



Woking High School

Inspire, Challenge, Achieve



Human Resource Manager

Application Pack

January 2026



Woking High School
Inspire, Challenge, Achieve

For further information or to arrange a visit, please contact:

✉ recruitment@wokinghigh.surrey.sch.uk

☎ 01483 888 447

Human Resource Manager

| | |
|---------------|--|
| Salary | S9 £23,850 to £25,886 actual (£41,585 to £45,135 FTE) |
| Contract Type | Permanent, Part Time (24 hours per week/39 weeks per year) |
| Start Date | 13th April, 2026 |
| Reporting to | Member of SLT |

Closing 10am on Friday 23rd January 2026 with interviews on Monday 2nd February 2026.

**If you are interested in this position, please apply as soon as possible as interviews will be held upon receipt of suitable applications.*

Job Profile

We are looking for a passionate, experienced and well-qualified HR Manager to join our thriving school in Woking. Our HR team comprises of an HR Manager and an HR Administrator, both of whom work part-time and term-time, plus one week. The HR Manager will lead the Human Resource Department, managing the entire employee lifecycle and implementing HR strategies, policies and practices that align with best practice and the achievement of school objectives. Furthermore, the HR Manager will provide high quality, responsive and professional advice and support that encompasses legal compliance, managing employee relations, overseeing recruitment, onboarding, performance management and training to foster a productive and positive work environment.

Purpose

To ensure that all students receive an excellent education, which provides them with the knowledge, subject specific skills and core values needed to successfully access the wider world, become independent, informed thinkers, and well-rounded citizens. To champion our core values: personal responsibility, excellence, kindness, resilience, engagement and inclusion with students to ensure they develop the characteristics of a Woking High School student.





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Key Responsibilities

Leadership and Oversight:

- Lead the team, managing the workflow to ensure the delivery of a high quality, accurate, timely, proactive and supportive HR service.
- Develop and monitor people processes, systems and policies to ensure consistency and drive continuous improvement across the HR function to support the achievement of school goals and objectives.
- Trusted advisor for the senior leadership team (SLT) on all HR matters.
- Support SLT in creating, implementing and operating HR policies advising on HR best practice and policy changes
- Maintain an up to date knowledge of HR legislative requirements, maintaining a watching brief on emerging HR issues.
- Monitor, evaluate and provide development opportunities for the HR Assistant to ensure high performance and enable them to reach their potential.
- Delivery of strategic HR projects.
- Supporting school audits and Ofsted inspections.

HR Systems and Data:

- Ensure accurate and timely management reports/metrics for the Governors, Headteacher or other line managers as requested.
- Oversee the School Workforce Census, and other returns, ensuring accuracy within required timescales.
- Oversee and maintain accuracy of HR systems, personnel files and records, including training.
- Ensure all staffing and contractual changes are accurately recorded, appropriately authorised and aligned with budget planning.
- Manage the deployment of key information, including policies, relevant training (online and in person) to all staff.

Absence and Wellbeing:

- Proactively gauge employee wellbeing and engagement and drive wellbeing solutions or initiatives as required with the overall goal of maintaining a positive workforce
- Oversee and monitor absence trends and support the implementation of strategies to reduce long-term absence.





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- Conduct and support line managers in conducting return-to-work meetings.
- Manage occupational health referrals, risk assessments and phased returns to work.
- Manage requests for flexible working, shared parental leave, maternity and paternity leave in consultation with the Headteacher.
- Support Headteacher with absence management.

Employee Relations

- Support disciplinary, capability and grievance processes. and performance systems.
- Proactively support and advise managers on probation reviews, performance management, absence management, retention, resource planning, organisational design and other employee relations matters to meet school needs through HR solutions.
- Manage HR issues and conduct investigations as required. Coach and advise other staff and managers.
- Ensure proactive communication and support to SLT to facilitate the continued improvement of employee relations.

Recruitment, Selection, On-boarding/Offboarding

- Supervise the end-to-end recruitment and onboarding processes and implement accessible guidance and support, to enhance the experience for recruiting managers, the candidates and HR.
- Ensure timely completion of all pre-employment checks, including offer letters, health assessments, online checks, DBS checks and references.
- Develop and implement onboarding training and processes, as required.
- Co-ordinate offboarding procedures for all departing staff, ensuring exit processes are compliant, professional and well-documented.

Safeguarding and Compliance

- Ensure all principles of “Safer Recruitment in Education” are met and where possible exceeded.
- Ensure compliance of all pre-employment checks and vetting with appropriate partners including references, online checks, DBS applications, pre-employment risk assessments, health and qualification checks, identification, right to work and ensuring the Single Central Record (SCR) is fully maintained in line with legislative requirements.
- Ensure compliance with statutory equal opportunities requirements.





