



Every colleague every career



HR Business Partner

Required from October 2026

The College

Ardingly College is an award-winning independent co-educational school offering an outstanding all-through education to over a thousand children, aged 2 to 18, in a beautiful 240 acre campus in West Sussex, with excellent transport links locally, to London and across the South-East.

The Senior School has around 850 students, over 300 of whom are boarders. The curriculum is designed to be broad and stimulating, with over 25 subjects offered and a choice of A Level, IB Diploma or BTEC courses in the Sixth Form. The Prep School has around 200 pupils from Reception to Year 6, as well as a thriving Nursery. Reception to Year 3 pupils are based in our Farmhouse site, with Years 4 to 6 on the main school site in School House.

The wellbeing and welfare of our students is paramount, with a strong emphasis on pastoral support provided through House staff, the Health & Wellbeing Centre and additional pastoral support such as the Chaplain, DSL, and Mental Health Lead. Ardingly prides itself on every student being known and valued as an individual and achieves this through small pastoral groups (with a maximum of 10 students in each Tutor Group from Year 9 upwards) and a strong House system, which provides every pupil – whether day or boarding – with their ‘home from home’ at the College. In recognition of this outstanding pastoral care, during the most recent ISI inspection the College was judged to meet all standards and have a “significant strength” in boarding, which is the highest accolade available under the new ISI inspection regime.

Academic results are high. The College is ranked in the Top 5 schools in the UK for the IB Diploma, and in the top 10 globally (out of nearly 6,000 schools which take the IB) and our A-Levels and GCSE results are also excellent. While we are proud of our students’ academic success, however, Ardingly places equal value on ensuring our students are equipped with the mindset, personal qualities and skills they will need to succeed in a rapidly changing world beyond school. This is at the heart of our World Ready approach and our innovative Enterprise & Employability programme recently won two national awards: The Week’s ‘Best Preparation for Life’ and the Independent School of the Year ‘Best for Student Careers’.

The College offers an outstanding range of more than 150 co-curricular activities and has a proud tradition of participation and achievement. With more than 25 sports on offer, we aim for every student to find a sport they enjoy and foster a lifelong love of sport. Our pupils compete successfully at local, regional and national levels in the main sports of football, hockey, swimming, netball, cricket and athletics.

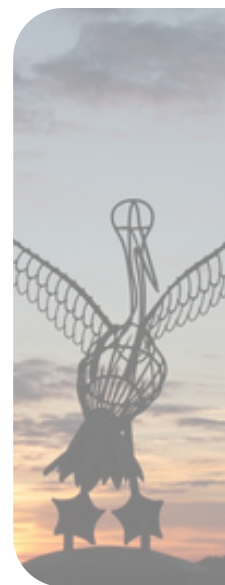
Music, Dance and Drama are particularly strong, with lots of performance opportunities, both at the College and in professional venues, and a huge range of clubs, choirs, ensembles and Performing Arts groups for students to get involved in.

The College recently acquired the exclusive rights to operate all water sports on the Ardingly Reservoir, which allows us to offer fantastic water sports opportunities to students.

Partnership is integral to the College ethos. Within school this applies to the partnership between teachers and operations staff to maintain excellent standards and quality of provision across the campus.

Beyond the school gates, we work with a range of local primary schools, as well as supporting the local community through volunteering and working with schools abroad in Africa and Asia. The College operates a bursary programme to widen access to an Ardingly education, which includes a partnership to provide transformational bursaries to students via the Royal Springboard Foundation and supporting Ukrainian refugees.

The College leads a growing Family of Schools, which includes long-term feeder prep school, Great Walstead School, as well as two overseas schools (with additional international schools in the pipeline.)



The Role

Ardingly College Family of Schools, seeks to appoint an HR Business Partner to provide operational HR support for a diverse group of client groups across both teaching and operational teams.

The HR Business Partner will provide a fully generalist HR service across the Ardingly College Family of Schools, through the provision of advice, guidance and support, including advising and coaching line managers on the interpretation of policy and legislation in the context of their responsibilities when managing their staff, as well as assisting with a variety of challenging, generalist HR work aimed at supporting the College to achieve effective organisational performance through their people.

The HR Business Partner will provide HR support across the full HR remit including recruitment and selection, onboarding, employee wellbeing, employee relations, learning & development, performance management and change management.

The HR Business Partner reports to the HR Director for the fulfillment of the role.



GREAT WALSTEAD
SCHOOL

Duties & Responsibilities

HR Advice, coaching and guidance

- Assisting the HR Director with delivering a consistent, proactive, and professional HR service to both Ardingly College and Great Walstead school.
- Providing a professional advisory service that gives effective solutions to people issues ensuring a balance between individuals and business needs.
- Providing HR advice on HR policies and procedures and on a range of employee relations matters, coaching managers on best practice HR and helping equip managers with the tools, skills, and knowledge to manage any employee relations issues fairly and with care and sensitivity.

