

HR Coordinator (maternity cover)

June 2026



 **tes**
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.



The role

Haileybury is seeking to appoint a HR Coordinator to join a fast-paced department within the School, to cover a period of maternity leave.

The HR Coordinator supports the effective delivery of human resources services within the School. This role ensures smooth HR operations, including recruitment, onboarding, employee records management, and compliance with education and safeguarding regulations.

The HR Coordinator will have a focus on recruitment activities, especially within supporting the International Summer School, undertaking a full range of administrative duties in order to ensure the smooth and efficient running of the Summer School from a HR perspective. The role will require the post-holder to adopt a highly flexible and adaptable approach to working, as well as leading on allocated duties and projects. The post-holder will assist others within the HR Department, as and when required, and is proactive in this regard.

To do this successfully the post-holder must ensure they remain up-to-date with regulatory requirements and best practice within the Human Resources profession and in particular, within an educational environment. It is essential that the post-holder is able to work to deadlines whilst retaining a high level of accuracy.

The position is full-time, working 37.5 hours per week, Monday to Friday. This is an all year-around position versus term time.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.



Responsibilities

Recruitment & Onboarding

- Coordinate end-to-end recruitment processes, including job postings, shortlisting support, interview scheduling and participation, and candidate communication.
- Ensure safer recruitment practices are followed in line with safeguarding policies.
- Manage pre-employment checks (e.g. enhanced DBS, references, right-to-work verification).
- Organise and deliver onboarding and induction processes for new staff.

HR Administration

- Maintain accurate and confidential employee records (both digital and paper-based).
- Issue contracts, offer letters, and HR-related documentation.
- Support payroll processes by providing accurate staff data.
- Update and monitor internal trackers to ensure data remains accurate, complete, and up to date at all times.

Training & Development

- Coordinate staff training, including mandatory safeguarding and professional development.
- Maintain training records and monitor compliance.



Responsibilities

General

- Act as a first point of contact for HR queries from staff.
- Assist in developing and updating HR policies and procedures.
- Support and assist the HR Department in key HR projects and deliverables.
- Support with HR reporting and data analysis.
- Contribute to continuous improvement of HR systems and processes.
- Ensure that all work is supported with appropriate audit trails and maintained to the highest standard, supported by clear, organised and accurate filing systems.
- Complete all duties effectively, efficiently, accurately, and within allocated deadlines.
- Establish and maintain effective communication channels and efficient/effective working relationships with all relevant client groups, both internally and externally.
- Ensure all information is maintained with the utmost of professionalism, confidentially and securely at all times and in compliance with Haileybury's policy on Data Protection.
- Deliver employment best practices for the School; monitoring current processes and practices and facilitate any necessary changes effectively and efficiently.
- Keep HR Management informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable timeframe.
- Proactively ensure compliance with HR legislation, guidance, good practice, Independent Schools Inspectorate requirements and the School's HR policies.
- Undertake appropriate training to ensure that skills and knowledge remain up-to-date with all appropriate practices and regulatory requirements.
- Stay abreast of changes in employment legislation and education-specific compliance regulation through attendance at seminars, networking groups and reading updates from recognised sources.
- Undertake your responsibilities to promote the safety and wellbeing of children and young people.



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

Essential Qualifications

- Good general level of education (to GCSE level or equivalent)

Desirable Qualifications

- Minimum level 3 CIPD (or working towards)

Essential Knowledge, Skills and Experience

- Previous administrative or secretarial experience
- Excellent organisational and time management skills
- Ability to maintain accurate records, both manual and on a database
- Proficient in Microsoft Office / Google Workspace
- Excellent written communication skills
- Excellent customer service skills
- Experience in a busy environment with multiple concurrent deadlines

Desirable Knowledge, Skills and Experience

- Familiarity with school MIS systems
- Employment history in an educational environment
- Good understanding of equal opportunities legislation and employment law as it relates to recruitment practices

Personal Attributes

- Ability to communicate effectively with people at all levels in an organisation
- Accurate with strong attention to detail
- Ability to work under pressure
- Ability to collaborate and work well in a team
- Ability to work unsupervised and use own initiative
- Ability to maintain confidentiality with tact, diplomacy and discretion
- Proactive and forward thinking
- Willingness to work flexibly when required
- Confident, reliable and enthusiastic



Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, tennis centre, and swimming pool, at certain times.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include 25 days annual leave with enhanced entitlement for long service, cycle to work scheme, pension, and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



Application process

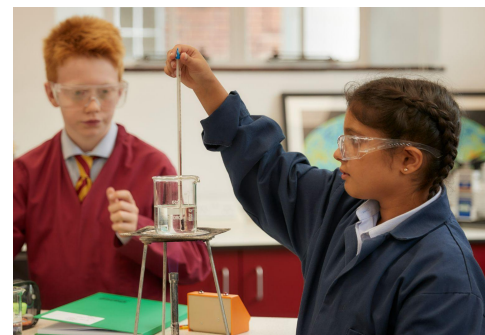
To apply for the above position, please complete the application form in full, with reference to the job description and return it to hr@haileybury.com by **Thursday 18 June 2026 at 12 noon**.

