



St Edward's
School

Unity - Achievement - Faith



HR Manager

Recruitment Pack

St Edward's School, Dale Valley Road, Poole, Dorset, BH15 3HY
01202 740950 • www.st-edwards.poole.sch.uk

HR Manager

Grade G SCP 18 to 23 dependent on experience
30 to 37 hours per week, 39.6 to 40 weeks Per
year

£31,537 to £34,434 pro-rata (Pay award
Pending)

Actual Salary 30 hours £22,234 to £24,277

Actual Salary 37 hours £27,700 to £30,245

St Edward's School is a high-performing school with an amazing Support Staff team. Our school is heavily oversubscribed and enjoys an excellent reputation for combining high expectations of all, with warm relational approaches to learning.

Due to the retirement of our long-serving HR Manager and an internal restructure, we have an exciting opportunity to reshape and strengthen our business support management team.

We are seeking applications from experienced **Human Resources** professionals who will play a key role in supporting the Headteacher and School Business Manager to develop the strategic and operational management of the school.

Depending on the successful applicant's background and expertise, the role will either focus solely on leading all HR functions, including recruitment, employee relations, compliance and workforce planning or for talented candidates with the skills and experience, an additional 7 hours per week with two additional holiday working days is available to also lead our Office Administration Team.

We are looking for candidates who:

- Have significant experience in HR, ideally in a school context;
- Demonstrate strong communication and organisational skills;
- Can work strategically while maintaining excellent operational standards;
- Share our commitment to supporting staff and delivering the very best outcomes for our students.
- have a sincere commitment to our ethos and vision as a school, and our drive for continuous improvement.

In return we offer a happy working environment, fantastic students, great facilities, tailored CPD and a highly motivated staff community.

Please visit our website at <https://st-edwards.poole.sch.uk/> for further information about our unique school.

St Edward's School is committed to safeguarding & promoting the welfare of children & young people. All appointments made are subject to an enhanced DBS check. Online searches may be carried out as part of due diligence checks.

Closing date: Thursday 3 September 2026

Interview Date: Week Commencing 7 September 2026

Our Mission Statement

MAY WE BE ONE

In Purpose

Educating for life in all its fullness

In Faith

Encountering God who lives among us, calling us to unity

In Dignity

Nurturing confidence and maturity

About Us

St Edward's School opened in 1963 as Roman Catholic School serving the parishes of Poole. It took its name from the local Saint, martyred at Corfe Castle. Although little is known of Edward, as a teenage king with a strong Christian faith and a commitment to protecting the poor he provides an excellent role model for our young people. His story is told through our school badge with the crown of a king, the cross of Christ, a cup to symbolise his murder by poisoning and the blood of a martyr. The crown and cup also remind us of the Kingdom of God, and the "one cup in which we all share". (1Cor 10:16)

For many years, the school welcomed not only Roman Catholic families, but other Christians who were keen for their children to be educated in a faith context. In the early 1990's the school's second headteacher, Alan Murphy decided to formalise this arrangement and entered into talks with the Roman Catholic Church and the Church of England about St Edward's becoming a joint church school. A new covenant, setting out the values and principles behind the commitment was signed by the Bishops of Plymouth and Salisbury in 1993.

From then on, the school has continued to grow in success and popularity. The vision of the school is to provide an excellent education, in a comprehensive and co-educational context that develops the character of young people through the St Edward's Virtues, while safeguarding their experience of childhood.



Letter from the Headteacher

Thank you for your interest in joining St Edward's School. I am delighted that you are considering becoming part of our vibrant and caring community.

At St Edward's, we are committed to preparing young people to live life to the full. We believe that this preparation is best facilitated within a supportive environment that nurtures spiritual and moral development alongside academic excellence. As a joint Roman Catholic and Church of England Voluntary Aided School, Christian values are at the heart of everything we do, guiding our mission to help students become beacons of light to future generations.

