SEVENOAKS SCHOOL

HR ADVISOR

FULL-TIME, ALL YEAR ROUND





THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top fully co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd). The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.

REPORTING TO

This role reports to the Senior HR Manager.



THE ROLE

We are seeking an experienced, customer focused HR Advisor to provide a high quality, professional HR service across the school.

The HR Advisor provides professional, proactive and confidential HR advice and guidance to managers and employees, covering a broad range of employment matters, including: employee relations case work, safer recruitment, attendance management, performance, wellbeing and employment policies, ensuring compliance with legislation, school policies and procedures.

The HR Advisor works collaboratively with managers to promote best practice, support effective people management and contributes to the delivery of a positive and inclusive working environment.

Working closely with the HR Managers and the HR Operations Team, the HR Advisor will play a key role in delivering an efficient and responsive HR service.

The role also supports the school's safeguarding responsibilities by ensuring safer recruitment requirements are met, maintaining the accuracy and integrity of the Single Central Register (SCR) and helping to ensure compliance with statutory safeguarding guidance.

MAIN DUTIES AND RESPONSIBILITIES

HR ADVICE & GUIDANCE

- Provide advice and guidance across the full range of HR matters, including reward and benefits, learning and development, policies and procedures, terms and conditions of employment, wellbeing initiatives and other people related matters.
- Provide expert HR advice, guidance and coaching to managers on complex and sensitive employee relations matters, including performance, capability, disciplinary, grievance, probation, appraisals and flexible working cases, ensuring fair, timely and consistent case management in line with employment legislation, school policies and best practice.
- Attend ER meetings, provide all supporting documentation, including note taking, meeting templates and outcome letters, ensuring processes and outcomes are consistent and compliant.
- Manage and advise on sickness absence cases, including return-to-work processes, absence monitoring, absence meetings and Occupational Health referrals as required, liaising with managers and employees to ensure consistent application of policy and early intervention to support employee wellbeing and reduce absence levels.
- Provide advice and guidance to employees on HR related queries, including the interpretation and application of HR policies, procedures and terms and conditions of employment.
- Work closely with HR Managers and the HR Operations team to deliver an efficient, responsive and high-quality HR service.
- Maintain a comprehensive understanding of safer recruitment practices and statutory guidance, including Keeping Children Safe in



Education (KCSIE), ensuring compliance with safeguarding requirements.

PAY & REWARD

- Develop and maintain a sound understanding of payroll processes and pay calculations in order to provide accurate advice and support to managers and employees regarding pay, benefits, deductions and related queries.
- To ensure that monthly payroll actions are passed to the HR operations team to process in a timely manner.
- Ensure all contractual changes are accurately processed and approved in line with the appropriate authorisation and sign off procedures.
- Provide administrative and advisory support in relation to the school's reward and benefits offering, ensuring employees receive accurate information and benefits are administered effectively.

GENERAL

- Coordinate and support learning and development activities, including arranging training, maintaining training records and promoting opportunities that support employee development and organisational objectives.
- Identify and implement continuous improvements to HR processes, ensuring they are efficient, compliant and support an excellent employee experience.
- Produce, analyse and maintain accurate HR information and reports from iTrent (HRIS) to support decision making.
- Support and lead on ad hoc projects and initiatives as required.
- Provide proactive support to HR Managers as required, assisting with casework, projects and operational priorities.
- Undertake additional duties and ad hoc tasks as required to support departmental objectives and the effective delivery of HR services across the school.
- Supporting consultation or implementation of policy changes.

PERSON SPECIFICATION

ESSENTIAL

- CIPD level 5 or equivalent practical experience
- Significant HR experience including complex/ sensitive case work
- Good working knowledge of employment law and best practice
- Excellent communication skills, both written and verbal
- Strong relationship builder – ability to work in collaboration with existing team and across other functions to fully understand the needs of the school
- High levels of administrative efficiency with the ability to work under pressure and to tight deadlines with little day to day supervision
- Very high standards of accuracy and attention to detail
- Full understanding of employee confidentiality and data protection with the appropriate handling of sensitive information



NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principle expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

HOURS

This is a full-time role, the basic hours are 40 hours per week, Monday to Friday, 9am - 5pm all year round.

SALARY

The salary is competitive and depends on the qualifications, skills and experience of the successful candidate.

BENEFITS

- Holiday entitlement of 27 days per annum, increasing to 30 days per annum after 3 years of service (excluding bank holidays)
- School lunch
- Free parking (subject to availability)
- Membership of the school's defined contribution pension scheme is available
- Cycle to work scheme
- Membership of the school's fitness centre
- Employee Assistance Programme
- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Access to Sevenoaks School Savers, a retail discount scheme
- Fee remission policy (terms apply)
- Optional Benenden Health membership (employee funded)

CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged



to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

APPLICATION

If you wish to be considered for this role, please complete the online support staff application form at https://www.sevenoaksschool.org/work-at-sevenoaks/.

The closing date for applications is 22/11/2026 at 23:59.

The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.