



Tormead

SCHOOL



Candidate Brief

HR Officer

FULL-TIME, PERMANENT
REQUIRED ASAP

Located across two sites in central Guildford, Surrey, the Tormead family is a leading group of schools that includes Tormead Prep (girls aged 4-11), Tormead Senior & Sixth Form (girls aged 11-18) and Rydes Hill Pre-Prep and Nursery School (children aged 2-7). Rydes Hill joined the Tormead family in 2025, with plans to gradually become fully co-educational through to Year 6 by 2030. Tormead has long enjoyed a reputation for providing an excellent education and exceptional pastoral care for girls and we are excited to be able to offer the same outstanding education at our Rydes Hill campus to families looking for co-educational preparatory schooling in the Guildford and wider Surrey area.

Pupils across all three schools benefit from access to the outstanding facilities at Tormead such as a sprung-floor gymnasium, multi-purpose Sports Hall, auditorium and lecture theatre, as well as the newly developed Urnfield Sports Ground (opened September 2025) which boasts state-of-the-art facilities for hockey, cricket, football and athletics. A shuttle bus operates between the Tormead and Rydes Hill campuses to support families with siblings across all three schools and sibling fee discounts are available.

Tormead is a 4 to 18 GSA girls' day school on an attractive site in Guildford. Building developments over the past ten years have transformed the School. The original features of the building have been retained within the stunning new developments. Academic standards are consistently high, and the School has more girls applying than it has places for at 11+. A number arrive in Reception and stay through to Sixth Form; others arrive from a large range of state and independent schools at 11+.

Having participated in a dynamic careers programme, Sixth Formers progress to a wide range of courses at established universities, as well as take up prestigious apprenticeships. Our commitment to IT innovation has led us to achieve the status of becoming an Apple Distinguished School.

Tormead values individuality, celebrates a diversity of achievement and encourages girls to follow their own dreams. Girls come to understand the importance of service and community amidst mutual support. Academic and extra-curricular pursuits offer challenge and breadth for everyone.

Underpinning this is a wholehearted commitment to the wellbeing of the girls. Highly responsive in the face of the constant, shifting challenges for young people, pastoral care at the School ensures the girls leave ready to achieve sustainable success in higher education and beyond.

Leadership

The Head leads the whole school with the support of a leadership team. The Executive Group (EG) consists of the Head, Head of Prep School, Director of Finance and Operations, Deputy Head (External Relations), Deputy Head (Academic), Deputy Head (Partnerships) and Deputy Head (Pastoral). The Senior Management Team includes the EG, Designated Safeguarding Lead, Assistant Head (Director of Studies), Deputy Head Prep, Head of HR, SENCo, and Head of Pre-Prep and Nursery (Rydes Hill).

School Structure

The general pattern in the Prep School is one form in Reception to Year 2 and two forms in Years 3 to 6. In the Senior School, there are approximately 90 girls in each year, divided into four teaching and five pastoral groups, with teaching groups varying in size, as the girls start to make subject choices. In Year 7, about 40 girls arrive from the Prep School and about 50 come from a wide variety of state and independent schools.



Curriculum:

The School offers an academic curriculum to meet the needs of its selective intake. The School has embedded the High Performance Learning programme over the last 18 months into every aspect of school life across all age groups. The two-week timetable includes several Independent Study periods for all girls in the Senior and most in the Prep Schools, and individual investigation and enquiry is promoted throughout the whole age range.

The Prep School encourages child-initiated and outdoor learning opportunities, introducing more formal teaching as the girls get older, with specialist teachers delivering specific subjects. A 1:1 iPad scheme operates for girls from Year 5 to Upper Sixth.

In the Senior School, most girls take 10 GCSEs and there is a wide range of well-respected A Level subjects on offer, with large numbers taking maths and science subjects. Sixth Formers can take EPQ or an internal validation of a research project. The Beacon Programme offers a structured co-curricular programme of enrichment activities that runs challenges for girls around specific termly themes. Academic Scholars have a further programme of enrichment based on individual research. The educational ethos is about exciting and inspiring individual curiosity in every girl, and the School aims to blend an innovative, creative use of modern technology with the highest standards of teaching.

