MOULSFORD

be our new...

HR Manager

REQUIRED FOR SPRING 2026

WELCOME

Thank you for considering the role of HR Manager at Moulsford Prep School.

Moulsford is a thriving independent day & boarding school of 330 pupils aged 3 to 13 years, set in tranquil and picturesque grounds on the banks of the River Thames in South Oxfordshire.

At Moulsford, the message is straightforward. We want our pupils to receive the broadest possible education, while remembering that they will learn best when happy and settled.

Founded in 1961, this is a particularly exciting period in Moulsford's development with the School in the process of going co-educational. At present girls and boys are in Year 3 and below, and the school will be fully co-educational by 2030.

Moulsford offers a fantastic working environment, placing great emphasis on staff wellbeing and morale, as well as having a culture of career development.

I look forward to welcoming you to Moulsford soon.

Ben Beardmore-Gray.

Ben Beardmore-Gray
Headmaster

THE SCHOOL

Moulsford Prep School is situated on an idyllic 30-acre site on the banks of the River Thames.

Our Prep School (age 7 – 13) traditionally delivered an outstanding all-boys education, and is now moving towards full co-education by accepting girls into Year 3 from September 2025, who will continue through the school, until the whole school is fully co-educational by 2030. Our Pre-Prep (age 3 – 7) became co-educational in September 2023.

Moulsford aims to nurture the whole child, providing opportunities for each individual to develop their talents and abilities. The culture is one of achievement within a vibrant learning environment, ensuring positive reinforcement at all levels of ability. The School has high academic expectations of the pupils and excellent teaching ensures that they move to their Senior Schools extremely well prepared.

Great emphasis is also placed on the extra-curricular side of School life. Forest School, Sport, Music, Art, Drama and river-based activities play a prominent role in the pupils' timetable. Sport at Moulsford is particularly strong with the major sports being rugby, football, hockey, cricket and netball.

There are currently 330 pupils at the School from Pre-School to Year 8. Moulsford is predominantly a day school, but has a boarding house for up to 35 pupils; mainly in Years 6, 7 and 8. The School week runs from Monday to Friday, and there are also a number of sports fixtures which take place on Saturdays. There is neither Saturday School nor boarding on Friday night or at the weekend.

From Moulsford, the children go on to a wide variety of senior schools via Common Entrance or Scholarship at 13+. These include: Abingdon, Radley, Marlborough, Wellington, Magdalen College School (Oxford), Eton, St Edward's (Oxford), Pangbourne, Harrow, Shiplake, and The Oratory. This list will be expanded to include a range of girls' schools, as girls progress through the school.

The Headmaster is Ben Beardmore-Gray who took up post in September 2014. Ben was previously Headmaster of Mowden Hall (Northumberland), Deputy Head of Farleigh (Hampshire), and started his teaching career at Ludgrove (Berkshire). He is also on the Council of Cheltenham College, District Representative for District 10 of the Independent Association of Prep Schools (IAPS), a Director of the Independent Schools Examination Board (ISEB) and is a mentor and coach to other Heads.

THE ROLE

HR MANAGER

LINE MANAGER: **Bursar**

HOURS OF WORK: **Monday – Friday in term time and a number of weeks in the school holidays. Precise hours to be agreed with the successful candidate**

SALARY: **Dependent on agreed hours and experience & qualifications, but commensurate with industry standards**

The HR Manager is a key member of the School's Business Administration Team working closely with the Bursar and the Bursary Team and leading meetings with the Headmaster and Deputy Head to consider staffing and other staff related matters. The role has high levels of autonomy and, as the only HR professional in the school, the successful applicant will cover the full range of HR matters, from HR strategy through to HR administration and maintaining the Single Central Register.

The school currently employs approximately 100 staff and has contractual arrangements with a range of third party music teachers, learning support providers and other regular contractors.

The overall objective is to ensure that the School recruits, motivates and retains high quality members of staff who will assist the school in achieving its strategic objective to be the best co-educational Prep School in South Oxfordshire.

