

# Head of HR

July 2026



**Tes Schools Awards 2024**  
**Winner**  
Boarding School of the Year  
Haileybury



#TesAwards

# Welcome

**Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.**

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

**Eugene du Toit**  
The Master



# The School

**Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.**

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2025. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



# Strategic Plan: Haileybury 2030

'**Haileybury 2030**' provides the key headlines of a more comprehensive five-year plan for Haileybury, which was created with input from across the school community and approved by Council. It offers a roadmap as to how we will serve our pupils, families, colleagues and wider community in the years ahead and makes clear our strategic priorities and objectives.

Haileybury is a community focused on developing well-rounded young adults of good character. We encourage pupils to be bold and courageous in their ambition and to understand that success demands hard work and self-discipline. We seek to develop confidence and resilience so that challenges can be met directly and overcome successfully.

We are committed to inspiring, empowering and supporting the learning, wellbeing and personal development of our pupils. We want them to leave school equipped with the values, skills and credentials they will need to thrive and make a positive impact on the world around them.

Our five-year plan rests on four pillars: our Purpose, People, Provision and Place. It reflects our commitment to working tirelessly to ensure that Haileybury continues to inspire the great thinkers, leaders and doers of the future.



# The role and responsibilities

The **Head of HR** has overall responsibility for the HR function of the School. The post-holder is a key member of the Operations Staff Leadership Group. Alongside the Master and Chief Financial and Operations Officer, the Head of HR is responsible for developing the School's HR strategy and has responsibility for developing and delivering an agreed development plan to achieve the strategic objectives.

Building an open, warm and welcoming culture within the department is essential so that the School is promoted to prospective employees, new starters feel prepared, welcomed and able to settle in quickly, and all colleagues feel able to approach HR with questions or issues assured of a professional and supportive reception.

The Head of HR will balance high-level strategic planning with a willingness to engage directly in day-to-day operational tasks. The successful candidate will be able to communicate confidently at all levels, as well as work alongside the HR team on day-to-day matters. The nature of a boarding school is such that staffing issues can arise at any time. The Head of HR must be flexible and proactive, and able to provide HR advice when issues arise.

## Strategic Responsibilities

- Develop the HR strategy in line with School objectives and identify and manage a comprehensive plan to recruit, train, motivate and retain employees.
- Identify, plan and deliver employment best practices for the School.
- Provide strategic support in matters of recruitment, staff performance and employee relations.
- Contribute proactively to the School's Operations Leadership Team and the delivery of overall school objectives.
- Provide exemplary professional expertise to ensure changes can be implemented in a fair, sensitive and legal manner when changes to roles and structure are required to meet strategic requirements.



# Responsibilities

## Management

- Lead and develop a high-performing HR and Payroll Department.
- Advise and support all line managers and staff with employment matters.
- Audit current processes and practices and implement any necessary changes to ensure effective and efficient delivery.
- Integrate HR data within the School's HRIS system to ensure efficient use of digital technology within the department.
- Design and implement appropriate professional development and training programmes for staff.
- Produce timely, accurate and appropriate HR metrics to support effective decision making.

## Regulatory and Compliance

- Lead and maintain robust recruitment procedures for employees and contractors to ensure the safeguarding of pupils (including maintenance of the Single Central Register). This will include ensuring all adults working on site have undergone sufficient checks to ensure the School complies with the letter, and spirit, of safeguarding legislation and in doing so create a culture which places safeguarding at the centre of the HR practices.
- Responsible for ensuring the School has a complete suite of HR policies and that these are up to date and effective.
- Ensure compliance with HR legislation, guidance and good practice, Independent Schools Inspectorate requirements and the School's HR policies.

- Ensure that all employment-related legal documents are compliant and correctly issued.
- Maintain an up to date and working knowledge of data protection regulation and to ensure that the HR department operates to best practice in this regard.

## Recruitment and Selection

- Display financial acumen in analysing staffing levels and costs to achieve the School's strategic aims.
- Oversee all recruitment activity and ensure timely selection to maintain full staffing across the School for Operations and Teaching departments.
- Ensure effective onboarding and induction of all new staff, enabling a smooth transition into their roles and alignment with the School's ethos and culture.
- Ensure probationary periods are monitored and supported effectively, and confirm staff in post as appropriate.
- Develop and lead the School's EDI strategy for staff, ensuring inclusive recruitment practices and a supportive environment for employees from all backgrounds.