Our school is a truly comprehensive and inclusive community, welcoming over 1000 students aged 11 to 18 from all faiths and none. We are proud to be heavily oversubscribed and recognised for our distinctive ethos and high standards. Ofsted, in their most recent inspection in 2022, celebrated our positive learning culture and respectful, kind, and polite students. Our curriculum was praised for being ambitious and challenging, preparing students strongly for future success. In 2023, our Church School Inspection rated us "Outstanding" in all areas.

We have the highest expectations of our students, who leave us ready to attend some of the leading universities, pursue exciting careers, or take empowered next steps in their learning journey. We aim to nurture respectful, resilient, and curious lifelong learners—confident young adults who can connect with others, overcome barriers, and believe in their own limitless potential.

Our staff are central to our success. We value every colleague and the unique contribution they make, regardless of their role. Staff at St Edward's are encouraged to be creative and to grow professionally in ways that inspire them. We invest heavily in professional development so that all staff continue to find joy and fulfilment in their work. Our ambition is for your career to be rewarding and satisfying, and for you to be happy in your role.

St Edward's is a happy place to learn and work. Every member of our community plays a vital role in maintaining our ethos and values. We do not make excuses for poor behaviour, but instead foster a culture of compassion, growth, and high expectations.

I am proud of our wonderful students, our dedicated staff, and our supportive governors, parents, and carers. I hope that your experience of us will lead you to believe that St Edward's is the right home for you. We would be glad to speak with you or welcome you for a visit if you'd like to find out more



Mr Chris Barnett
Headteacher

Working at St Edward's

St Edward's is a popular place to work with low staff turnover and high levels of staff wellbeing and satisfaction. Our mission statement of 'may we be one' goes to the heart of what we do and how we do it and staff feel positive about the school and their role within it.

We have invested in the Employee Assistance Programme, which gives all staff access to confidential advice and support. The 24-hour support covers a wide range of areas, both work related and more general, including counselling, specialist information and financial and legal matters.

"EAP will always be there to support teachers and education staff no matter what you're going through, big or small, we're here for you. Day or night you can call to speak to someone without judgement who can help you find solutions to move past a difficult situation in your life."

If work gets
difficult, I know
how to get support



98%

The school has
supported my
wellbeing



97%

I enjoy my work



98%

I would
recommend the
school as a place of
work



100%

Staff Wellbeing Survey – Spring 2026

Staff Wellbeing School of the Year - Finalist



Tes Schools Awards 2024



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Support Staff Testimonials

"St Edward's has evolved over the years and continues to flourish. I'm proud to be part of a successful school which feels more like a community than a workplace, which is quite unique. St Edward's is a caring and considerate place and I feel valued in my role."

Jan Forkasiewicz, Receptionist
11 years at St Edward's



"St Edward's feels more like a family than a workplace. We thrive on Christian beliefs and values. We look after each other's wellbeing and support each other every day. I've never seen so many smiles on children's faces in all the schools I've worked in; they genuinely seem happy and so do the staff. The family orientated atmosphere enables our students to achieve the best outcomes in their subjects and after school activities. We are strong together."

Dorota Hall, Senior HLTA
7 years at St Edward's

"St Edward's is unlike anywhere I've worked before. The ethos and vision of the leadership team is crystal clear and runs through all that we do. Everyone involved with the school is committed to and working towards the common goal of providing the best possible environment to allow young people to thrive."

Felix Carey, Marketing Officer
3 years at St Edward's



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Staff Recruitment Information

APPLYING

Please read the Job Description and Person Specification before fully completing the application form. Where there are any gaps in your employment, please state the reasons why e.g. gap year, career break, unemployed etc. and give exact dates.

SUPPORTING INFORMATION

This section is very important as it gives you the opportunity to show us why you are applying and why you would be the best person for the job advertised. Please use the job description and person specification as a guide and give specific examples where possible, to demonstrate how you match the requirements of the post.

