



Lady Margaret School
Candidate Application Pack
HR Manager



Letter from Headteacher



Dear Candidate,

Thank you for showing interest in the post of HR Manager at Lady Margaret School.

Founded in 1917, Lady Margaret School has a proud and successful heritage in educating girls. We wish to appoint a HR Manager to build on the great strengths of the school, maintaining the highest academic and behavioural standards, whilst adapting to the fast-changing educational landscape.

Lady Margaret School is a high performing school, as testified by its most recent 'Outstanding' Ofsted and SIAMS ratings. Our SIAMS Inspection in October 2023 noted the 'transformational' impact the school has and the School was graded 'Outstanding' in all categories in our Ofsted Inspection in November 2023. LMS was awarded 'London Comprehensive School of the Year' by The Sunday Times 'Parent Power' poll in 2023. Recent results at GCSE and A Level results are excellent and show extremely high levels of attainment and achievement for all students. We continue to offer a rich curriculum for all our students.

This post offers the chance to work with a committed and experienced staff as part of a talented learning community, supporting each other to develop an innovative and exciting curriculum. This is a unique opportunity to work in a school with a strong and proud heritage.

Thank you again for your interest in joining us.

Yours faithfully

A handwritten signature in black ink, reading 'Elisabeth Stevenson'. The signature is written in a cursive style with a large, flowing 'E' and 'S'.

Elisabeth Stevenson

Headteacher

HR Manager

Term Time Only, 39 weeks plus 2 weeks, 41 weeks in total

36 hours per week

£40,404 - £45,852 (AYR) / £37,193 – £42,207 TTO+2 (Actual Salary)

We are seeking an ambitious and experienced HR professional to join our small and dynamic team at Lady Margaret School. This role would really suit an aspiring future HR Manager who is a highly organised self-starter with relevant HR experience.

About the Role

Working alongside the Headteacher and Bursar to provide dedicated HR support you will be the first point of contact for staff on all HR matters. You will be responsible for managing all aspects of HR including recruitment, right to work, onboarding, leavers, contract variations, professional development, maternity, paternity, sickness absence, general absence and leave requests.

A commitment to managing the Safer Recruitment process and staff safeguarding checks is absolutely critical to this role. You will also have a good basic understanding of UK employment law and employee relations and be keen to develop your skills and experience in this area, including providing HR advice and producing policies.

A high standard of written and spoken English along with proven IT skills are essential. You will be able to confidently multitask and work across a broad range of people and subject areas. A high level of attention to detail is required along with the ability to implement and manage a range of HR systems and processes.

About Lady Margaret School

Our exam results reflect the hard work of our students and staff. In 2024, 93% of our girls attained GCSE English and Mathematics at grades 9-4. At A Level, our results are consistently outstanding, with high numbers of girls progressing to a wide range of Higher Education courses. In 2024 73% of grades were A*-B. Students at LMS have an excellent record of securing places at top universities.

What you can expect from us

- A supportive school that has staff well-being at its core
- Excellent career progression opportunities in addition to the high quality CPD which is part of our established systems for staff support and development
- A comprehensive benefits package including defined government pension scheme (ER's contribution 23.9%), employee assistance programme, flu vaccination vouchers and Cyclescheme
- A convenient location served by excellent transport links, close to local amenities and green spaces.

Closing Date: Monday 17th November 2025

Interview Date: Thursday 27th November 2025

Start Date: Monday 5th January 2026

Early applications are encouraged. Suitable candidates may be interviewed before the closing date and Lady Margaret School reserves the right to withdraw the position if an early appointment is made.

How to apply: To apply for this position please download and complete the school's official application form and send along with a supporting statement to recruitment@ladymargaret.lbhf.sch.uk.

The application form can be found at the following link: <https://ladymargaret.lbhf.sch.uk/our-school/vacancies/>

Please note that CVs will not be accepted.



