



QUEEN'S GATE
SCHOOL

APPLICANT INFORMATION

HR Lead

Part-time (0.6 FTE)
Senior Professional HR role

Immediate Start

125-126, 131-133 QUEEN'S GATE
SOUTH KENSINGTON
LONDON
SW7 5LE

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QUEEN'S GATE SCHOOL TRUST LTD
REGISTERED CHARITY NO. 312724





WELCOME FROM THE PRINCIPAL



Welcome to Queen's Gate School, and thank you for taking the time to review our application pack.

Queen's Gate is a happy, bustling GSA school for girls aged 4-18. Located in South Kensington, London, we are ideally placed to take advantage of the many educational opportunities on offer nearby. We are a close-knit community of around 500 pupils, and are proud of our light-hearted atmosphere, where we promote individuality, authenticity and creativity. Our intake is broad, and we pride ourselves on valuing each girl for her own gifts and talents. Our pupils leave us to a range of higher education institutions across the UK and abroad, and the breadth of their chosen degree courses speaks to our success in fostering our pupils' interests across the academic spectrum and beyond.

We encourage all our girls to be bold in their dreams and to seek to exceed their potential. We are firm in our belief that to do so, our girls must feel happy and secure, and so as a School we aim to

provide a warm, supportive environment in which our girls can grow, explore and aspire.

Likewise, we are committed to offering a workplace where our staff can develop their skills and advance in their careers. We have a generous CPD budget, and encourage networking with colleagues at other GSA schools. A number of our staff serve as governors for other schools, which we are also pleased to facilitate.

We hope the information supplied in this pack will leave you keen to come and be part of all that makes us such a special place. We are a school where our hard work is underpinned by good cheer and genuine camaraderie, and we would be delighted to receive your application to join us.

With warmest wishes,

Lydia Kyle
Principal

ABOUT US

Queen's Gate is located on Queen's Gate itself, inhabiting five of the iconic Victorian terraces: three are mostly used by the Senior School, while the remaining two are given over to the Junior School; however, there are many shared spaces and a constant flow of pupils and staff between the two buildings. Although we do not have much outside space of our own, we are spoilt by what the local area offers. Girls make regular visits to the nearby museums and Hyde Park, while sport takes place at a range of nearby leisure facilities, including the River Thames for rowing.

We are relatively diverse in the nationalities represented in our pupil and staff body, and are proud of the way this enriches the experience of all those within our community. Our standard entry points are 4+, 7+, 11+ and 16+. We follow a broadly English curriculum, culminating in GCSE and A Level examinations. Our pupils leave us for universities across the UK, including Oxbridge and other Russell Group institutions, as well as looking further afield; we have alumnae studying in Canada and the US, including at a number of Ivy League colleges.

Queen's Gate was founded in 1891, and today we educate around 500 girls: 130 in the Junior School, and 370 in the Senior School, including around 70 in the Sixth Form.



ABOUT US (continued)

Queen's Gate's stated aims are to create a secure, happy, yet stimulating environment in which each girl can realise her academic and personal potential.

Our intake is relatively broad, and we are exceptionally proud of the results our girls achieve; in 2022, we were fourth in the country for value-added scores. We have pupils performing at the highest levels in Music, Drama and Sport. Currently, we have girls competing internationally in Fencing, Volleyball and Athletics, another playing in the National Youth Orchestra, and one in the National Youth Theatre. We have an extensive programme of enrichment activities, as well as a plethora of trips to destinations in the UK and abroad.

Our ethos is one of celebrating each girl as an individual, and allowing her to explore her own interests and gifts. We facilitate this through our

extensive academic curriculum (we offer 28 subjects at A Level) and a higher-than-normal amount of choice at GCSE. Scholarships are awarded for academic merit but also to those demonstrating exceptional talent in, and dedication to, Sport, Music, Drama and Art. The School is committed to widening access, and offers a number of means-tested bursaries.

We place great emphasis on the importance of pupils' happiness and wellbeing, which we support through outstanding pastoral care, our extensive co-curricular programme and an open determination to inject fun wherever possible.