MAIN RESPONSIBILITIES

RECRUITMENT

- To liaise with SLT on recruitment requirements
- To write job advertisements, job descriptions and applicant packs
- To assess advertising avenues and negotiate charges
- To post adverts and handle responses (facilitating sift and interview process, checking Right to Work in the UK)
- To invite candidates to interview, take references, check qualifications, medical fitness etc
- As required, to conduct interviews for a range of appointments and attend final selection meetings and record feedback from those involved in the selection process and provide HR advice on decision-making.
- To send offer of employment letters
- To carry out employment checks
- To ensure the School's Single Central Register (SCR) is effectively and accurately maintained in line with KCSiE and ISI requirements.
- To update contracts according to legislative change and best practice
- To issue contracts and input new staff on iSAMS database
- To update and issue self-employed consultant agreements
- To organise induction training on safeguarding and Prevent, fire safety, health & safety, data protection, iSAMS and other key policies
- To develop and deliver the HR induction for new starters.
- To ensure that all applicant and staff data is managed and processed in accordance with the School's data protection and data retention policies and data protection law.

HR INFORMATION SYSTEM

- To educate and support staff and line-managers/HoD to use the new HRIS, including driving forward implementation of self-service and absence management.
- To embrace digital transformation more broadly and identify and support the implementation of opportunities to enhance the HR service e.g. AI.

PAY & BENEFITS

- To support the Bursary Team in advising staff on:
  - overtime and TOIL policies and deal with any issues arising;
  - holiday and/or absence pay.
- To support and advise on matters around FTE, term time and term time plus staff, including complex holiday pay calculation.
- To prepare and issue variation to contract letters and update the HR system.

TRAINING & DEVELOPMENT

- To design and deliver staff inset/training sessions on HR related issues (e.g. pay, benefits, performance, wellbeing, legal changes).
- To hold periodic 'HR surgeries' with academic HoDs.
- To design and lead the implementation of a management development programme, which educates and supports line-manager skills in a range of HR areas, including absence management, grievances, investigations, capability, flexible-working and disciplinaries.
- To keep up to date with HR best practice (e.g. ISBA HR Conference, webinars etc.) and share knowledge with the wider HR Team.
- To undertake training needs analysis and make recommendations for wider staff training in line with relevant legislative requirements and any identified organisational need.

EMPLOYEE ENGAGEMENT AND COMMUNICATIONS

- To propose, support and manage the roll out of staff engagement and experience initiatives as agreed with the SLT.
- To provide data and reports as requested for management and external purposes.
- To drive a more data-driven approach across a range of workforce metrics, including absence and probation, and work with managers to proactively manage.
- As requested, complete exit interviews.

EMPLOYEE RELATIONS

- To be the first point of contact for managers and staff on employment and ER advice, and respond in a timely and professional manner.
- To build strong and effective working relationships with managers and advise on a wide range of ER issues.
- As required to support and manage an ER caseload in a range of areas, including investigations, disciplinary, capability, probation, flexible-working, grievance and sickness absence.
- To provide a proactive and visible HR presence within the School, attending meetings and employment related hearings, supporting managers/HoDs as required.
- To coach and support line-managers to develop the necessary skills on a wide range of ER matters, and ensure adherence to employment law requirements.
- To signpost staff to health and wellbeing support available, including the Employee Assistance Programme (EAP) and School Counsellors.

ABSENCE MANAGEMENT

- To provide advice and guidance to individuals and their managers in relation to the School's absence policies and procedures, including sickness, maternity, paternity and shared parental leave.
- To work closely with the Deputy Head and other managers on absence and welfare related matters for academic staff.
- To understand the contractual entitlements for different groups of staff and support the administration of payroll in respect of absence, ensuring the accuracy of payments for sick pay, maternity pay etc.
- To advise and support line managers in conducting return to work interviews and sickness absence meetings as required.
- Advising managers on or conducting individual risk assessments for complex or long term absence cases, including considering any reasonable adjustments

EMPLOYMENT LEGISLATION, HR POLICIES, COMPLIANCE

- To advise staff on relevant employment law.
- To keep abreast of any changes in employment legislation and to advise the SLT and staff on any issues arising.
- To liaise with the School's legal/employment adviser(s) as appropriate.
- To maintain an accurate log of staff regarding their right to work status.
- Create and issue third party (contractors/ suppliers) letters and ensure records are kept up to date.
- To develop, implement and review HR policies, procedures and practices to support operational needs and to ensure legislative and regulatory compliance as required.
- To have a comprehensive understanding of ISI regulatory requirements and Keeping Children Safe in Education (KCSiE).
- To advise staff on relevant regulatory requirements for different categories of staff including employees, casual staff, self employed, checked and unchecked volunteers, governors, visiting speakers and professionals etc.