Job Description

HR Manager

Post Title: HR Manager

Responsible to: The Bursar

Grade: £40,404 - £45,825
£37,193 - £42,207 Actual

Hours: 36 hours per week / Term Time Only + 2 Weeks, 41 Weeks

Disclosure: Enhanced

Safeguarding

- Lady Margaret School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- Appointment to this post is subject to an enhanced Disclosure and Barring Service check

Purpose

- To manage the school's HR systems and processes
- To assist with HR case work and provide basic HR advice to the Headteacher and Bursar
- To act as a point of contact between the school and its external HR and legal advisers
- To be responsible for producing and maintaining up to date HR policies
- To act as first point of contact for staff on HR matters
- To manage the Safer Recruitment process
- To work as part of the school admin team and provide support when required

Main Duties and Responsibilities

Safer Recruitment

- To draft and place recruitment adverts in the press and online and liaise with recruiting staff members as necessary
- To manage and monitor the recruitment inbox, responding to queries from candidates in a timely manner but also general enquiries about working at Lady Margaret School

- To send job descriptions and application forms to candidates and respond to their queries
- To produce a recruitment pack for each job role that is advertised and publish on the school's website and external recruitment portals
- To periodically update the applicant pack ensuring it is up to date and reflects the latest statutory guidance
- To collate job applications and ensure that a shortlist of candidates is drafted in time for the scheduled interview date
- To schedule interviews with candidates and recruiting staff members and ensure that appropriate room facilities are available to hold the interviews
- To ensure all shortlisted candidates 'application forms comply with Safer Recruitment guidance
- To ensure that all references are secured prior to interview for shortlisted candidates
- To ensure that proof of identity and qualifications are secured prior to interview for shortlisted candidates
- To undertake Social Media checks on shortlisted candidates
- To ensure that the school recruitment process is a 'Safer Recruitment' process and complies with guidance as set out by the DFE, OFSTED and KCSIE
- To produce and maintain a recruitment checklist to monitor and manage the onboarding of all new members of staff, which ensures that the school is compliant with the DFE, OFSTED, KCSIE and employment law
- To ensure that all conditional offers of employment are made subject to checks as set out by the DFE, OFSTED, KCSIE and employment law
- To ensure that each member of staff receives a contract of employment by the first day of their employment at the latest
- To ensure that non-UK candidates have the correct Home Office approval to work in the UK and assist the candidate in determining their status if unknown
- To work with the school's visa sponsor the LDBS to apply for overseas work visas for non-UK candidates that require one
- To complete and manage all other administration associated with new members of staff as per the recruitment checklist, to include DBS checks, overseas criminal record checks, right to work checks, professional qualification and barring checks, health clearance, banking information, IT access
- To organise the new staff induction day in conjunction with the Headteacher and Deputy Headteacher, preparing and distribution information to the new recruits. To ensure that staff induction information is issued to new in-year staff joiners

- To manage the relationships and accounts with the school's recruitment advertisers e.g. TES, Guardian Jobs and source new advertisers when required
- To maintain the vacancies page on the school's website and the external recruitment portals, ensuring that up to date information and photos are uploaded. Managing the majority of applications and communicating to candidates through the portal
- To monitor the probationary period for support staff members, ensuring that line managers are completing and submitting the review paperwork and complying with the probationary period policy. To ensure that the employee is confirmed in role or otherwise following completion of the probationary period
- To onboard all new peripatetic music staff as referred by the Deputy Headteacher or Director of Music. To ensure that the appropriate recruitment checks are undertaken and that they are issued with a job description, self-employed questionnaire and hire agreement and entered on to the Single Central Record
- To onboard all PGCE placement students as referred by the SLT and ensure that the appropriate recruitment checks are undertaken and that they are entered on to the Single Central Record
- To onboard all supply staff, contractors and volunteers, ensuring that a process is in place to identify and capture new supply staff, contractors and volunteers across the school and ensuring that the appropriate ID and DBS checks are in place and that they are entered on to the Single Central Record

Employee Relations

- To liaise as necessary with the school's external HR advisors and legal counsel, LDBS, LBHF, in relation to HR policy and legal advice, as directed by the Headteacher or Bursar. In particular the sickness absence, disciplinary, grievance procedures and employee relations in general
- To provide basic HR advice (depending on experience) to the Headteacher and Bursar, particularly in relation to the sickness absence, disciplinary, grievance procedures and employee relations in general
- To develop a good working relationship with the school's external HR advisors and agencies
- To prepare any documentation or correspondence that may be necessary to support HR case work particularly in relation to the sickness absence, disciplinary and grievance procedures, as directed by the Headteacher or Bursar
- To organise and minute any meetings with employees as requested by the Headteacher
- To be responsible for producing and maintaining all HR policies
- To assist in all HR casework as required

