WINCHESTER
COLLEGE



HR OPERATIONS MANAGER

CANDIDATE INFORMATION PACK



CLOSING DATE FOR APPLICATIONS 15th November 2026

Early applications are encouraged, and the school reserves the right to close the application process early should a suitable candidate be found.

PART ONE

ABOUT THE ROLE

The HR Operations Manager leads the delivery of a high quality, responsive HR operations service, governing the HR information system, data, and core processes that underpin the employee lifecycle.

The role will:

- Own the HR function's core systems, data and records.
- Ensure the accuracy, compliance and integrity of the processes underpinning the employee lifecycle.
- Drive continuous improvement across HR operations, systems and processes to support the effective running of the HR function.



PART TWO

RESPONSIBILITIES OF HR OPERATIONS MANAGER

Key Responsibilities

HR Systems and Data

- Responsible for the HRIS as super-user, including data integrity, user access, workflow configuration, system configuration, permissions and templates.
- Ensure the accuracy of data within the HRIS and use this to produce management information and reporting for the HRD, HR team and senior leadership, to support decision making.
- Proactively drive HR systems improvement and lead the operational implementation of system changes, including the design and implementation of new HRIS modules.
- Support the appropriate use of HR systems by all users, within and outside the HR team, ensuring system training supports managers and employees in using the HRIS effectively.
- Manage the submission of key metric reporting, such as census data and surveys, ensuring a consistent and accurate approach.

Records, Benefits and Contracts

- Maintain accurate, compliant and confidential employee records in line with data protection requirements, managing appropriate holding and destruction of records to required timelines.
- Hold the sponsor licence duties, managing visa applications, right-to-work follow-up and reporting for overseas staff.
- Manage the communication of the employee benefits package, including pension provision, ensuring current and accurate information is supplied to new and existing employees in a timely manner.
- Develop a refreshed approach to contracts for non-typical workers and complex working arrangements, ensuring effective processing and compliance.
- Ensure IR35 compliance is understood and provisions are in place to comply with legislation.

Process Improvement and Projects

- Oversee and support continuous improvement of HR processes, identifying opportunities to streamline workflows and enhance service delivery, replacing undocumented custom and practice with recorded, documented procedure.
- Oversee the updating of HR documentation and policies, to ensure compliance with current legislation, regulations, and practice.
- Support the transition of manual processes to systemisation, automation and use of the HRIS.
- Provide planning and project management for projects across the HR function, holding the end-to-end plan and calendar of work, ensuring work is delivered to time and against objectives.

Lifecycle Administration

- Act as the key liaison to the Finance department, responsible for invoice processing and payroll, and provide budget oversight and reporting where needed.
- Work with team members to drive effective delivery of the probation process, including auto-reminder management.
- Work in partnership with the Head of Recruitment and Development to ensure that all training logs are maintained, ensuring the accuracy of people data.

Reporting Lines

The HR Operations Manager will report directly into the HR Director.



PART THREE

PERSON SPECIFICATION AND KEY QUALITIES

Professional Experience

- Proven experience in an HR operations or HR shared services role. Experience in, or understanding of, the independent schools sector is an advantage.
- Direct experience of optimising HRIS platforms, with iTrent preferred; experience of implementing new modules or systems is desirable.
- Experience of HR process mapping and transforming HR processes and procedures.
- Experience managing contracts for non-typical or complex working arrangements, including experience of IR35 legislation.
- Good working knowledge of UK employment law and data protection requirements.
- CIPD membership or equivalent relevant professional qualification is desirable.

Skills and Knowledge

- Skilled in HRIS administration and configuration, able to act as system super user and support user training.
- Strong project management skills, able to plan and track delivery across multiple HR workstreams on time.
- Strong process-analysis skills, with confidence in documenting HR processes and replacing informal practice with clear, recorded procedure.
- Sound analytical skills, able to produce accurate management information and metric reporting.

Personal Attributes

- Methodical and detail focused, particularly when managing compliance-critical processes and records.
- Calm and organised under pressure, able to manage competing deadlines and prioritise work effectively.
- Collaborative, working effectively across the HR team and all stakeholders.
- Committed to the safety and welfare of children, and to data protection and confidentiality.
- Proactive in identifying opportunities for improvement and efficiency.



PART FOUR

BENEFITS, TERMS AND CONDITIONS AND APPLICATION

Start Date

Flexible start date for the right candidate with preference for commencement as soon as possible.

Hours of Work

This is a full-time role, **37.5 hours per week**, and such other hours as are reasonably necessary to meet the needs of the College and the demands of the role.

Salary

Competitive salary of £45k-£50k, commensurate with qualifications and experience. Salary is paid monthly, in arrears, to a nominated back account in 12 equal payments.

Induction and Continuous Training and Development

The school is fully committed to the induction, training and development of all our staff, with staff supported to grow and reach their full potential.