Pastoral:

Tormead has a well-deserved reputation for excellent pastoral care. Relationships between staff and girls and between girls of different ages are warm and strong. The atmosphere is one of respectful informality, where thoughtful behaviour is based on the School values, rather than lengthy rules and punishments. The House system strengthens cross-age group relationships and involves a number of much-anticipated annual events such as the House Fashion and Dance competition.

There are many avenues of pastoral support for the girls with Form Tutors and Heads of Year, overseen by the Deputy Head (Pastoral), as well as pupil mentors, trained health care and pupil support staff and a school counsellor.



Extra-Curricular:

An exciting and varied extra-curricular programme operates for everyone, from Cheerleading Club to Feminist Society. There is a strong range of individual and team sports. The girls achieve considerable success regionally and at national level. Tormead is probably the top school in the country for gymnastics.

The standard of performance music is high, with a number of orchestral and choral groups for all levels in both the Prep and the Senior Schools. Drama performances are much anticipated by both those involved and their audiences.

An important part of the girls' school experience is a regular offer of trips, both within the UK and overseas. Links with schools abroad, including a partnership with two Nepalese schools, are building a global perspective on citizenship for the girls. Sixth Formers can volunteer service locally, once a fortnight, in school time.



The Site:

The School has made excellent use of a compact urban site. Older buildings blend with stunning new-builds on the Senior School site that provide the girls with innovative spaces to learn, reflect, collaborate and relax. A performing arts building provides an additional space for drama lessons, performances and rehearsals, as well as music lessons, rehearsals and practice rooms. The School also benefits from state-of-the-art science laboratories refurbished in 2022 and a Wellbeing Centre. The Prep School occupies a site across the road from the Senior School and KS1 facilities have had significant recent investment, including creating a delightful outdoor play space.

Our new Sixth Form Centre, opened in September 2022, includes a new common room and café, lecture and teaching spaces, dedicated study, collaboration and social spaces, all designed to bridge the gap between secondary education and university.

The School's sports facilities on-site include a sports hall, gymnasium, fitness suite, and outdoor netball and tennis courts. In September 2025, we officially opened our new Urnfield Sports Ground, developed in collaboration with Guildford County School, which provides state-of-the-art facilities for hockey, cricket, football and athletics.

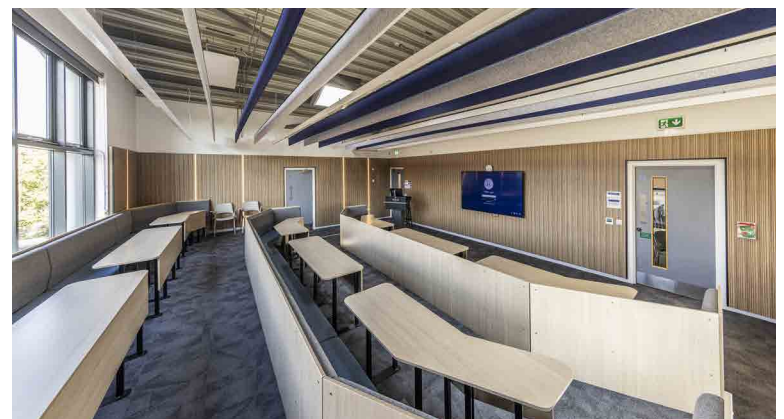
Partnerships:

Tormead offers local outreach provision in six local state schools.

This includes sessions in music and art, masterclasses in English, IT and maths and Sixth Form assistance in sport, art, English and dance.

Beyond the UK, girls raise funds for schools in Nepal and there have been a number of cultural exchanges. The School contributes to the UN Sustainable Development Goals around global girls' education.

The choir and orchestra perform regularly at local concerts and services, and members of the local community are invited to the School for concerts, plays and exhibitions.



HR Officer

We are seeking a capable, enthusiastic and highly organised HR Officer to join our professional and supportive HR team. This is an excellent opportunity to build or develop a career in HR within a busy school environment. Reporting to the Head of HR, you will play an important role in the smooth running of HR operations across all areas. You will deliver high-quality HR administration, including end-to-end recruitment, pre-employment checks, onboarding, contracts of employment, absence management, payroll preparation and accurate HR record-keeping.

We welcome applications from experienced administrators and HR professionals, as well as graduates or early-career candidates looking to take a first step into HR. We are looking for someone organised, discreet and proactive, with strong communication skills, excellent attention to detail and a genuine commitment to delivering a high standard of service.