Our girls have no uniform, and our dress code allows them enormous scope to explore their own sense of style and to come to school feeling comfortable and confident in what they are wearing. Girls have many opportunities to provide feedback or present their own ideas, particularly in terms of charity events, which are a regular feature.

The Senior Management Team currently comprises the following staff members:

- Principal
- Vice Principal
- Bursar
- Director of the Junior School
- Director of Studies x2
- Director of Pastoral Care
- Director of Sixth Form

The Junior School has an additional leadership team, which currently comprises the following staff members:

- Director of Junior School
- Asst Director of Junior School (Operations)
- Asst Director of Junior School (Pastoral Care)
- Asst Director of Junior School (Teaching and Learning)

Our Board of Governors maintain regular contact and incorporate professionals from a range of fields. We are also fortunate to benefit from a strong and supportive PTA.



THE ROLE



Reporting to	Principal
Hours	0.6 FTE; working pattern to be agreed 3 days per week
Location	Queen's Gate School, South Kensington; principally on site
Contract	Permanent
Salary	£60,000 - £70,000 pro rata

Role purpose

The HR Lead is the School's senior professional adviser on employment matters. The postholder will provide authoritative, practical and proportionate advice to the Principal, senior leaders and line managers, ensuring that decisions are legally sound, procedurally fair and aligned with the School's values and operational needs.

The role has particular responsibility for complex employee relations, formal procedures, organisational change, employment contracts and policy. Working closely with the HR and Office Support Assistant, the HR Lead will set standards for accurate, confidential and responsive HR practice while retaining ownership of higher-risk casework and decisions.

Key responsibilities

- Act as the principal source of professional HR and employment-law advice to the Principal and senior leaders, identifying legal, procedural, financial, safeguarding and reputational risks.
- Lead or advise on formal employee-relations processes, including disciplinary, grievance, capability, performance, attendance and sickness-absence matters, ensuring fair investigation, appropriate documentation and compliance with the ACAS Code and relevant legislation.
- Manage complex and sensitive cases from initial assessment through to outcome and appeal, preparing letters, scripts, risk assessments, settlement options and records as required.
- Advise on the lawful termination of employment contracts, including dismissals, notice, payments, references, settlement agreements and liaison with external legal advisers where appropriate.
- Design and lead redundancy and restructuring processes, including business cases, selection pools and criteria, individual and collective consultation, suitable alternative employment, notice and implementation.
- Draft, review and advise on employment contracts, consultancy arrangements, offer documentation and contractual terms, ensuring consistency, clarity and legal compliance.
- Lead contractual variation processes, including consultation on changes to duties, hours, salary, benefits, working patterns or other terms and conditions, and ensure changes are properly agreed and recorded.

Key Responsibilities (continued)

- Maintain and develop legally compliant HR policies, procedures and templates; monitor legislative and sector developments and advise the School on required action.
- Provide strategic workforce advice, including organisational design, succession planning, retention, workforce planning, flexible working, reward and staff development.
- Support senior leaders through change projects, offering constructive challenge and influencing decisions in line with organisational priorities.
- Advise on recruitment and selection at senior or sensitive levels and oversee the employment aspects of safer recruitment, working with safeguarding and compliance colleagues.
- Ensure equality, diversity and inclusion principles are embedded in employment practice and decision-making.
- Commission and manage advice from employment lawyers or other specialists when authorised, ensuring value for money and clear instructions.
- Oversee the quality and integrity of HR records, management information and systems, including data-protection compliance, retention and confidentiality.
- Provide professional supervision, prioritisation and development support to the HR and Office Support Assistant, with clear delegation and escalation arrangements.
- Prepare concise reports and recommendations for the Principal, governors or relevant committees, and contribute to policy and governance reviews as required.

Working relationships

- Principal, Vice Principal, Bursar and members of the Senior Management Team.
- Line managers, teaching staff and operations staff across the School.
- HR and Office Support Assistant, safeguarding and compliance colleagues, payroll providers, governors and external legal advisers.