HR Administration

- To manage all aspects of HR relating to a staff member's employee lifecycle with the school, to include starters, leavers, contract variations, CPD, maternity, paternity, sickness absence, general absence and leave requests
- To ensure that appropriate systems and processes are in place to manage the employee life cycle and that records are maintained in a consistent and accurate format
- To draft and issue all HR letters to employees as directed by the Headteacher and Bursar
- To prepare and issue all employment contracts as directed by the Headteacher and Bursar
- To draft and issue all contract amendments as instructed by the Headteacher issuing letters and revised contracts as required as directed by the Headteacher and Bursar
- To process staff leavers and arrange an exit interview for members of staff with either the Headteacher or a governor
- To collate, sickness forms, medical certificates, leave requests, trip requests, inset forms and other staff requests and present to the Headteacher. To closely liaise with the Headteacher's PA and Cover Manager as a result of requests. To communicate the Headteacher's decisions or follow up actions to the relevant member of staff
- To ensure DBS checks are carried out across entire staff in accordance with DfE, OFSTED and KCSIE guidance ensuring also that all overseas criminal record checks are carried out when required and remain current
- To maintain the Single Central Record ensuring that it is current and complies with all guidance as set out by the DfE, OFSTED and KCSIE. Ensuring that the teaching staff, support staff, peripatetic, governance, contracts and volunteer sections are all maintained simultaneously
- To regularly audit the Single Central Record to ensure that information is updated in a timely manner and to follow up with staff incomplete or missing information e.g. DBS Update service certificate, overseas clearance check, right to work visa, qualifications etc.
- To ensure that the information held on the Single Central Record is evidenced in the employees' personnel files
- To manage staff benefits including the Cycle scheme and BUPA vaccination vouchers, in addition to creating and maintaining a staff benefits booklet which is issued to staff and also uploaded onto the school's online recruitment portal
- To maintain and publish the staff list and update this each term
- To maintain and update all HR related template letters, forms, contract templates, files and databases

- To maintain all personnel files and records to the highest standard and in accordance with any DFE, OFSTED and KCSIE guidance
- To ensure that all HR records (including electronic) are stored and archived in accordance with the school's Data Protection and Data Retention Policies. To maintain the HR archive
- To maintain the SIMS personnel module with current and accurate staffing information
- To ensure that staff data i.e. contact and personal details are kept up to date and that regular requests are made to staff to update their details
- To refer members of staff to Occupational Health as directed by the Headteacher
- To complete statutory reports and returns when required e.g. Work force census
- To ensure that all members of teaching staff are registered with the DFE/Teaching Regulation Agency and maintain membership
- To ensure that all non-UK employees have valid and current Home Office approval to work
- To process maternity and paternity requests and advise staff members on their entitlements
- To record and monitor all staff absence and ensure that all appropriate supporting documentation is collected and filed and that SIMS is updated with the absence information
- To produce absence reports on a regular and ad hoc basis for the Headteacher on a regular basis or when required
- To record all annual leave entitlement and arrangements for all year-round school support staff and record the days worked out of term for Term Time Only staff and plus staff, including compliance with inset days and twilight insets
- To provide the Headteacher and Bursar with personnel information as and when required
- To attend and minute meetings as requested by the Headteacher and Bursar
- To manage all post related to staffing and personnel

CPD

- To maintain records of whole school staff training e.g. Safeguarding, Prevent, GDPR, Cyber Crime and Fire
- To maintain records of individual staff training courses
- To assist the Headteacher and SLT in the administration of the Performance Management and CPD processes

- To collect and store centrally documentation from the Performance Management and CPD processes
- To update and publish the annual performance management tree
- To provide administration assistance to the SLT Member responsible for NQT's
- To ensure that all members of Teaching staff have obtained QTS or exemption and to ensure that unqualified Teaching staff achieve QTS within the timescale as set out by the school and DFE

Payroll

- To operate the payroll providers self-service payroll system, ensuring that all pay instructions can be processed on the system, raising any queries with the payroll provider as necessary. To ensure that training is up to date with any subsequent changes to the system
- To process new starters salaries and contract details with payroll and ensure that SIMS Personnel is updated and the Finance and Payroll Officer is informed
- To process all contract and salary changes for existing members of staff with payroll and ensure that SIMS Personnel is updated and the Finance and Payroll Officer is informed
- To process staff leavers with payroll and ensure that SIMS Personnel is updated and the Finance and Payroll Officer is informed
- To process maternity pay and leave and the payment of KIT days with payroll
- To validate overtime claims with staff members and managers ensuring the correct authorisation is in place and process with payroll
- To provide staff sickness and absence information to payroll
- To process annual increments for teachers and support staff with payroll
- To process any cost-of-living increase to salaries with payroll
- To issue annual salary statements to members of staff