Experience in HR, recruitment, payroll or a regulated environment would be advantageous, but strong transferable skills and a clear interest in developing in HR are equally valued. A CIPD Level 3 qualification, or willingness to work towards one, would be welcomed.

This is a full-time position based on site in Guildford. We offer a competitive salary, five weeks' annual leave plus bank holidays, professional development opportunities, free lunch during term time and free use of the school gym.

For further information or to apply, please contact Emma Mitchell, Head of HR, at Emitchell@tormeadschool.org.uk.

The closing date for applications is **Monday 15 June 2026** at 9.00am. Applications will be reviewed as they are received, and the school reserves the right to appoint before the closing date if a suitable candidate is identified.

Job Summary

To play a key role in supporting a busy HR department by providing high-quality administration support, with a particular focus on recruitment, absence, payroll, and maintenance of HR systems.

Main Responsibilities

Recruitment:

- Co-ordinate recruitment activities, ensuring compliance with Keeping Children Safe in Education (KCSIE) and safer recruitment requirements.
- Initiate vacancy approval processes and manage vacancy applications using the School's recruitment software (IRIS Recruitment), screening candidates and assisting with shortlisting.
- Identify any candidate employment history gaps for discussion at interview.
- Obtain, check and verify employment references and online searches in advance of interview.
- Organise recruitment day logistics; prepare interview schedules and other selection activities, liaising closely with relevant managers.
- Support recruitment days, including preparing interview packs for managers, welcoming candidates, conducting ID checks and managing the required documentation.
- Actively monitor the Recruitment email box, responding promptly to enquiries and maintaining clear and professional communication with candidates.
- Communicate interview outcomes to unsuccessful candidates.

Compliance

- Maintain the Single Central Register (SCR) of appointments for staff, governors, contractors, agency staff, external coaches and volunteers, ensuring it is kept accurate and fully compliant with inspection requirements.
- Process Disclosure and Barring Service (DBS) applications and obtain Children's Barred List checks and prohibition from teaching/management where required.
- Ensure all other pre-employment checks are completed promptly for all appointment types, prior to the commencement of employment; including right to work, verification of medical fitness, qualifications, and overseas checks, following up as necessary and escalating any concerns on suitability to the Head of HR.
- Work closely with the Clerk to the Governors to ensure all pre-engagement checks for governors are completed promptly.
- Work closely with Designated Safeguarding Lead (DSL) to support safeguarding induction and training for staff, governors, volunteers and external contractors.
- Support and advise managers on the engagement of volunteers, casual workers, contractors and agency staff, ensuring appropriate vetting.

HR Systems

- Contribute to the implementation of the new MIS system (Every HR) and support on-going system development.
- Ensure accurate maintenance of all HR and payroll records and systems, with appropriate controls and confidentiality.
- Generate accurate reports from HR systems as required.

Payroll and Remuneration

- Support the processing of new starters and leavers, ensuring the relevant documentation is processed in a timely manner.
- In conjunction with the Head of Finance, support the preparation of the monthly payroll process, including checking and inputting of timesheets and implementing any salary adjustments/changes (e.g. contract amendments, pay increments, etc.).
- Undertake appropriate salary calculations for starters, leavers, maternity pay, etc.
- In liaison with the Director of Finance and Head of HR, prepare the communication of salary changes to staff.

Absence

- Ensure staff absence (sickness or special leave) is managed in line with policy, accurately recorded within the relevant systems, and supporting evidence is obtained.
- Ensure fit notes are obtained as required for all absences exceeding 7 calendar days.
- Ensure Return to Work meetings take place following any period of absence and flag any issues to senior HR colleagues.
- Maintain accurate records for family leave (maternity/paternity/adoption/shared parental leave), ensuring staff accurately complete and return relevant forms within required timescales.
- Keep the Director of Studies informed of staff absence impacting teaching to ensure timely cover arrangements are put in place, updating iSAMS Cover Manager accordingly.
- Produce reports to analyse staff absence data to identify patterns and trends, highlighting absence trigger points where thresholds have been met/are close to being met.

