**Advertisement for HR and Compliance Manager – July 2025**

Queen’s Gate is a happy, bustling GSA day school for girls aged 4 –18, ideally situated in South Kensington to take advantage of the many educational and cultural opportunities on offer.

We wish to appoint from October 2025 a well-qualified HR and Compliance Manager to join our operations staff. Reporting to the Bursar, this role will work closely with her, the Principal and other senior leaders to ensure the school is able to recruit and retain outstanding staff, and so support us in our aims to deliver an excellent educational experience. This position has particular responsibilities for ensuring the School’s fulfilment of our vital duties relating to safer recruitment and the safeguarding of pupils. As HR Manager, the role will be the first port of call for staff employment enquiries, and will oversee the management of specific HR related cases. This role will also support the Bursar and Facilities Manager in the administration of checks relating to Health and Safety, to ensure the School’s full compliance with HSE and ISI regulations.

The draft job description is attached, but may be adjusted to take into account the expertise of the successful candidate. While we anticipate this role is likely to be full-time, as an inclusive employer, we would be interested in hearing from those who would like part-time or more flexible hours. It should be noted that this role is expected to be mostly performed onsite, although some remote working may be practicable. We are based on Queen’s Gate itself, conveniently located halfway between South Kensington and Gloucester Road Underground Stations. The successful candidate will be joining a warm, supportive community, with the opportunity to form close, positive working relationships with both teaching and operations staff.

The salary for this role will be: circa £60-65k per annum (Full Time Equivalent) depending on experience and qualifications.

An application form and further details may be downloaded from our website [www.queensgate.org.uk/join-us/employment-opportunities/](http://www.queensgate.org.uk/join-us/employment-opportunities/). When completed, the application form should be sent by email to [recruitment@queensgate.org.uk](mailto:recruitment@queensgate.org.uk) together with a covering letter to the Principal, to arrive no later than **12:00pm** on **Monday 28th July 2025**. First round interviews will be held later that week. **Applications must be made via the Queen's Gate application form; those received via other formats may not be considered**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Prior to employment with us, the successful candidate(s) will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

They will be required to produce evidence of qualifications, identity and the right to work in the UK. Two references will be taken up, one of which will be with the most recent employer. They will also be required to complete our Health Questionnaire.