Employee Relations:

- Supporting the HR Director through the management of employee relations casework, including grievances, disciplinaries, absence management, restructure and redundancy and flexible working requests.
- Supporting Managers to manage health concerns in a proactive, sensitive, and supportive way, seeking external support from occupational health when required.
- Advise staff in relation to employment terms and conditions (including pay, maternity, paternity, flexible working, annual leave calculations).
- Support and actively promote staff wellbeing.

HR Policies

- Reviewing and updating HR policies and procedures to ensure compliance and best practice.
- Providing training for staff and managers on key HR policies and procedures.

Duties & Responsibilities

Recruitment

- Working in partnership with recruiting managers to research and design recruitment campaigns, utilising social media platforms to target job adverts effectively and seeking to diversify our talent pipeline and coaching and advising hiring managers on interviewing techniques.
- Work in collaboration with the HR and Recruitment Administrator to ensure that both candidates and recruiting managers receive a first-class recruitment experience.
- Reviewing and streamlining resourcing and onboarding processes to ensure a first-class candidate experience through every stage of the process, which is fair, safe, inclusive, and positive for everyone, whatever the outcome

Learning and Development

- Supporting the development of the College's Management Capability through the delivery of training sessions and one-to-one coaching support.
- Support the development and implementation of a learning and development strategy for operational staff.

HR Projects:

- Leading on or providing support for a variety of HR projects and helping implement new HR initiatives across the organisation.
- Providing ideas and suggestions for the improvement and streamlining of payroll, recruitment, and on-boarding processes.

Compliance:

- Ensure compliance with employment law, safeguarding requirements, and regulatory expectations.
- Ensure all contract of employment templates are kept up to date and legally compliant.
- Provide oversight to make sure all statutory/mandatory training is completed and recorded.
- Ensure all appropriate employment checks are conducted and the Single Central Register is maintained, compliant and up to date at all times.



Person Specification

	Essential	Desirable
Experience and Knowledge	• Proven experience working in HR within an educational environment • Proven experience working as a Business Partner/Advisor or Officer, liaising with and advising diverse client groups and line managers	• Experience coaching and mentoring • Project management experience • Previous experience of independent boarding schools • Previous experience of managing/updating an SCR
Qualifications	• CIPD Level 5 or equivalent relevant experience • GCSE Maths and English (or equivalent)	• Good honors degree
Skills and Aptitudes	• Excellent verbal and written communication skills • End to end delivery and ability to manage multiple priorities to meet the needs of the College • Strong attention to detail • Experienced user of HR systems • Good understanding of Safer Recruitment practices	• Experience using CiPHR
Personal and Professional	• Ability to act professionally and with integrity, acting as a role model for others – including maintaining confidentiality • Ability to develop effective working relationships with all staff • Self-motivated individual who sets high standards for themselves and others but is also sensitive to individual circumstances and needs • Resilient and forward looking	

Remuneration and Benefits

Ardingly College looks after the welfare and professional development of all staff and enables them to live and work with a strong sense of purpose and satisfaction. The College provides a collegiate, supportive and stimulating environment in which to work. A generous remission for staff children is available at the College, subject to a place being available and meeting the entry requirements.

Hot or cold lunch available from the staff dining room, or a grab-and-go option. Staff also have access to a range of additional benefits such as gym membership, staff swimming, other sports and wellbeing activities and various social events.

The total remuneration offered represents a salary, pension & benefits package that reflects the substantial contribution made by staff towards the success of the College.

Hours of Work: As a client facing role it is expected that the successful applicant is on site during term-time. During the holidays there is the opportunity for greater flexibility of working location, agreed with the HR Director.

We welcome applicants looking for part-time working patterns, working either 4 or 5 days per week. Details of preferred working patterns should be clearly stated in the covering letter.

Working weeks are 42 weeks per year (Ardingly Term Time plus 8 weeks),

Salary: The salary is between £36,323-£45,404 per annum depending on agreed working days.

Location: The postholder will be primarily based at Ardingly College, with regular presence required at Great Walstead School.

Application Process

Applications should be made via our on-line recruitment system at www.ardingly.com/staff-recruitment/vacancies and should include a covering letter or personal statement outlining the applicant's suitability for the role and the names, addresses and telephone numbers of two referees, one of whom must be the applicant's current line manager/employer.

Any questions regarding the role should be sent through to hr@ardingly.com

Ardingly College is committed to ensuring the welfare of our students and appropriate checks will be made before the appointment is finalised.

The closing date for applications is **Friday 9th October 2026 (12pm)** although applications may be considered upon receipt. Interviews are expected to take place **w/c 19th October 2026**

Ardingly College reserves the right to close the advert early based on numbers of applications.