



HR Officer (L&D and HR Operations)

Hours:	9am - 5pm, Mon-Fri	Contract type:	Permanent, full-time (all-year)
Salary:	£34,000 - £38,000	Line manager:	Head of HR
Start date:	September 2026	Department:	Human Resources

Role Overview and Key Responsibilities:

This is a varied and hands-on HR role, supporting the day-to-day delivery of learning and development, employee engagement, performance management, and employee relations across the School. You'll coordinate training activities, maintain development records, and help create opportunities for staff to learn, grow, and succeed. Acting as a first point of contact for HR queries, you'll provide practical support to managers and employees while helping ensure compliance with policies and procedures. The role also involves supporting performance review processes, employee engagement initiatives, workforce planning activities, and a range of HR projects. It's an excellent opportunity for a proactive HR professional who enjoys building positive working relationships and making a real impact on the employee experience.

About the Department:

Our HR team is a small, supportive, and collaborative function of three, comprising the Head of HR, HR Officer (Recruitment & HR Operations), and this role. Together, we provide a comprehensive people service across the School, supporting colleagues throughout the employee lifecycle and helping to create a positive, inclusive, and high-performing working environment. We work collaboratively across a broad range of HR activities, from recruitment and onboarding to employee relations, learning and development, engagement, and wellbeing.



Kindness

Spirit

Responsibility



Person Specification

Attributes	Essential	Desirable	Assessed*
CIPD Level 3 qualification (or above), or currently working towards a CIPD qualification.	X		A
Previous experience working within an HR environment, including supporting employee relations activities, and casework.	X		A/I
Experience coordinating learning and development initiatives, training activities, or employee development programmes.	X		A/I
Proficiency in HR systems and Microsoft Office applications, with the ability to maintain accurate records and data.	X		A/I
Strong organisational and administrative skills, with the ability to manage multiple priorities and deadlines effectively.	X		A/I
Excellent written and verbal communication skills, with the ability to build positive and professional working relationships with a wide range of stakeholders.	X		A/I
CIPD Level 5 qualification.		X	A
Experience working within an education setting.		X	A
Experience supporting or delivering employee engagement initiatives and activities.		X	A/I
Experience using HR information systems (HRIS), learning management systems (LMS), and/or employee survey platforms.		X	A/I
Experience coaching, facilitating, or delivering learning and development activities.		X	A/I

*A - Application | I - Interview | T - Task

More House School is firmly committed to safeguarding and promoting the welfare of children and young people.



Our People Promise



Wellbeing & Support

- Access to a confidential Employee Assistance Programme for personal and professional support.
- Free use of on-site fitness gym to support your health and wellbeing.



Everyday Convenience & Value

- Free on-campus parking set within the School's beautiful grounds.
- Cycle to Work Scheme to support sustainable and healthy commuting.
- Access to high-street and lifestyle discounts, including teacher discounts and Blue Light Card-style savings, offering reduced prices on shopping, dining, travel, and entertainment.



Great Food, On Us

- Award-winning complimentary meals provided during working hours in the School's refectory.



Pension & Financial Security

- Teaching Staff: Access to a defined contribution pension with a highly competitive 21.3% employer contribution, including Death in Service and Income Protection cover. Eligible employees may alternatively remain in the Teachers' Pension Scheme (TPS), with the option to make up any difference above the 21.3% employer cap via a salary adjustment (further details available).
- Non-Teaching Staff: Membership of the NEST pension scheme, with employer contribution to support long-term financial wellbeing.



Career Development & Training

- A comprehensive induction programme, including a fully funded, nationally recognised Level 3 SEND qualification.
- Ongoing professional development, specialist qualifications, and continuous learning supported through INSET days and training opportunities.



Safeguarding, Equality, and Data Protection

Safeguarding Statement

This role is deemed to be one of working in regulated activity, meaning that the post-holder may expect to come into unsupervised contact with children and young people frequently in the discharge of their duties on-campus. As such, the expectations of conduct, required of all adults working at More House School, apply to this position, as does a full Safer-Recruitment vetting process of any appointee. A key responsibility of all adults working within the School is that of ensuring the effective safeguarding of all children and young people, through adherence to the School's policies; full-training is given.

This post is subject to an Enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is confirmed.

Equal Opportunities Statement

More House School is an equal-opportunities employer. We welcome applications from candidates of all genders and backgrounds. All appointments are made strictly on merit.

GDPR and Data Protection Statement

By applying for this role, you agree that More House School may process your personal data for the purposes of recruitment and selection, in accordance with GDPR / UK GDPR. Information you provide will be used only for assessing your application, progressing the recruitment process, and carrying out any necessary pre-employment checks. Your data will be stored securely, accessed only by authorised staff, and retained in line with our data retention policy. You have the right to access, correct, or request deletion of your personal data at any time. Further details are available in our Privacy Notice.

