



QUEENS' SCHOOL

Dare to be Great

HR Manager

Contract Term: Permanent

Closing date: Midday Friday 28th February 2025

Salary: H9, Scale 28 – 31 pro rata (actual salary £34,281 - £36,520)

Hours of work: 35 hrs per week, 8.00am – 3.30pm (30 minute lunch break)
Term time plus 10 days.

We are seeking a dedicated and experienced HR Manager. This role will involve overseeing all aspects of HR management, supporting and guiding the Senior Leadership team in various HR functions, and ensuring efficient operations of the HR department.

Part-time/flexible working hours will be considered.

Key Responsibilities:

- **HR Management:** Provide support and guidance on all HR matters, ensuring compliance with policies, legal requirements, and best practices.
- **Data Management & Reporting:** Maintain accurate HR records and generate reports related to employee data, performance, and other key metrics.
- **Performance Review:** Coordinate the performance review process.
- **Payroll:** Run the payroll process, ensuring timely and accurate payroll processing.
- **Absence Management:** Monitor and report on employee absences, managing policies and addressing any issues related to attendance.

Skills and Experience Required:

- Proven experience in HR management and payroll.
- Excellent communication and interpersonal skills.
- Strong organizational skills and attention to detail.
- Knowledge of HR best practices and compliance.
- Ability to maintain confidentiality and manage sensitive information.

Full job description and personal specification available on our website www.queens.herts.sch.uk

Applications to the Headteacher, Jonathan Morrell, to include school application form, covering letter and full contact details of two referees applications@queens.herts.sch.uk

You must complete all parts of the application form. CV's are not accepted.

In accordance with DfE Keeping Children Safe in Education, an online search will be completed on all shortlisted applicants prior to interview.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are exempted under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers. We are an Equal Opportunities employer.

Queens' School (Bushey) Ltd. is a Charitable Company limited by guarantee

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