfield and the surrounding area, with a permanent staff of 260 across teaching and support roles, with additional specialist visiting teachers and volunteers supporting the extensive extra-curricular programme.

The role reports to the Bursar and works closely with other key managers including the Head of Finance, Deputy Head (Staff), Compliance Officer and Headmaster's Executive Assistant.

Key responsibilities include:

General HR

- Provide advice, guidance and relevant interpretation of employment legislation and additional legislation relevant to the educational environment.
- Develop, implement, and communicate HR policies in line with employment law and best practice, including the Employment Manual, working closely with the Compliance Officer.
- Advise and help manage employee relations cases, including disciplinary, grievance, sickness absence and performance management (liaising with employment law specialist as required).

Pay and Benefits

- Work closely with the Head of Finance to administer payroll and manage pay awards, pension updates and queries.
- Administer membership of the school's group pension schemes and associated life assurance and income protection schemes.
- Administer the school's staff benefits schemes including the cycle to work scheme, electric car scheme, childcare vouchers, medical and dental plans, enhanced maternity leave and sick pay.

Recruitment and Onboarding

- Facilitate and support the school's staff recruitment processes for all staff through the advertising of vacancies, communications with candidates, assistance with interviewing, reference taking and vetting, final appointment documentation and contracts. The recruitment process is also supported by the Head's EA and Junior School Head's PA.
- Ensure the recruitment process is robust and follows safer recruitment guidelines as laid out in KCSIE.
- Conduct all the relevant recruitment checks including DBS checks and record all checks on the school single central register (SCR) to comply with ISI (Independent Schools Inspectorate) regulations, for employees, visiting self-employed teachers, contractors and volunteers.
- Where required support the application for visas for staff moving from overseas.
- Provide induction support to new staff including the monitoring of essential compliance training.
- Work with the Compliance Officer to manage and monitor staff training via the online training platform.

Absence Management

- Monitor and manage staff sickness absence.
- Manage maternity and other family leave as well as paid annual leave for support staff.
- Work with the Bursar and Senior Management to coordinate staff performance and appraisal.

Staff records and data

- Maintain and update staff database and HR files. Provide data to senior leadership team as required and for the completion of the annual census.
- Analyse, recommend and deliver HR systems improvement projects with the support of the Bursar and the IT team.
- Assist with other ad hoc duties as requested by the Bursar or Head.

Qualities and Experience

A successful candidate will:

- demonstrate strong communication skills, with warmth and empathy
- be able to relate well to people on all levels
- be highly organised with strong interpersonal skills
- be committed to the supportive ethos and values of the school
- be experienced in handling confidential and sensitive situations with professionalism
- have excellent organisation and administration skills
- be able to work well under pressure and manage competing deadlines and challenges
- be self-motivated, able to work independently and function effectively in a team
- be educated to degree or equivalent level with CIPD accreditation and evidence of CPD
- proven HR management experience, ideally with exposure to the education sector
- an understanding of the independent school sector
- strong IT skills, including Microsoft office packages, payroll and online pension/HR portals
- demonstrate high levels of personal integrity, energy, stamina and enthusiasm

Application Details

As a consequence of the Children Act 2006 and KCSIE 2024, all staff appointed to positions at Churcher's College must undergo a check with the Disclosure & Barring Service. A copy of the School's Recruitment, Selection and Disclosure Policy and Procedure is available on the website. Two written references will be required and any gaps in employment records will be investigated. It is also necessary for all staff to notify the Headmaster before the appointment of any convictions, or other factors which may be relevant to their employment in a school environment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. Churcher's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Churcher's College aims to be a fair employer and is committed to equal opportunities. Churcher's College does not discriminate against employees on the basis of gender, ethnic origin, religion or religious belief, disability or age. We embrace inclusion and fairness in the workplace: diversity is to be celebrated and as such we strive towards a fully immersive culture of inclusion, diversity and equality.

Application forms with covering letter and CV (optional) should be sent to Nicci Kilpatrick, at Churcher's College, Petersfield, Hampshire GU31 4AS or by email to recruitment@churcherscollege.com by midday on Tuesday 27 May 2025.

Early Applications Welcome

Terms and conditions

This role is full time (37.5hrs per week) year round. Salary will be competitive, based on experience and capability.

The children of staff are eligible for a fee remission subject to satisfying the usual entry requirements.

The successful candidate is entitled to join the Local Government Pension Scheme or APTIS Pension Scheme, with generous employer contribution.

The successful candidate will begin working at Churcher's in summer 2025 or September 2025 at the latest.