## Learning and Development

- Promote and encourage a culture of continuous professional development across the school, working within the training budget.
- Advise line managers with regard to performance management processes and issues and to ensure all Operations staff receive an annual, effective appraisal.
- Collaborate with the Assistant Head (Professional Development), who is responsible for the professional development of teaching staff, to ensure that there is a coherent professional development strategy for all staff.



# Responsibilities

## Immigration

- Maintain accurate and compliant immigration records, ensuring all employee documentation and right-to-work processes meet current legal standards.
- Act as a Level 1 user for the Sponsor Management System (SMS), maintaining accurate records and supporting immigration compliance through timely updates and correct system usage.
- Oversee and ensure all Skilled Worker visa immigration requirements are handled correctly, including maintaining accurate records, meeting reporting obligations, and adhering to current regulations.

## Reward and Benefits

- Oversee the end-to-end payroll process, ensuring all payments are accurate and on time, and that all associated reporting obligations are completed in line with regulatory requirements.
- Manage annual benefits renewals, ensuring they remain cost-effective and aligned with the School's priorities and needs.
- Provide advice and guidance concerning current trends on total rewards, pensions and benefits for all school departments.
- Compare and benchmark salary information for all staff to ensure competitiveness and fairness, and to advise the CFOO and Master accordingly.
- Develop a programme of broader benefits for the whole staff in consultation with the CFOO and Master.
- Assist with annual staff opinion surveys and to make recommendations for improved conditions of employment.

## Employee Relations

- Manage the School's disciplinary and grievance processes, ensuring informal and formal processes are applied fairly, consistently and effectively.
- Ensure effective communication so that all staff are informed and consulted as appropriate.
- Advise and support the Master and CFOO on employment law, and seek specialist advice, as appropriate.
- Act with the highest integrity at all times, respecting the confidential and sensitive nature of employee issues that arise.

## Professional Development

- Stay abreast of changes in employment legislation and school specific compliance regulation (ISI / NMS) through attendance at seminars, networking groups and bulletins from recognised sources.



# Other requirements

## **Safeguarding and Child Protection**

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

## **Health and Safety**

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

## **Data Protection**

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

## **Equality and Diversity**

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

## **Code of Conduct**

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.



# Person specification

## Qualifications, Skills and Experience

### Essential

- Strong leadership and influencing skills demonstrated in a senior HR role.
- Commercially astute with the ability to use HR analytics to influence strategic decisions.
- Strong knowledge of UK employment law and its application within a regulated environment. Beyond basic compliance, you must demonstrate a nuanced understanding of complex employee relations.
- Excellent communicator capable of articulating complex HR concepts to a diverse range of stakeholders across teaching staff and operations.
- Act as both a trusted advisor and 'critical friend' to the CFOO and Master, upholding the highest standards of integrity and confidentiality.
- High degree of ICT skills to include Microsoft and Google applications and maintaining records within a HR database.
- Ability to work both strategically and operationally;
- Confident with personal resilience.
- Flexible and appreciative of the demands of a boarding school environment.

### Desirable

- CIPD qualified or equivalent.
- Experience of working within education or a regulated environment.
- Experience within counselling, coaching and/or mediation.



# Benefits

A competitive remuneration package commensurate with the seniority and significance of this position will be offered to the successful candidate.

The School offers a benefits package, including membership of a defined contribution pension scheme and group life assurance. This is a full-time, permanent post that will attract 25 days' leave per annum plus bank holidays (where these do not fall in term time). Employees of the School also benefit from lunch in the School's Dining Hall and access to fitness facilities including fitness suite, tennis centre, and swimming pool. Further details will be made available on enquiry.

This is a full-time, 52-week, post and some flexibility in working hours will be required in light of the role and responsibilities it entails.

Professional development and learning sit at the heart of the School and the successful post-holder will be joining a collegiate and supportive staff body. The School has a full-time Health and Wellbeing Centre and Chaplain.