INTERVIEW AND SELECTION PROCESS

Those candidates who meet the requirements for the post will be shortlisted and invited to interview and details of the interview programme will be confirmed in writing. As part of the selection process, as well as assessing your skills and knowledge against the requirements of the role, specific questions will be asked to assess your suitability to work with children.

Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact us if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

Safeguarding

St Edward's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If you do not hear from us by the interview date specified in the advert, please assume that you have not been shortlisted on this occasion.

PRE-EMPLOYMENT CHECKS

References

If you are shortlisted, we will normally take up references before the interview date. One of your referees must be your current or most recent employer. All offers of a post are made subject to receipt of satisfactory references without which we cannot confirm any offer of an appointment. Copies of references or references that are addressed "to whom it may concern" will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies, or relevant issues as part of the recruitment verification process.

Disclosure & Barring Service Check (DBS)

Employment is subject to an enhanced DBS check. Checks will also be made against the Protection of Children List (PoCAL) and the Department of Education and Employment List 99. All such checks must be satisfactory before we confirm any offer of an appointment. Teachers are also checked against the Prohibition from Teaching check.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'. All posts at St Edward's School are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment.

The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

Validation of Qualifications

All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Proof of this will be required at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Medical Assessment

A satisfactory medical assessment will be required before we confirm any offer of an appointment.

Child Protection

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We have a designated senior member of the leadership who is responsible for referring and monitoring any suspected cases of abuse. All members of staff will receive training in line with our child protection policy.

Code of Conduct

We believe that it is essential for standard of conduct at work to be maintained to ensure delivery of quality services and also to protect the wellbeing of all its employees and students.

St Edward's School governors and headteacher regard everyone working within St Edward's as a role model to our students. As such employees should conduct themselves with integrity, impartiality, and honesty. Furthermore, everyone within St Edward's school has an absolute duty to promote and safeguard the welfare of children.

JOB DESCRIPTION

Job Title:	HR Manager
Salary Grade:	SCP 18 to 23 (Grade G) Full-time equivalent £31,537 to £34,434 Actual Salary £22,234 to £24,277 ((pay award pending)
Working Hours:	30 hours per week, Monday to Friday, term time including staff training days. 3 holiday working days will be required.
Responsible to:	School Business Manager
Responsible For:	Cover and HR Administrator

Main Job Purpose:

1. To provide a high-quality, accurate and responsive HR service working closely with the Headteacher and School Business Manager.
2. To provide advice on HR matters to the Headteacher and School Business Manager, in liaison with the school's external HR advisor if appropriate.
3. To coordinate core employee-lifecycle processes, with responsibility for HR systems and data, absence recording, pensions, family leave, recruitment and onboarding.
4. To be the school's first point of contact for employees and managers and provide accurate routine information on HR procedures such as grievance and disciplinary policies, pay, pensions, family leave, recruitment, onboarding and employment records.
5. Manage the appraisal processes of the HR team: identifying and arranging high level support, challenge, and training as appropriate to the school's requirements; having a deep understanding of what exceptional HR administration and support looks like in diverse contexts.

Main Duties and Responsibilities

Payroll, Pay and Pensions

1. In liaison with the Finance Manager, process and check payroll information in the school's Payroll software system, including starters, leavers, contractual and salary changes, overtime, mileage, additional payments, KIT days, deductions and other authorised adjustments.
2. Maintain secure payroll documentation, including relevant forms and supporting evidence, and process P45 and other leaver documentation in line with agreed procedures.
3. Administer annual pay progression changes, update systems and trackers, and produce and issue accurate pay progression letters.
4. Support the administration of Teachers' Pensions and Local Government Pension Scheme arrangements, including opt-outs, scheme changes, pension identifiers, service history checks, retirement requests and employee queries