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- Ensure compliance with DBS checks and safeguarding procedures, including training for staff.
- Maintain secure and confidential HR records in line with data protection laws.
- Ensure compliance with statutory requirements and school policies.

It is essential for the development of human resources that the role holder is able to respond flexibly and positively to changes in the requirements of the post. This job description is therefore a guide.

Whole School Responsibilities

- Ensure that the responsibilities of the role are carried out in a way which reflects the mission and values of Woking High School.
- Establish and promote productive relationships with staff, students, parents/carers and governors, acting as a role model and setting high expectations.
- Play an active role in developing and implementing a vision for your area of responsibility in line with the mission and core values of the school.
- Be aware of and observe all policies, procedures, working practices and regulations.
- Uphold our commitment to safeguarding and to promote the wellbeing of children.
- Contribute to a culture of continuous improvement.
- Comply with all reasonable management requests.

Other

- Maintain the confidential nature of information relating to the school, its staff/students, parents and carers.
- Model professional behaviour and attitudes in and outside of the school to ensure the highest standards of appearance and conduct are met.
- Always strive to improve own knowledge and skills by partaking in whole school professional development and taking advantage of CPD opportunities on offer.
- Carry out such duties as are reasonably required by the Headteacher.





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| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications and Training | | |
| GCSE Maths and English (Grade A-C) or equivalent. | ✓ | |
| Education to degree or equivalent level | ✓ | |
| CIPD Qualified (Level 5 or equivalent is essential, level 7 is desirable) | ✓ | |
| A higher degree in a relevant discipline. | | ✓ |
| Other accredited courses relevant to the role. | | ✓ |
| Evidence of continuing and recent professional development. | ✓ | |
| Knowledge and Experience | | |
| A minimum of 5 years broad experience in all aspects of HR Management | ✓ | |
| Strong understanding of employment law and HR best practice | ✓ | |
| Experience of Human Resource Management in a school or education setting | | ✓ |
| Experience of managing, and working with, an outsourced payroll provider | | ✓ |
| Strong experience in employee relations | ✓ | |
| Able to work independently | ✓ | |
| Experience of working with unions | | ✓ |
| Strong ICT skills | | ✓ |
| Knowledge of SIMS or any other school management IT systems | | ✓ |
| Strong knowledge of Safeguarding and Safer Recruitment and compliance frameworks. | | ✓ |
| Ability to understand and demonstrate effective budgetary control. | | ✓ |
| Leadership and Management | | |
| Demonstrates strong leadership and coaching skills | ✓ | |
| Positive attitude towards change; innovative and self-reflective. | ✓ | |
| Excellent organisation skills with the ability to plan and prioritise, to complete tasks efficiently to deadlines and under pressure. | ✓ | |
| The ability to motivate and enthuse colleagues. | ✓ | |
| Excellent communication and interpersonal skills. | ✓ | |
| Experience of building and maintaining effective relationships. | ✓ | |
| Resilient when faced with difficult situations. | ✓ | |





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| Ability to set clear expectations, to demand high standards and to hold others to account. | ✓ | |
| Experience of leading, managing and developing a team. | ✓ | |
| Experience of delivering presentations and training colleagues. | | ✓ |
| Experience of communicating effectively to a variety of audiences, both orally and in writing, with the ability to communicate logically, concisely and persuasively. | ✓ | |
| Ability to chair meetings effectively and delegate. | ✓ | |
| Personal Qualities and Skills | | |
| Excellent communication and relationship-building skills. | ✓ | |
| Evidence of the highest levels of personal and professional integrity. | ✓ | |
| Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion. | | |
| Attention to detail. | ✓ | |
| Reflective practitioner who is always striving to develop professionally. Is proactive and solutions focused. | ✓ | |
| The ability to act as an excellent role model for staff and students. | ✓ | |
| Excellent attendance and punctuality. | ✓ | |
| A calm and resilient nature, with a sense of humour. Self-motivated with a “can do” attitude. | ✓ | |
| Initiative and problem-solving skills. | ✓ | |
| Flexible and actively committed to being part of a supportive and collaborative school community. | ✓ | |

Closing date for this role is 23rd January 2026 at 10am.

If you are interested in this position, please apply as soon as possible as interviews will be held upon receipt of suitable applications. You are welcome to telephone the school on 01483 716884 for an informal discussion. Application packs can be downloaded from our website www.wokinghigh.surrey.sch.uk

Woking High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the requirements of KCSIE, all roles are subject to online checks including Social Media. These are carried out by a 3rd party – <https://www.sp-index.com/>. By applying for this role, you agree to these checks being carried out and your data being processed by SP-Index. The successful candidate will be required to undertake an enhanced DBS check.

Woking High School is committed to providing all staff with continued professional development to support and develop them in their careers.