# Application process

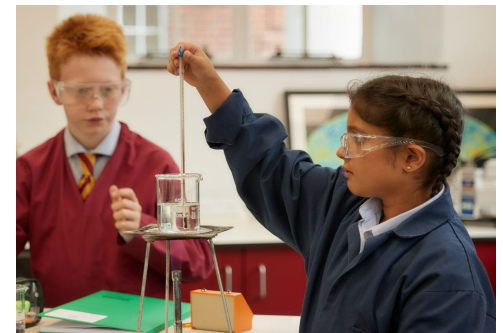
To apply for the above position, please complete the application form in full, with reference to the job description and return it to [hr@haileybury.com](mailto:hr@haileybury.com) by **Tuesday 12 May 2026 at 12 noon**.

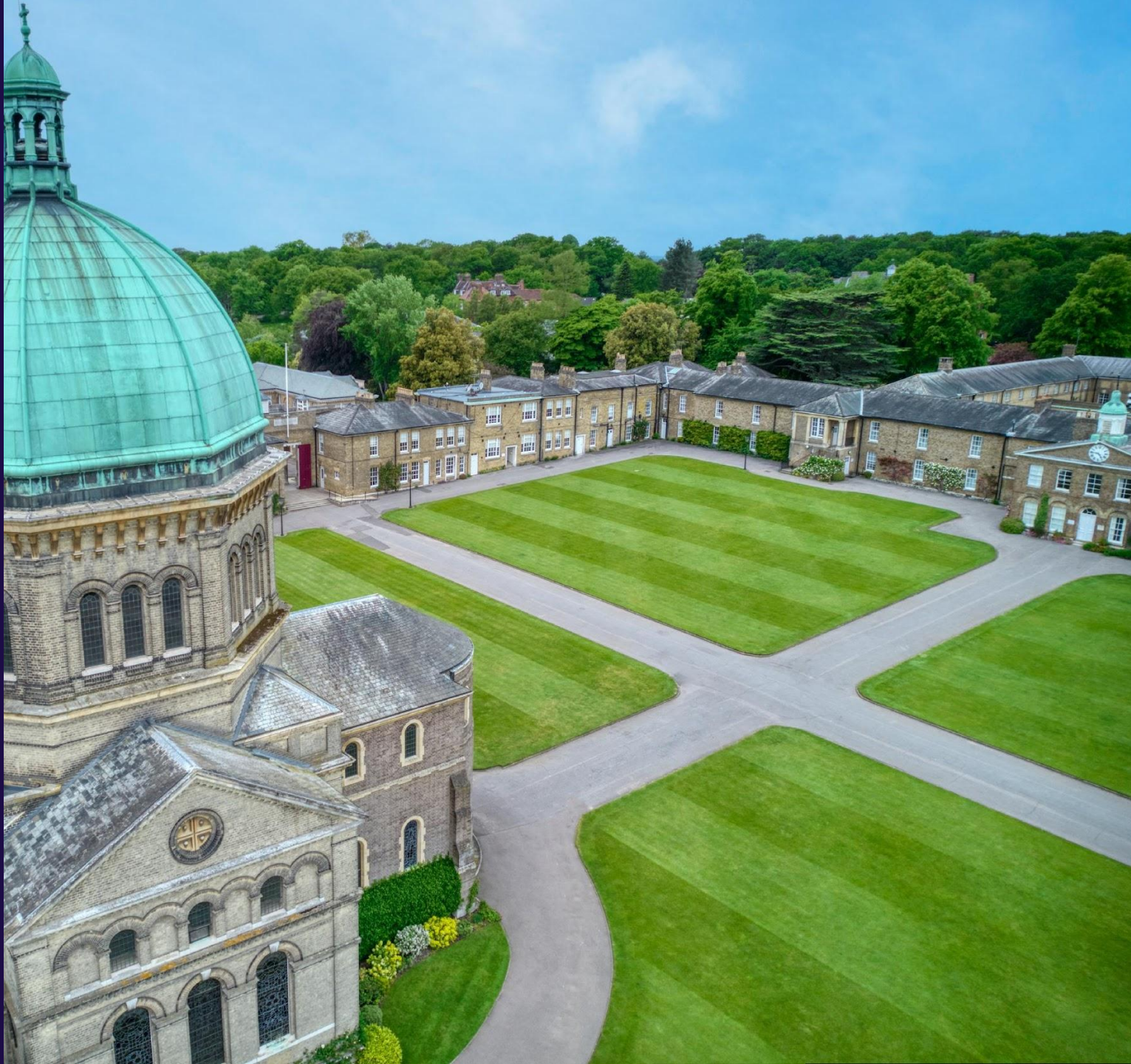
Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





Haileybury

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