Employee Attendance and Absence Administration

1. Manage the provision of supply cover for teaching and support staff, and line manage the Cover and HR administrator to ensure the process runs smoothly, flagging any issues or training needs to the responsible AHT.
2. Ensure that staff absence is recorded promptly and accurately
3. Oversee return-to-work documentation, completing back to work interviews with staff and following up any concerns with the Headteacher or School Business Manager
4. Maintain absence trackers and prepare regular reports, highlighting trigger points, data gaps or patterns requiring attention.
5. Respond to routine absence queries and support the preparation of documentation for attendance meetings, occupational health referrals and related follow-up actions.
6. Administer maternity, paternity, adoption, shared parental leave and the school's Leave policy, ensuring employees and schools receive timely and accurate information.
7. Obtain and record relevant documentation, coordinate maternity pay schedules and risk-assessment reminders, update HR and payroll systems
8. Support the Finance Manager to check relevant payroll outputs and draft payslip information where required, resolving or escalating discrepancies promptly.

HR Systems, Records and Data

1. Maintain accurate, timely and complete employee records in agreed software systems, ensuring data integrity throughout the employee lifecycle.
2. Create, update and securely maintain electronic and paper personnel records, letters, forms, trackers and supporting documentation in line with UK GDPR, retention requirements and school procedures.
3. Process contractual changes, update relevant systems and trackers, and produce accurate variation and confirmation letters.
4. Produce routine reports and management information.
5. Produce the School Workforce Census, Catholic Census and other statutory staff-related returns.
6. Ensure the accurate maintenance of the Single Central Record and other safeguarding-related records, escalating omissions or concerns without delay.
7. Monitor HR inboxes, responding to, resolving or allocating enquiries promptly

Recruitment and Safer Onboarding

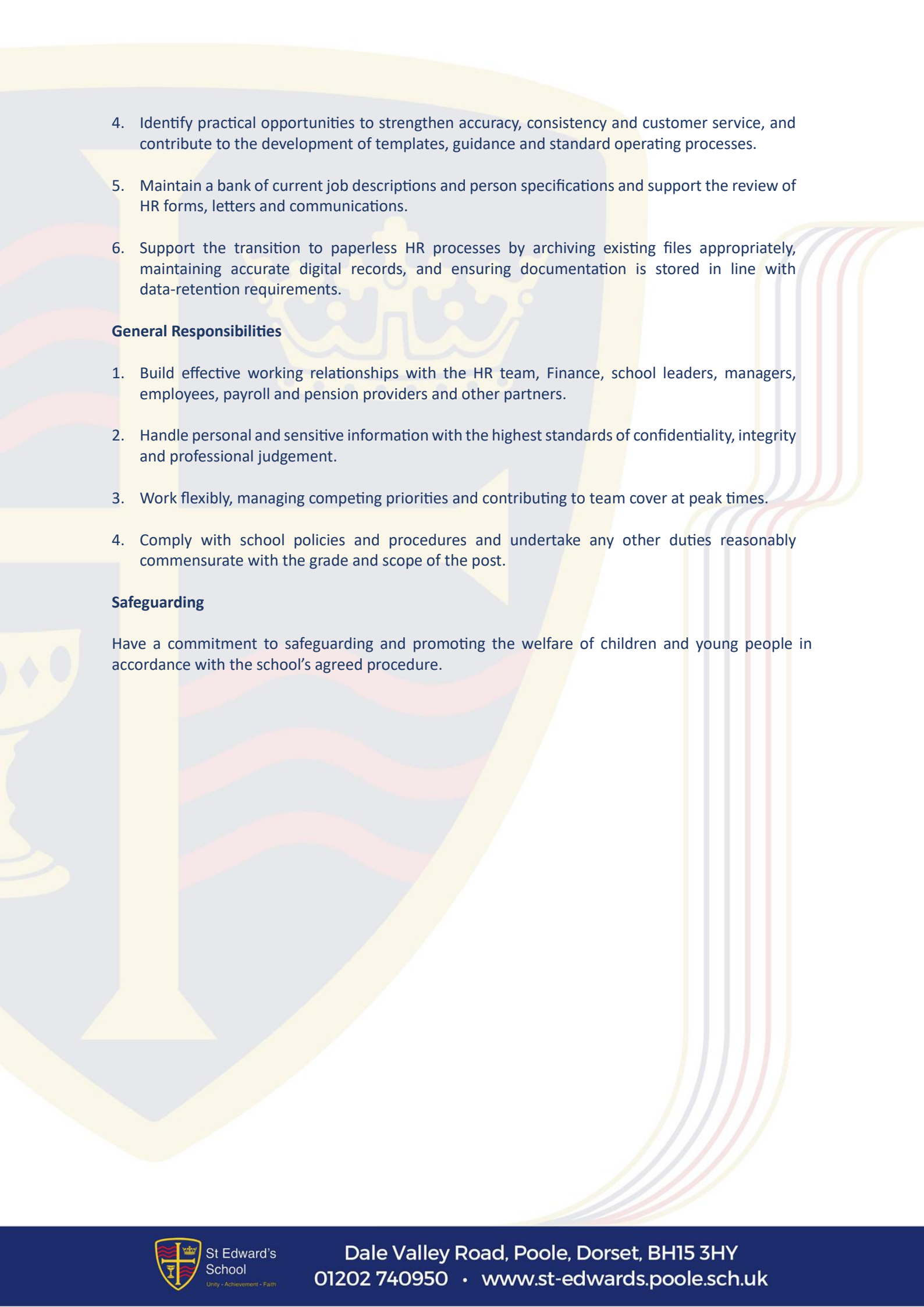
1. Coordinate recruitment activity, including reviewing Job Descriptions, Person Specification and advertisements, collating applications, maintaining recruitment records, scheduling interviews and communicating with candidates and recruiting managers.
2. Support safer recruitment processes in line with Keeping Children Safe in Education, including references, right-to-work and identity checks, DBS applications, qualification checks and online searches for shortlisted candidates.
3. Prepare offer documentation and contracts, issue onboarding paperwork and maintain the new-starter tracker through to satisfactory completion of all pre-employment checks.
4. Set up new starters accurately within the school's payroll and HR systems; upload employment documentation and coordinate notifications to Finance, IT and other internal service owners.
5. Support induction and probation arrangements, including invitations, review dates, trackers and follow-up with line managers.
6. Maintain recruitment and onboarding files in accordance with retention, confidentiality and data protection requirements.
7. Liaise with AHT (CPD) to arrange staff training including induction, wellbeing and INSET in conjunction with the SBM.

