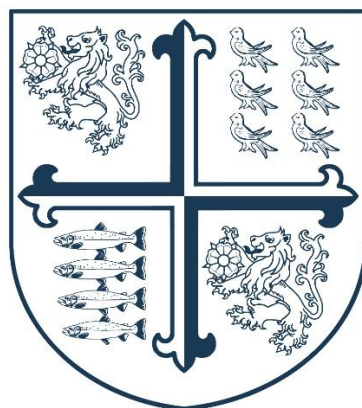


# Bournemouth School



## Information for Applicants

# Human Resources Manager

Bournemouth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS disclosure.

✓ Hard Work

✓ Discipline

✓ Smart Appearance

✓ Respect



July 2026

Dear Applicant

## Human Resources Manager

Thank you for expressing interest in the post of HR Manager at Bournemouth School. The on-line application form can be found on our website under Vacancies. Please find enclosed:

- Job Description
- Person Specification
- Map of Area

I hope that you will find these helpful in deciding whether this is the job for you and for preparing your application. We also invite you to look at our school website ([www.bournemouth-school.org](http://www.bournemouth-school.org)).

The closing date for applications is **9.00 am on Tuesday 14 July 2026**. If you require any further information regarding the application process or the school, please contact Mrs Katie Ateaque on 01202 512609 or e-mail [kateaue@bournemouth-school.org](mailto:kateaue@bournemouth-school.org).

I look forward to receiving your application.

Yours sincerely

Dr Dorian P Lewis  
Headmaster





# Human Resources Manager

## Job Description

### Job Purpose

The HR Manager will be responsible for overseeing and co-ordinating recruitment and performance management processes and advising staff and leaders on HR policies and requirements. They will also be monitoring and reviewing the school's HR strategy, to ensure staff are satisfied in the workplace.

This job description is neither exclusive nor exhaustive, it is a working reference document, to be reviewed as part of the postholder's annual appraisal review and revised as applicable whenever there is a significant change to the job purpose, objectives and/or key responsibilities of the role, in consultation with the postholder.

#### General:

You are expected to fulfil the requirements of the job description.

#### Reporting to:

Assistant Headteacher

#### Liaising with:

Senior Leadership Team, Curriculum Leaders, Learning Support and relevant staff with cross-School responsibilities, relevant non-teaching support staff, parents, outside agencies.

#### Hours:

37 hours per week with a 30 minute unpaid lunch break each day  
Usual working hours: 08.30 – 16.30 Monday to Thursday; 08.30-16.00 Friday  
Flexibility in agreed working hours for the right applicant

#### Worked Weeks:

Full-time (24 days holiday + bank holidays) or  
39 worked weeks per annum (38 weeks term time plus 5 days INSET)

#### Pay Range:

£35,412 to £39,862 Full-time or  
£30,291 to £34,097 (actual salary for 39 weeks)

#### Grade:

BS Grade 10, point 24 to 29

#### Disclosure Level:

Enhanced

#### Effective Date:

1 June 2026

#### Closing date for Applications:

9am on Tuesday 14 July

#### Interview Date:

Thursday 16 July

**Main responsibilities and duties****Leadership, management and advice**

- Keep up to date with employment related legislation ensuring the School is compliant in all aspects
- Provide advice to school leaders on all aspects of HR practice, developments and legislation, ensuring the school adheres to best practice and operates within the law. Co-ordinate appropriate external legal or professional advice where required
- Monitor and review the school's HR strategy, ensuring it meets the School's long-term needs and goals
- Develop and implement a workforce plan for the school, including identifying skills gaps and assisting with financial modelling of staff deployment options
- Monitor and review the School's HR policies and procedures
- Manage the School's use of external HR provider and services, ensuring the quality of the provision is high and the school receives value for money
- Manage and update School's HR documents, including HR forms and relevant aspects of the staff handbook
- Assist in implementing organisational change, such as restructuring, redundancy and TUPE
- Assist with disciplinary and grievance procedures, as necessary

**Recruitment and induction**

- Co-ordinate the advertisement of vacancies, to both internal and external candidates, including working with external partners to publicise available roles
- Develop job descriptions, person specifications, job advertisements and candidate information packs, liaising with appropriate staff
- Oversee the recruitment process, including communicating timeframes to all involved and sending out the necessary information at each stage
- Prepare material for interviews, including collating interview questions and developing tasks
- Ensure safer recruitment procedures are followed

**Safeguarding and record keeping**

- Monitor entries into the single central record (SCR), ensuring compliance with safeguarding and local requirements
- Monitor and review the school's DBS checking process, ensuring compliance with requirements and efficiency is achieved
- Keep records in accordance with the School's record retention schedule and data protection law, ensuring information security and confidentiality at all times

### Staff engagement and wellbeing

- Develop an effective approach to absence management, putting support in place to reduce the risk of long-term absence
- Act as the point of contact for staff questions about HR policies and procedures
- Work with unions and professional associations, maintaining strong and effective relationships that support the School's approach and responsibilities
- Work with senior leaders to consult with staff on job satisfaction, helping them to implement changes or improvements where appropriate

The HR manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HR manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

Bournemouth School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

The salary quoted is the annual salary for the position at the time of advert and this will be paid in 12 equal monthly instalments. An adjustment may be made at the point your employment ends to reflect your holiday entitlement and to ensure that you are paid accurately for the number of days worked in any academic year.

Bournemouth School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The postholder, irrespective of his/her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

**Job description prepared by:** Katie Ateaque  
**Designation:** Deputy Headteacher  
**Date:** June 2026

## PERSON SPECIFICATION – Human Resources Manager

Attributes	Essential	Desirable
Education and training	GCSEs in English and Mathematics	A relevant HR qualification
Previous experience	Experience working in an HR department	<p>Developing, managing and operating HR systems</p> <p>Experience working in the education sector</p>
Skills and knowledge	<p>Good knowledge of employment law and safer recruitment requirements</p> <p>Understanding of data protection and confidentiality</p> <p>Excellent attention to detail</p> <p>Effective communication and interpersonal skills</p> <p>Excellent time management</p> <p>Ability to build effective working relationships with staff and other stakeholders</p> <p>Ability to use IT packages including word processing, spreadsheets</p>	Knowledge of the conditions of service in the Burgundy Book
Personal qualities	<p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p>	

Attributes	Essential	Desirable
Safeguarding	Understanding of the issues surrounding the safeguarding of children and a commitment to child welfare and safety	
Collaborative working	<p>Is willing to work with organisational procedures and processes to meet the required standards for the role</p> <p>Experience of developing successful working relationships with staff, parents, students, and the wider community</p>	
Commitment to equality	Respects and values the different experiences, ideas and backgrounds others can bring to work and to the team	
Self-motivation/ dynamism	<p>Is resilient and demonstrates the ability to work well under pressure, managing time effectively</p> <p>Is committed to continual personal and professional development</p> <p>Is reflective and learns from past experiences</p>	
Additional factors	<p>Excellent record of health, punctuality and attendance</p> <p>Willingness to work flexibly to meet the needs of the job and the School</p> <p>A team player with a healthy sense of humour and perspective</p> <p>Ability to work in a sensitive environment, maintaining high levels of confidentiality</p> <p>Able to adapt to change with a positive attitude</p>	

# LOCATION MAP

Bournemouth School • East Way • Bournemouth • BH8 9PY • 01202 512609

