



Thomas's
COLLEGE

HR Manager



Application Details

Applications invited from experienced, dynamic and enthusiastic HR professionals. This is an exciting opportunity to work in a flourishing, innovative environment.

For further details go to the Thomas's London Day Schools website: www.thomas-s.co.uk/join-our-team or email:

fwarren@thomas-s.co.uk

To apply for this post please complete the school's application form [Click Here](#) and forward it together with your CV to hr@thomas-s.co.uk

Start Date: **ASAP**

We reserve the right to interview and close the vacancy prior to this date, therefore early applications are encouraged.

Competitive salary and conditions are offered.

Please note that referees will be contacted prior to the interview.

Please send your completed application form and covering letter to: hr@thomas-s.co.uk by noon on Wednesday 10th July 2024 (interviews will take place w/c 15th July 2024).

If you would like an informal confidential discussion regarding this role prior to application then please contact Tamasine Barrett, HR Director, tbarrett@thomas-s.co.uk



Welcome

Thomas's London Day Schools (TLDS) is a group of independent schools in South West London comprising of one kindergarten and five schools. We have embarked on an exciting period of expansion following the acquisition of an exceptional site in Richmond to provide outstanding new premises for our co-educational secondary school. The new school, Thomas's College, will open in September 2025 and will offer a world-class secondary education on a day and weekly boarding basis to students aged 11-18.

We are now seeking an HR Manager to support the recruitment of staff for Thomas's College, the transfer of current staff from our small senior school Thomas's Putney Vale (which closes at the end of the summer term 2025) and then from September 2025 to provide an HR service to the new school.

Based at Thomas's College, Richmond (with occasional travel to the cross schools HR office in Battersea) and supporting the Head, Leadership team and school staff, you will be the main point of contact for day to day HR matters at Thomas's College, but will be part of the wider Group team reporting in to the HR Director. The central HR team comprises HR Director, HR Manager, 2 HR Advisors and 2 HR & Recruitment Administrators.



Terms of Employment and Benefits

- Salary: £50,000- £55,000
- Contract: This is a full time, year round role
- Holiday: 30 days holiday, including 3 days to be taken over the Christmas period, plus bank holidays.
- Hours of work: 8.30am-4.30pm (fully on site in the term time, but there may be some flexibility to work from home during the school holidays).
- Location: Thomas's College, Richmond (In the run up to the opening of Thomas's College in September 2025, it is anticipated there will also be the requirement to spend time at our current Senior School site in Putney Vale, along with the HR team at our cross school office in Battersea)
- Probationary Period: 6 Months.
- Complimentary school lunch onsite during term time.
- Death in service cover.
- An Enhanced Disclosure and Barring Service (DBS) check is required as well as other safeguarding checks including references.



The Role

The successful candidate is likely:

- To enjoy working in a busy school environment.
- To have a professional yet friendly and approachable demeanour and a confident manner
- To have excellent communication and interpersonal skills.
- To be meticulously well organised and accurate with excellent attention to detail.
- To have flexibility and be able to multitask.
- To be proficient with IT and HR Information Systems.
- To exhibit tact and diplomacy and the ability to maintain confidentiality at all times, and act in line with GDPR.
- To be able to remain calm and work well under pressure.



Key Responsibilities

Pre opening in September 2025:

- Work closely with the Group HR team to learn the Group's HR policies, procedures and systems.
- Participate in any relevant training as required.
- Be the first point of contact for day-to-day HR matters at Thomas' College.
- Work closely with the Head and Chief People Officer to support any staff consultations in the transfer over of current staff from Putney Vale to Thomas's College.
- Manage the recruitment of new teaching and non-teaching staff at Thomas's College in line with statutory requirements (Safer Recruitment and Keeping Children Safe in Education legislation: post adverts, prepare job descriptions, manage applications, preparation of interview questions and exercises, HR support on interview days and onboarding following recruitment.
- Create adverts via the In Design package (training would be given) in line with the house style for Thomas's College.
- Ensure current job descriptions and contracts are in place.
- Issue HR documentation for Thomas's College in relation to the employee lifecycle, such as employment contracts and contract variations.
- Have overall responsibility for all pre-employment checks and the creation and maintenance of the Single Central Register at Thomas's College.
- Conduct and organise staff induction and relevant resources for new Thomas's College employees.
- Maintain the HRIS system (iTrent) for Thomas's College, inputting and updating information and assisting with any HR metrics required.
- Liaise with the group's Payroll Team in relation to all payroll changes at Thomas's College.
- Support change management processes at Thomas's College as required by the Head and ensuring staff are updated on any change in relation to HR policies.
- Update staff in relation to staff benefits.
- Monitor completion of statutory training and maintain induction and training records.
- Advise staff on training and development policies and procedures.
- Regularly update the HR Director in relation to matters arising and ongoing HR processes.
- Undertake any other reasonable duties as required by the HR Director.
- To reflect and consider Thomas's vision and values when delivering an HR service to the Thoamas's College community.