Leavers and Ongoing Employment

1. Coordinate leaver administration, including acknowledgement of resignations, system and tracker updates, payroll notifications, stakeholder communications and secure record-keeping.
2. Issue exit interview questionnaires, follow up responses and highlight material themes or concerns to the Headteacher
3. Provide accurate routine information to employees and managers on HR policies and procedures such as grievance and disciplinary policies, pay, pensions, family leave, recruitment, onboarding and employment records.
4. Support employee-relations administration by arranging meetings, preparing and circulating documentation, taking accurate notes and monitoring agreed actions.

Service Development

1. Keep under review all HR related policies and procedures
2. Keep professional knowledge current and undertake training and development relevant to the role
3. Support HR projects and initiatives, which may include wellbeing, equality, diversity and inclusion, reward, staff engagement, continuous professional development and career pathways.

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4. Identify practical opportunities to strengthen accuracy, consistency and customer service, and contribute to the development of templates, guidance and standard operating processes.
 5. Maintain a bank of current job descriptions and person specifications and support the review of HR forms, letters and communications.
 6. Support the transition to paperless HR processes by archiving existing files appropriately, maintaining accurate digital records, and ensuring documentation is stored in line with data-retention requirements.

General Responsibilities

1. Build effective working relationships with the HR team, Finance, school leaders, managers, employees, payroll and pension providers and other partners.
2. Handle personal and sensitive information with the highest standards of confidentiality, integrity and professional judgement.
3. Work flexibly, managing competing priorities and contributing to team cover at peak times.
4. Comply with school policies and procedures and undertake any other duties reasonably commensurate with the grade and scope of the post.

