



HR OFFICER

For over 150 years, **City of London Freeman's School** has been a beacon of excellence in independent co-educational day and boarding education. Nestled in 57 acres of breathtaking Surrey countryside, we're proud of our heritage—and excited about our future. With the introduction of the City of London's new People Strategy, a new curriculum and the need to support our 220 staff through a significant period of change, this is an exciting time to be joining our friendly team.

We're seeking an experienced HR professional to join our HR Team - someone who enjoys building relationships, is passionate about delivering comprehensive HR advice and assistance, has a thorough understanding of employment law and an eye for detail.

Purpose of the post

- Support the Director of HR in providing a comprehensive and effective HR Service to Freeman's School in accordance with City of London practices and procedures ensuring a consistent approach in delivering a proactive and effective service.
- Provide guidance and advice to Teaching and Professional Services staff on a range of topics in order to support the strategic vision and initiatives of the School.
- To be responsible for the administration of the Single Central Register to ensure statutory compliance.
- Work closely with the central HR team at the City of London Corporation and collaborate with the HR teams at the City of London Schools.

DUTIES AND RESPONSIBILITIES

Compliance

- In accordance with statutory compliance and the School's KCSIE and ISI obligations:
 - Be responsible for the input, maintenance, and accuracy of the Single Central Register (SCR), ensuring the School is always 'inspection ready' and able to pass this key element of an inspection.
 - Lead all internal auditing of the SCR, organising the attendance of Senior Management Team and Governors, reviewing and developing audit processes, and actioning audit recommendations.
- Monitor and oversee regulatory checks for all staff including the vetting process of third-party staff (catering and cleaners) and volunteers. Ensure all statutory checks are carried out in accordance with role requirements and adhere to safer recruitment principles (particularly for staff in regulated activity).

Employee Relations

- Working alongside the Director of HR and, where appropriate, City of London HR, providing procedural and best practice advice to employees and managers regarding a wide range of HR

issues, advising on the interpretation of Corporation and School policy and establishing effective relationships with senior staff and department leads.

- Support the Director of HR with employee relations cases (leading when required) including conduct, grievance, disciplinary, sickness and performance management issues. Advising managers on School and/or Corporation policies, procedures, and best practice, overseeing all related documentation and supporting line managers and employees throughout.
- Work alongside School departments on organisation-wide HR projects including the roll out of new initiatives (wellbeing, training, induction etc.).
- Supported by the HR Administrator, proactively manage sickness absence reporting for Teaching and Professional Services staff, highlighting possible concerns to the Director of HR, and working directly with line managers to advise and manage all sickness absence cases. Attending SAM1 and SAM2 meetings as the HR representative and liaising with the Occupational Health department and central HR when needed.
- Advise on maternity, paternity, shared parental leave, flexible working, and other family friendly policies in line with the City of London policies.
- Support the Director of HR with change management projects e.g., redundancies, restructures, contractual variations etc.

Recruitment and Selection, On-boarding, and Off-boarding

- Oversee the recruitment process for Professional staff, advising hiring managers on recruitment and selection campaigns and the best use of recruitment platforms and tracking systems.
- Drafting, editing, and proofing recruitment advertisements and job packs and advising on the shortlisting, interview, and selection process.
- Create, review and update job descriptions/role profiles in line with City of London job evaluation guidelines ensuring consistency across departments.
- Advise recruiting managers and candidates on potential employment legislation and City policies of a role e.g., eligibility to work in the UK, market forces supplements.
- Oversee the accurate and timely processing of DBS & safeguarding documentation, identity, right to work and reference checks to ensure the school meets its statutory obligations.
- Oversee the on-boarding process through to completion, including employment documentation, adding new starters to School and City systems, advising on probationary procedures.
- Oversee the off-boarding process - removing users from Payroll, School and City systems, calculating remaining annual leave and outstanding payments/deductions.

Payroll and Rewards

- Responsible for administering weekly, monthly, and salaried payrolls and for checking monthly spreadsheets from Payroll to ensure all amendments/changes are correct.
- Be the department payroll expert - investigating complex current and historical pay issues, discussing outcomes with individuals and departments, and working with Payroll to resolve them. As the staff lead be able to explain pay issues, calculations, and how legislation informs pay and salary decisions.
- Manage annual pay information - issue salary letters for teachers at the start of each School year and for Professional Services staff each October, calculating term time only salaries and changes to holiday entitlements, ensuring pay awards and incremental increases are processed appropriately.