School Administrator and General Duties

- To work as an integral member of the school's administration team and share with all other members of the team the following responsibilities:
- To assist all pupils, parents and staff with general day to day queries
- To provide reception cover on a weekly rota system and ad hoc basis when required
- To cover and deputise for colleagues

- To provide assistance to colleagues at peak times
- To assist with the running of the school vaccination programme
- To provide general administration, secretarial and reprographics assistance when necessary
- To receive and respond to all telephone, email, postal and face to face enquiries as appropriate for the whole school, offering a high level of customer service
- To attend any training sessions and staff meetings as required
- To maintain the school offices, store cupboards and kitchen, ensuring all areas are tidy, organised, clutter free and reflect a professional environment
- To hold a current first aid certificate and to administer first aid in accordance with the school's medical policy
- To carry out projects and tasks that may be reasonably requested by the Headteacher and SLT
- To be in sympathy with the aims and objectives of a Church of England school and its ethos. Members of staff must support the church ethos of the school, which may involve taking part in religious acts of worship
- To wear appropriate business dress

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post

PERSON SPECIFICATION

Lady Margaret School

Job Title: HR Manager	
Line Manager: Bursar	
Requirements (On the basis of the Job Description)	Essential (E) Or Desirable (D)
Qualifications	
GCSE Maths and English (Grade C / Grade 5 and above)	E
Degree or equivalent	E
A professional HR qualification	E
A recognised first aid qualification	D
Experience	
Experience of working in HR	E
Experience of Microsoft Office and Google Docs	E
Experience of working in an administration role	E
Experience of HR administration	D
Experience of using mail merge and email merge	D
Experience of working with different levels of seniority	E
Experience of working with external suppliers and agencies	E
Experience of using SIMS data base and other database systems	E
Experience of using internet and updating websites	E
Experience of communicating through a multi-platform communication system using SMS text, email and mobile phone apps	D
Experience of delivering high levels of customer service	E
Knowledge/skills/abilities	
A high standard of written and spoken English	E
A high standard of spelling and grammar	E
A high standard of numeracy	E
A high standard of IT skills	E
Good interpersonal skills and ability to communicate across all levels and mediums	E
A commitment to delivering high levels of customer service	E
Ability to produce good and accurate copy, reports and information	E
Ability to work autonomously, proactively and on own initiative	E
Ability to devise and implement efficient systems and processes	E
Ability to multi-task, plan and prioritise workload	E
Ability to research information	E
Ability to produce good quality, clear and accurate minutes	E
Ability to time manage	E
Ability to devise and implement efficient systems and processes	E
Ability to multi –task, plan and prioritise workload	E
Other (include special requirements)	
Demonstrates a commitment to schools' Christian ethos	E
Demonstrates a commitment safeguarding	E
An enhanced DBS check will be required for this post.	

The successful candidate will undergo a 6-month probationary period in line with the school's policies and procedures.
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Safeguarding

Lady Margaret School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Successful candidates are required to undertake an enhanced Disclosure and Barring Service check.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore shortlisted candidates will be required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (ie filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (Amendment) (England and Wales) Order 2020. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However, should a shortlisted candidate NOT declare an offence that is subsequently revealed, e.g. through the DBS check, this may place their appointment in jeopardy.
- It is a criminal offence for barred individuals to seek or undertake work with children.
- In compliance with Safer Recruitment guidelines, CVs cannot be accepted.

Referees

Two references will be sought for candidates invited to interview. It is our policy to obtain references prior to interview, therefore if you have any concerns regarding this, please contact us.

- The first reference must be from your present or most recent employer.
- If any of your references relate to your employment at a school or college, your referee must be the Headteacher or Principal.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children, current and/or time expired, and whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.
- If you are not currently working with children but have done so previously the second reference must be from that employer.
- We are unable to accept references from anyone acting solely in the capacity of a friend or relative.
- Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.
- If you have worked with any of the referees you have provided for less than 24 months, please provide an additional referee.

Thank you for your application. Applications may not always be acknowledged; however, we aim to advise non-shortlisted applicants of the outcome within a reasonable period after the closing date. Where a large number of applications is received this may not be possible.



Lady Margaret School

Parsons Green
London
SW6 4UN
Tele: 020 7736 7138

recruitment@ladymargaret.lbhf.sch.uk
www.ladymargaret.lbhf.sch.uk