Safeguarding

Have a commitment to safeguarding and promoting the welfare of children and young people in accordance with the school's agreed procedure.



PERSON SPECIFICATION – HR Manager

	Essential	Desirable	Evidence
Education and Professional Qualifications			
GCSE Mathematics and English at GCSE grade C/Level 5 or above	✓		A, C
Appropriate qualification in an HR or Administration role		✓	A, C
ICT Qualification in Word and Excel		✓	A, C
Experience			
Proven experience of working in a busy pressurised HR role	✓		A, I, R
Experience of working in an educational environment		✓	A, I, R
Experience of Payroll software packages	✓		A, I, R
Computer skills in the main commonly used office packages such as Microsoft Office	✓		A, I, R
Experience of supervising		✓	A, I, R
Aptitudes and Abilities			
Ability to work on own initiative and as a member of a team	✓		A, I, R
Time management, and the ability to work effectively under pressure, be well organised and manage competing priorities	✓		A, I, R
Excellent interpersonal and communication skills with a range of stakeholders, both verbal and written	✓		A, I, R
Attention to detail, organised and methodical.	✓		A, I, R
The ability to maintain strict confidence with regard to school matters including matters relating to its staff and students	✓		A, I, R
Knowledge			
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓		A, I, R
Relevant safeguarding guidance, policies and procedures	✓		A, I, R
Knowledge of HR systems and processes	✓		A, I, R
Knowledge of Payroll software systems	✓		A, I, R

Understanding of Data Protection and high level of confidentiality	✓		A, I, R
Understanding of health and safety issues relating to the job description	✓		A, I, R
Attitude/Motivation			
Commitment to inclusive education and employment	✓		I
Calm, confident personality and sound judgement	✓		I, R
Support of the school's Mission Statement	✓		I
Proactive and takes initiative, flexible and adaptable	✓		I, R
Willingness to learn and help the learning of others by sharing training and experience	✓		A, I, R
A = Application, I = Interview, C = Certificates, O = Observation and R = References			



Ofsted (2022) and Section 48 (2023) Quotes

Ofsted

"This school is a positive learning community."

"There are positive and respectful relationships between staff and pupils. This leads to a calm learning environment."

"This school is well led and managed."

"Leaders ensure that there is an ambitious and challenging curriculum in place."

"Everything leaders do are in the best interests of the pupils that attend the school."

"Governors understand their responsibilities well and are cognisant of the need to support staff wellbeing."

"The core values of kindness, hard work and the development of individual strengths and skills are evident in the school's work."

"Pupils are happy, friendly and polite."

"The school's ethos and values run through all they do: unity, achievement, faith."

"There is strong moral leadership from the headteacher."

"Staff have a very positive view of leaders. They say leaders are approachable and considerate of their workload."

"Teachers have high expectations of what pupils can achieve through the curriculum."



Section 48

"The mission statement is a clear and inspiring statement of the mission of the church and is lived out and understood by the whole community."

"Leaders and governors have a clear and inspiring vision of the mission of the school."

"Provision for pastoral care is a strength of this school which takes supporting the development of the whole person seriously."

"The pastoral care of students is a priority for the school and as a result students feel valued and listened to."

To Apply for the Position

If you are interested in applying for this role, we would love to hear from you. Please complete and return the application form on our website:

<https://st-edwards.poole.sch.uk/working-at-st-edwards>

Please do not submit additional documentation at this stage.

The deadline for receipt of applications is published on our website.

Interviews will be held shortly afterwards.

Thank you for your interest and for taking the time to apply to St Edward's School.



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"My daughter loves her new school, she has settled very well because of friendly and helpful staff at school."

Parent of Year 7 child, 2025



"Huge thanks for all the efforts made by teachers, having excellent teachers that inspire and encourage in such a supportive way makes all the difference. Thank you!"

Parent of Year 11 child, 2025



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