



WESTONBIRT
SCHOOL

INTERIM HEAD OF HR SUPPORT

- CANDIDATE PACK -



THE OPPORTUNITY

Westonbirt School are looking for someone to lead the school's HR function. The successful candidate will support and advise the School's Senior Leadership team (SLT) to ensure excellent employee relations, plan and implement change, oversee appraisal and performance management, and manage staff costs.

Reports to: Head, Westonbirt School and Finance Director.

Direct reports: HR Officer and HR Administrator.

Key Relationship: Works closely with the Wishford HR Business Partner.

HOURS, SALARY & BENEFITS

Hours: Part time interim role (6-9 months with potential extension). Fixed term contract. 3 working days per week.

This role is starting as soon as possible

Location: Onsite, at Westonbirt School, with limited flexibility

Salary: £33,000 - £36,000 pa

Benefits:

- Pension contribution 5%
- Means tested staff discount
- Complementary lunch when working on site
- Access to the group's counselling scheme
- Personal accident cover at work
- On site parking
- Pre-paid shopping discount card
- Cycle to work scheme

APPLICATION & KEY INFO

Applications should be made via eteach - [link here](#)

Westonbirt School are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

If you need any adjustment for the application or interview process please contact:

HR@wishford.co.uk



JOB DESCRIPTION - Key Outcomes & Deliverables (Interim Focus)

People Leadership: Lead and support the HR Officer and HR Administrator, helping them prioritise their work and ensuring clear processes for day-to-day queries and any matters that need escalation.

Stakeholder Management: Build strong, trusting relationships with the Senior Leadership Team, Heads of Department, Finance colleagues, and the Wishford Group. Provide practical, solutions-focused HR advice that supports staff and school priorities, whilst keeping the Head and Execs updated.

Employee Relations: Provide calm, balanced support on more complex people matters, including mediation, grievances, and disciplinary issues, ensuring outcomes that are fair, proportionate, and in line with employment law.

Performance & Capability: Help embed existing Wishford Group performance policies—including objective setting, development plans, and reviews—so that staff feel supported to achieve and maintain high standards.

Change Management: Work with school leaders to plan and deliver any necessary structural or role changes in a thoughtful, fair, and well-communicated way. This includes guiding staff through consultations, selection processes, redeployment, or transitions where needed.

Contracts & T&Cs: Oversee the preparation of offer letters, contract changes, and other employment documentation. Ensure the HR team keeps accurate and up-to-date personnel records so that everyone's employment information is well maintained.

Data & Reporting: Produce clear monthly reports on key workforce information such as staffing levels, vacancies, turnover, absence, and recruitment activity to support informed decision-making.

Budget & Controls: Enforce establishment controls; review overtime/agency usage; support workforce budgeting and forecasting with Finance.

Risk Management: Identify any people-related risks—whether legal, safeguarding, or operational—and ensure appropriate steps are taken to address them, with clear documentation in place.

Payroll, pensions, benefits, and HR policy are managed centrally by the Wishford Group.



PERSON SPECIFICATION

Essential:

- Demonstrates compassion, emotional intelligence, and integrity when supporting staff.
- Provides clear, balanced guidance through active listening and sound judgement.
- Remains calm, professional, and discreet under pressure and during change.
- Builds strong, trust-based relationships across SLT, managers, and central teams.
- Resilient, adaptable, and able to navigate ambiguity and high workloads.
- Influences and coaches stakeholders with clarity and credibility.
- Proven HR leadership experience (ideally in education or a regulated environment) with strong ER and change-management delivery.
- Successful track record in organisational design, consultations, and implementing contract/terms changes.
- Strong safer-recruitment knowledge including SCR oversight and pre-employment checks.
- Solid understanding of UK employment law and HR best practice; able to produce legally compliant documentation.
- Commercially astute with experience in workforce planning, headcount control, cost management, and collaborating with Finance.
- Excellent stakeholder management; decisive and able to work at pace.
- Strong written skills and disciplined case-management approach.
- Able to work onsite and deliver to tight timelines.

Desirable:

- Experience in schools or multisite education groups.
- CIPD Level 7 (or equivalent experience).
- Experience interfacing with centralised payroll, benefits, and policy teams.



WESTONBIRT SCHOOL

Westonbirt School is a co-ed independent day and boarding school for boys and girls aged 2 to 18 years, located in the Cotswolds, 90 minutes from London. At Westonbirt you will find an inspired community, set within 210 acres of parkland grounds and a breathtaking mansion. With an ethos of greenhouse not hothouse, success is celebrated and talent is nurtured. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

The School was recently voted 'Co-educational Independent School of the Year' at the 2023 Independent School of the Year awards and is also included in the Fortune 'World's Leading Boarding Schools' 2023 report with a five star review.

For more information on Westonbirt School, please visit: www.westonbirt.org

WISHFORD EDUCATION

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