THE PERSON



Knowledge and Experience	Essential	Desirable	Method of Assessment
Comprehensive working knowledge of UK employment law, the ACAS Code, equality law, data protection and current HR best practice.	●		Application Interview References
Previous experience in a school, preferably within the independent-school sector.		●	Application Interview References
Substantial experience personally managing formal disciplinary, grievance, capability, performance and absence procedures.	●		Application Interview References
Demonstrable experience of dismissals and other terminations, redundancy and restructuring, consultation and contractual variation.	●		Application Interview References
Strong experience drafting and interpreting employment contracts, policies, formal correspondence and outcome documents.	●		Application Interview References
Experience developing equality, diversity and inclusion strategy or flexible reward arrangements.		●	Application Interview References

Knowledge and Experience	Essential	Desirable	Method of Assessment
Experience advising senior leaders and line managers on complex, sensitive or high-risk cases and influencing organisational decisions.	●		Application Interview References
Experience improving HR systems, policies and processes and supporting organisational change.	●		Application Interview References
A sound understanding of safer recruitment and safeguarding responsibilities in an educational or similarly regulated setting.	●		Application Interview References
Experience of safer-recruitment compliance, the Single Central Record or payroll processes.		●	Application Interview References

Skills and Personal Qualities	Essential	Desirable	Method of Assessment
Excellent judgement, with the ability to give clear, commercially aware and legally robust advice.	●		Application Interview
Highly credible written and verbal communication, including the ability to challenge constructively and handle difficult conversations.	●		Application Interview
Exceptional discretion, integrity and respect for confidentiality.	●		Application Interview
Methodical, organised and accurate, with the ability to prioritise independently within a part-time working pattern.	●		Application Interview
Calm and resilient under pressure; collaborative, reflective and receptive to feedback.	●		Application Interview
Confident user of Microsoft 365 and HR information systems.	●		Application Interview

THE PERSON (continued)

Qualifications	Essential	Desirable	Method of Assessment
CIPD qualification at Level 7 or equivalent substantial professional experience; current CIPD membership is strongly preferred.	•		Appropriate original certificates
Evidence of continuing professional development and up-to-date employment-law knowledge.	•		Appropriate original certificates
CIPD Level 7 qualification.		•	Appropriate original certificates



Personal Qualities	Essential	Desirable	Method of Assessment
Sense of humour	•		Interview References
Enthusiasm and energy	•		Interview References
Self-motivation	•		Interview References
Commitment	•		Interview References
Patience and diplomacy	•		Interview References
Flexibility and resilience	•		Interview References
Excellent organisational skills	•		Interview References
Ability to seek and take advice	•		Interview References

APPLICATION PROCESS

Queen's Gate is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask shortlisted applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the Disclosure and Barring Service ("DBS") filtering rules) in order to assess their suitability to work with children.

The School may carry out online searches on shortlisted applicants, for which all such applicants will be required to provide details of their online profile, including social media accounts, as part of their application. Prior to employment commencing, successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Successful applicants will also 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.

All those working at Queen's Gate share in our responsibility to safeguard and promote the welfare of the children and young people in our care. This will include completing regular training and maintaining a good awareness of key policies and procedures relating to our safeguarding duties. Where a role has specific or additional responsibilities in relation to safeguarding, this will be detailed within the job description.

This job description is not exhaustive. Duties may be reasonably varied to meet the changing needs of the School, following appropriate consultation.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form. This can be found at the end of our application form. The form will be separated from your application on receipt. The information on this form will be used for equality monitoring purposes only and will play no part in the recruitment process.

Queen's Gate School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. We welcome applications from all sections of the community.

To apply for this role, please complete our application form which can be found on our website: www.queensgate.org.uk/about-us/employment-opportunities

Please return a completed application form, along with a covering letter to the Principal, to recruitment@queensgate.org.uk

The closing date for applications is **Tuesday 13 October 12pm**, and the first round of interviews will be held towards the end of that week.





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