Policies, Processes & Procedures

- Supported by the HR Administrator, coordinate the annual Professional Services staff appraisal process, reviewing and advising on documentation and learning plans, ensuring training needs have been recorded and opportunities provided.
- Working with the HR team, ensure effective administration systems are in place, continually improving processes, implementing changes, and evolving best practice.
- To maintain a good working knowledge of all HR administrative activities completed within the team and to provide cover across the unit during periods of annual leave, sickness, and other absences/breaks. Work collaboratively with colleagues within the section, department, and whole organisation to deliver services effectively, efficiently, and flexibly.

- Policy updates - liaise with Central HR and the Chair of Common Room to review Teachers' Guide policy updates, reviewing them on an annual basis.

Records & Information Management

- Maintain employment records, utilising City systems and databases so information is readily accessible for reporting purposes e.g. annual reports, bespoke reports.
- Create and maintain HR systems and processes to enable tracking of routine checks to ensure compliance with KCSIE and City requirements.
- Create and maintain HR templates e.g. employment contracts, pay calculations, recruitment.
- Produce and update HR operational guides for all administrative tasks in the HR department.
- Assist the Deputy Head (Academic) with annual DfE and Census return for the City of London Freemen's School.

Learning & Development

- Support the Director of HR in sourcing cost effective learning and development opportunities and support the development, implementation, and delivery of HR training, learning and development initiatives.

Other

- To undertake any other duties that may reasonably be requested appropriate to the grade.
- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- The post-holder's responsibility for safeguarding and promoting the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the Designated Safeguarding Lead

Revision of Job Description

According to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

Person Specification

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

- Educated to degree level or equivalent or hold equivalent professional HR experience (A).
- CIPD qualified with an intermediate level qualification, or equivalent experience (A).

Technical Skills

- Excellent IT Skills including MS Office (Word, Excel in particular) (A,I).
- Ability to deal with confidential data and sensitive issues (A,I,T).

Experience required

- Good all-round experience of working in a Human Resources department (ideally with previous experience within the independent school sector), with the ability to advise on a wide range of HR matters, including employee relations issues such as disciplinary, grievance or capability matters, absence management, pay and rewards, variations to contract etc. (A,I,T)
- Proven experience of providing advice and guidance to managers on HR policies and procedures, with experience of providing flexible solutions to HR issues within legal and procedural frameworks (A,I).
- Experience of administering payroll data with an understanding of payroll processes and the ability to advise staff on payroll queries (A,I).
- Experience of managing recruitment campaigns, including interviewing candidates, preparing job documentation and providing advice and guidance to managers on interview questions and tests, and any other appropriate matters through to on-boarding of successful candidates (A,I).
- Excellent oral communications skills and high attention to detail, with the clear ability to explain HR matters to non-experts at all levels, and the ability to engage in “difficult” conversations with employees, managers and other staff on HR issues (A,I).
- Strong written communications skills, with the ability to write clear and appropriately concise HR documents and advice on a wide range of HR issues (A,I,T).
- Ability to develop new initiatives in the HR field, e.g. on wellbeing or learning and development matters (A,I).
- Ability to build excellent relationships cross departmentally and understand the needs and wishes of our academic and non-academic colleagues (A,I).
- Proven organisational and administrative skills with the ability to take a structured approach to organising work (A,I).
- Experience of working with HR systems (data input and analysis) and providing systems advice to management and staff, and generally good record-keeping and HR administration skills, including experience in implementing and improving office systems and databases (A,I).

Other relevant information

This role is office based, full time, year round

Note to Applicants:

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

How to Apply

Applicants should send a completed application form to **CLFS-Recruitment@cityoflondon.gov.uk**, by 9am on Monday 14th September 2026.

Shortlisted candidates will be invited to interview the week commencing Monday 21st September 2026. Candidates are asked to note that Freeman retains the right to interview and appoint at any time during the application process.

Freemen's acknowledges receipt of all applications, if you have not received confirmation of the safe receipt of your application within two working days please call the School or email **CLFS- Recruitment@ cityoflondon.gov.uk** to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).