NB The successful candidate should be flexible in their approach to duties. The above is not an exhaustive list and you may be required to undertake other duties as required by your Line Manager or the Head. The job description may be amended to meet the needs of the School, in consultation with the post holder.

PERSON SPECIFICATION

	ESSENTIAL CRITERIA	DESIRABLE CRITIERIA	MEASURED BY
EXPERIENCE & KNOWLEDGE	• Well organised and efficient, with solid HR experience • Up to date knowledge of employment law	• Experience of HR in a standalone role • An understanding of the requirements of the SCR • An understanding of and empathy with the independent school sector, together with a commitment to the School community and its purpose and future prosperity • Familiarity with Moulsford Prep School and/or other similar schools • Safer recruitment trained • Experienced in the use of iSAMS or another similar database	Application & Interview
SKILLS & ABILITIES	• Team player with highly effective communication and interpersonal skills • Capacity to think both creatively and logically • Ability to see tasks through to completion • Ability to prioritise effectively and balance competing pressures • Meticulous attention to detail • Desire and ability to take ownership of the role, work under pressure and prioritise tasks to meet deadlines	• Keen sense of humour • Excellent IT skills	Application & Interview
EDUCATION & QUALIFICATIONS	• Educated to degree level or equivalent • CIPD qualified or equivalent		Application
OTHER	• A professional, flexible and proactive attitude • Supportive of Moulsford's ethos and strategic objectives • Flexibility to work calmly and reliably in a busy School, both in a team and independently, with energy, initiative and cheerful enthusiasm for developing the role and to undertake training as required • As with all staff, responsible for promoting and safeguarding the welfare of any children and young persons with whom they come into contact in accordance with School policies		Interview

STAFF BENEFITS AT MOULSFORD

LOCATION

Moulsford is situated on the banks of the Thames between the market towns of Wallingford and Pangbourne, in a designated Area of Outstanding Natural Beauty. Oxford, Reading and Henley are located 18, 16 and 15 miles away respectively. There are direct trains to London Paddington from Didcot (8 miles), and a 'stopping' service from Cholsey (1 mile). The School has roughly 100m of river frontage and staff are able to use the watersports facilities outside of school hours.

PENSION

All employees are eligible to join a staff pension scheme.

IN-HOUSE CATERING

Making sure our students and staff are well fuelled for a busy day at school is key and food is very important at Moulsford. Our in-house catering team ensures that staff enjoy complimentary good quality, healthy and balanced meals every day. They also cater for all types of diets and allergens.

THE BARN FITNESS CLUB

The School offers gym membership for all employees at The Barn Fitness Club in Cholsey.

WELLBEING

Great emphasis is placed on staff wellbeing and morale and we firmly believe in creating the right work/life balance for all at Moulsford. A culture of mutual support for colleagues is encouraged and fostered. Social events for staff take place throughout the year.

CONTINUING PROFESSIONAL DEVELOPMENT

All employees are encouraged and supported with access to regular Continuing Professional Development.

SALARY

Competitive salary offered dependent on experience and qualifications, commensurate with industry standards

APPOINTMENT PROCEDURE AND KEY DATES

Applicants should submit the following:

- A one-page letter of application.
- Completed Application Form. CVs are welcome alongside the Application Form.
- References will be taken prior to interview unless indicated otherwise.

To download a copy of our application form, please click here.

KEY DATES

Closing Date for applications is Monday 9th March 2026.

Initial Interviews will take place week commencing 16th March 2026.

Moulsford is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offers of appointment are subject to the completion of pre-employment checks including an Enhanced DBS check and satisfactory references.

Registered Charity No 309643

MOULSFORD

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