Key Responsibilities

Post September 2025:

- Be the first point of contact for day-to-day HR matters at Thomas' College
- Provide advice to Head and line managers in day-to-day ER matters including performance management, disciplinary, grievance, capability and absence management, seeking guidance from the HR Director as required.
- Support Line Managers with administrative support in all ER matters.
- Manage the recruitment of both teaching and non-teaching staff at Thomas's College in line with statutory requirements (Safer Recruitment and Keeping Children Safe in Education legislation: post adverts, prepare job descriptions, manage applications, preparation of interview questions and exercises, HR support on interview days and onboarding following recruitment.
- Create adverts via the In Design package (training would be given) in line with the house style for Thomas's College.
- Ensure current job descriptions and contracts are in place.
- Issue HR documentation for Thomas's College in relation to the employee lifecycle, such as employment contracts, contract variations, and leaving letters.
- Have overall responsibility for all pre-employment checks and the maintenance of the Single Central Register at Thomas's College.
- Conduct and organise staff induction and relevant resources for new Thomas's College employees.
- Maintain the HRIS system (iTrent) for Thomas's College, inputting and updating information as required and assisting with any HR metrics required.
- Liaise with the group's Payroll Team in relation to all payroll changes at Thomas's College
- Support Line Managers with appraisal cycles.
- Provide reports to the HR Director in relation to HR activities as requested.
- Oversee the staff procedures relating to sickness absence/ attendance, flexible working etc., liaising with the occupational health provider as appropriate.
- Support change management processes at Thomas's College as required by the Head and ensuring staff are updated on any change in relation to HR policies.
- Update staff in relation to staff benefits.
- Monitor completion of statutory training and maintain induction and training records.
- Advise staff on training and development policies and procedures.
- Regularly update the HR Director in relation to matters arising and ongoing processes.
- Undertake any other reasonable duties as required by the HR Director.
- To reflect and consider Thomas's vision and values when delivering an HR service to the Thoamas's College community
- Participate in meetings which relate to the HR Department, and attend Thomas's College staff briefings
- Develop a Staff Handbook for Thomas's College and keep it updated.



Person Specification

Essential Skills and Qualifications:

- Educated to degree level or similar;
- Appropriate CIPD qualification or equivalent, in HR;
- Knowledge of UK employment law and demonstrable experience of its application;
- Excellent recruitment skills including the appropriate use of social media and networks;
- Demonstrable experience in the use of HR information to aid decision making;
- Experience of HR advisory work;
- Experience of delivering excellent customer service and demonstrating a “can do” attitude;
- Excellent, proven administration and organisation skills;
- Strong attention to detail;
- Ability to work with discretion at all times;
- Ability to work both independently and as part of a team;
- Excellent verbal and written communication skills;
- Diplomacy and confidence with an ability to engage and challenge senior leaders as required;
- Strong IT skills including Outlook, Word and Excel to an intermediate level;
- Good time management with the ability to work under pressure and prioritise as necessary;
- Willingness to learn, develop and improve.

Desirable Skills and Qualifications:

- Previous experience of working in a school and / or knowledge of HR in schools and current school safeguarding regulations;
- Safeguarding and Child Protection awareness (although full training will be given in the area of Safeguarding and Child Protection and Safer Recruitment);
- Knowledge of HR databases for example, iTrent; training will be provided





Safeguarding

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here www.thomas-s.co.uk/policies/ under the 'Thomas's Policy' tab.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.



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