Administration

- Prepare contracts of employment as required for approval by the Head of HR.
- Ensure new starter paperwork is received and recorded on relevant HR and payroll systems.
- Inform relevant teams of staffing changes (e.g. IT, Estates, Safeguarding and School Office).
- Coordinate induction processes for new employees, liaising with relevant staff.
- Maintain induction, probation, training and appraisal records.
- Maintain and develop accurate records of working patterns, annual leave and plus days.
- Maintain accurate and structured electronic and paper HR filing systems.
- Secure archiving of HR and payroll records, following data protection requirements.
- Support the Head of HR and HR Operations Manager/Head's PA with matters pertaining to ISI and Ofsted inspections.

Continuing Professional Development

- Maintain up-to-date knowledge of relevant statutory compliance requirements for schools.
- Maintain an awareness of significant changes in employment legislation.
- Evaluate own professional performance and be committed to improving own practice through appropriate training and development.
- Engage actively in the performance review process.

General

- Provide general administrative support to the department as required.
- Ensure confidentiality is maintained at all times.
- Be familiar with and ensure employment related policies and procedures are applied consistently.
- To participate in staff meetings, INSETs and additional School functions as required.
- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.
- To promote and uphold the ethos and values of Tormead Limited.
- To adhere to all School policies, procedures and risk assessments.

The responsibilities linked to this position are wide-ranging and the duties listed above in this job description are not intended to be exhaustive. It will be necessary to undertake other comparable duties as reasonably required from time to time.

Tormead Values

- ➔ **We treat everyone with respect and dignity**
- ➔ **We deliver academic excellence**
- ➔ **We enrich through a broad and varied curriculum**
- ➔ **We celebrate effort and achievement**
- ➔ **We bring out the best in our girls**
- ➔ **We prepare our girls for life beyond school**

Key Relationships

Internal

Head of HR, HR Operations Manager/Head's PA, HR Assistant, Director of Finance & Operations, Head of Finance, members of the Executive Group and Senior Leadership Group, Heads of Department, colleagues.

External

Prospective employees and external contractors.

Person Specification

Essential Criteria

Qualifications and Training

- A good standard of education, especially in English and Maths to GCSE or equivalent.
- Evidence of continuing and relevant professional development.

Experience

- Proven experience of working in a professional administrative role.
- Experience of participating in a team and working on own initiative.
- Experience of providing excellent customer service.

Knowledge and Understanding

- Ability to communicate effectively with a wide range of stakeholders and build professional relationships.
- Ability to accurately input/retrieve data information from a variety of sources.
- Excellent verbal and professional written communication skills.
- Excellent attention to detail, with accurate proofreading skills.

- Excellent organisation and time management skills with the ability to prioritise and meet conflicting deadlines.
- IT proficiency in Microsoft Word, Excel, Outlook and PowerPoint.
- Commitment to and an understanding of the importance of safeguarding and safer recruitment.

Behavioural Competencies and Qualities

- Exhibit tact, discretion and diplomacy, and the ability to maintain confidentiality at all times.
- Strong team player with excellent interpersonal skills and the ability to build strong working relationships.

Desirable Criteria

Qualifications and Training

- Educated to A Level or equivalent.
- CIPD Level 3, or studying towards.

Experience

- Experience of working in a fast-paced HR environment.
- Previous experience of working in education or another regulated environment.

Knowledge and Understanding

- An understanding of HR processes.
- Knowledge of HR databases and related processes.
- Knowledge of payroll processes and requirements.
- An understanding of ISI compliance requirements.

Skills and Abilities

- Ability to take ownership of tasks and see them finished on time and to a high standard with minimal guidance and supervision.

Safeguarding

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If, in the course of carrying out their duties,

the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with the School's policies and procedures.

This is a fantastic opportunity to join Tormead and have a significant impact on the School's future, growth and success as it continues to evolve.





Benefits

Our benefits package includes a salary of £30,000 a year, 25 days' annual leave plus bank holidays, professional development opportunities, a contributory pension scheme, free lunches and refreshments when school is in session, and use of on-site sports facilities.

Applications

For further information or to apply, please contact Emma Mitchell, Head of HR, at Emitchell@tormeadschool.org.uk.

Deadline for applications

The closing date for applications is **Monday 15 June 2026 @ 9.00am**.

Applications will be reviewed as they are received, and the school reserves the right to appoint before the closing date if a suitable candidate is identified.



Tormead School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check. We conduct online searches for all shortlisted candidates as part of our due diligence checks.