We deliver a range of training, run by both our own staff and external providers, varying from highly practical First Aid courses to seminars and learning lunches on many aspects of teaching and learning.

There is an annual cycle of appraisal offering the opportunity to reflect on professional practice and development opportunities.

The school also offers a wide range of apprenticeships supporting staff development and progression.

Pension & Life Cover

On employment, employees will be auto-enrolled into the College's pension scheme according to legislative thresholds. Those who are not eligible for auto-enrolment may still elect to join the College's pension scheme.

The employee will be enrolled on the Tier 2, which is also a GPP, where the employee contributes 5% and the employer 9%.

Employees on the Tier 2 will have Life Cover of 4 times salary.

Annual Leave

The College leave year runs from 1 September to 31 August. This position will be entitled to 28 days holiday annually, which includes the usual Public Bank Holidays. Any Public Bank Holiday occurring during term time is deemed to be a normal working day. All leave must be taken by prior arrangement and must be taken outside of the school's term times.

Subject to the discretion of the school's Bursar, a gift may also be given of extra time off during the Christmas period.

Wider Benefits

- Free staff lunches during term time.
- Free use of some sports facilities and discounted hire charges for others
- Tour of the College, with discounted rates available for booking venues within the school's grounds for hospitality events.
- Cycle to work scheme.
- Free access to an ongoing cycle of cultural, musical, theatrical and sporting talks and events.
- Employee Referral Scheme, with a reward of up to £250 for staff (subject to scheme conditions).
- Free Library membership with access to a range of online journals and magazines.
- Reduced green fee rates for local golf course.

Probation, Notice Periods

The first **three months** of employment will be a probationary period. Regular reviews with line managers take place over the probationary period with the opportunity to discuss progress, identify any areas for action and ensure that there is appropriate guidance and support in place to enable successful completion of the probationary period.

During the probationary period, the notice required by either party to terminate employment will be one week. Once employment is confirmed, the notice period will be one month.

Disclosure Check

As Winchester College is an educational establishment, a condition of employment will be that the successful candidate must consent to the school obtaining an Enhanced Level Disclosure Check through the Disclosure and Barring Service (DBS). This will reveal all spent and unspent convictions, warnings, cautions and bind-overs. A policy on the recruitment of ex-offenders is available on the school's website.

Safeguarding is one of the primary responsibilities of this role. The jobholder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, and will need to adhere to and ensure compliance with the school's **Child Protection and Safeguarding Policy** at all times. The postholder should be conversant with the responsibilities and procedures detailed in this policy and with the **Department for Education's Keeping Children Safe in Education**. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead, or in their absence, the Deputy Designated Safeguarding Leads.

References and Other Pre-employment Checks

The appointment will be dependent upon the receipt of a successful medical check and satisfactory references. The College will usually seek references from shortlisted candidates before interview and may approach previous employers for information to verify particular experience or qualifications. At least one referee must be the current or most recent employer. Where applicants are not currently working with children but have done so in the past, one referee must be the person by whom they were most recently employed when working with children.



HOW TO APPLY

Only applications completed on the school website will be accepted. Please attach a full CV with your application.

Please note that applications will be dealt with as they arrive. Winchester College reserves the right to appoint before the deadline passes.

Closing date for applications: Midnight on 15th November 2026

If you have any questions about this vacancy or the recruitment process, please email **recruitment@wincoll.ac.uk**.

APPLY HERE

Diversity and Inclusion

We embrace diversity and inclusion in the workplace and are committed to promoting a fair and supportive environment for all our employees. We are keen to welcome applications from all applicants that feel that they meet the requirements of the role, regardless of their background and culture.

Data Protection

Winchester College collects and processes relevant personal data as part of its everyday operations and is obliged to process it in accordance with the General Data Protection Regulation and Data Act 2018. The school is the Data Controller of this data under the Act and is registered with the Information Commissioner's Office. Its registration number is Z5751669.

If you have any queries or comments about this policy or how personal data is processed by the school, please contact the Bursar and his team by emailing: **dataprotection@wincoll.ac.uk** or by writing to: Data Protection, The Bursary, Winchester College, College Street, Winchester, SO23 9NA.



PART FIVE

ABOUT WINCHESTER COLLEGE

Winchester College has the longest continuous history of any school in England, occupying the same site in the city of Winchester for six and a half centuries.

We offer full boarding for boys aged 13-18, with day and boarding places for Sixth Form boys and girls. Since our foundation in 1382, we have been dedicated to inspiring original thinking by providing an education of exceptional quality and breadth, rooted in intellectual enquiry, academic excellence and a uniquely broad range of extra-curriculars.

Today, the School has 760 pupils. We continue to expand our Sixth Form and, in September 2026, we opened the School's first Sixth Form girls' boarding house. A second Sixth Form girls' boarding house is due to open in September 2027.

Find out more

WHY WINCHESTER COLLEGE?

EMPLOYMENT


ORIGINAL
THINKING
SINCE 1382

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