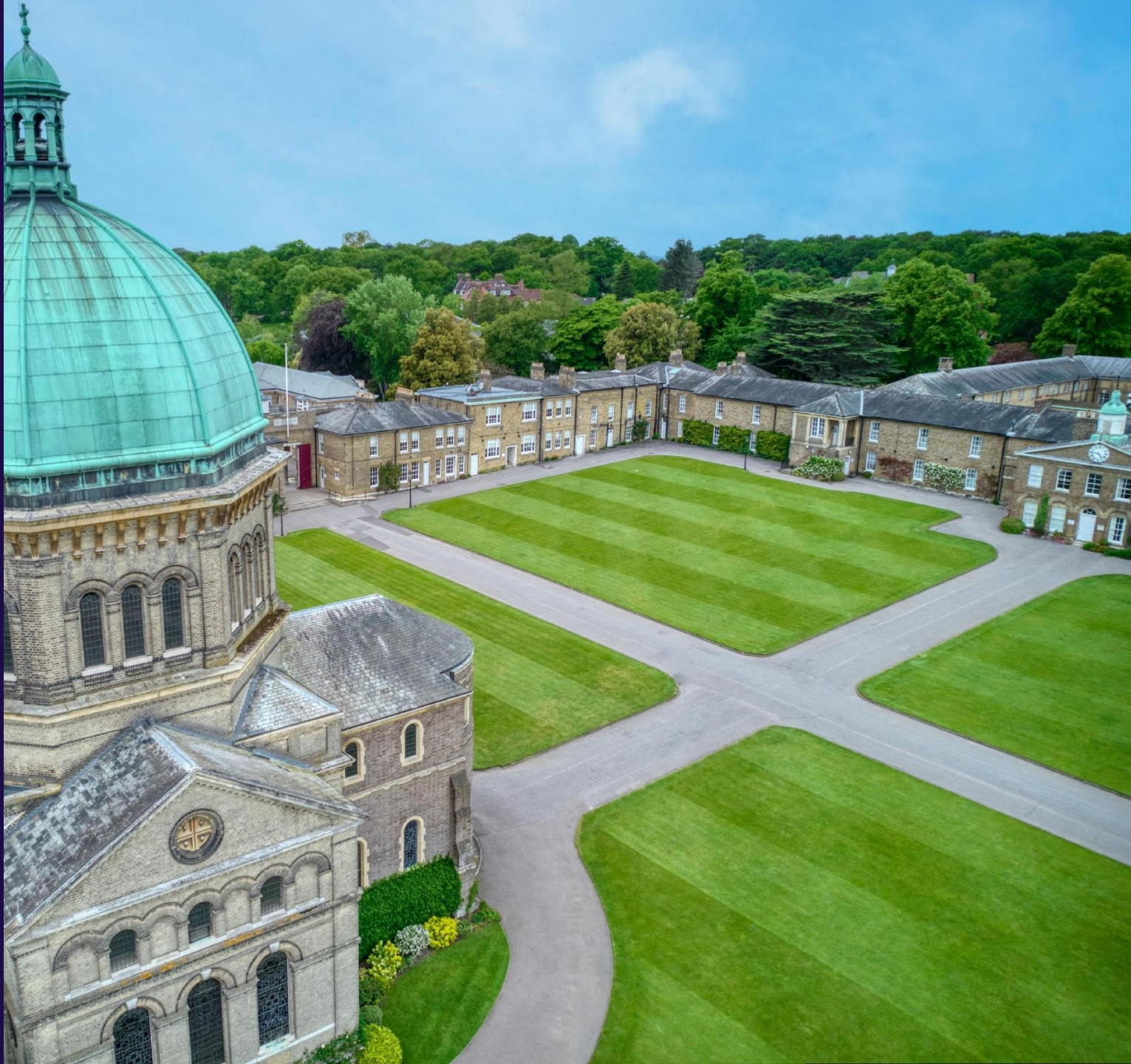
Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

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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