



HR MANAGER

Competitive salary depending on skills, qualifications and experience

Immediate start possible – Full Time Position, Monday to Friday

At the New Model School Company, we are proud to manage two small and “excellent” rated prep schools. We are seeking to appoint an HR professional, with schools experience to proactively lead and manage all aspects of HR in our schools including recruitment, CPD, employee support, compliance, and policy development.

This role is busy and dynamic and a truly hands-on HR position. It will require someone who is highly organised, with strong administrative skills and awareness of operational HR issues including payroll and pensions. The successful candidate will possess good interpersonal and communication skills and have the ability to work collaboratively, and relate to people on all levels.

This role would suit either an HR Advisor with schools experience ready to take their first step into a management role or someone who has already established themselves as a skilled manager and HR practitioner. The salary offered will reflect the skills and experience of the successful candidate.

You will be joining a friendly and supportive team where staff wellbeing is at the forefront of our work. You will report to the CEO and be supported by an HR Assistant, and work closely with the two Head teachers at their schools, as well as colleagues at the New Model School Company.

The role will be based in the head office in West London but regular visits to the schools (one in East London, one in North West London would be a requirement) therefore willingness to travel is essential. All 3 sites are accessible via public transport.

Office hours are generally 9am to 5:30pm, though some flexibility is possible in terms of working hours, compressed hours, earlier starts/finishes, etc.

We are looking for someone who has experience in schools HR compliance work, as well as generalist HR experience, and who holds or is working towards a level 5 or 7 CIPD qualification. Part funding and study leave to study for a higher qualification could be available after a period of employment. Right to work in the UK is essential. We are not able to sponsor overseas candidates.

WHY WORK FOR US ?

NMS has great staff benefits, including a wellbeing programme, 24-hour Employee Assistance telephone helpline, CPD, and a generous pension scheme.

Interested candidates should send an application form along with a copy of their CV and cover letter to recruitment@newmodelschool.co.uk.

Applications will be reviewed on an ongoing basis.

NMS is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening and DBS checks.