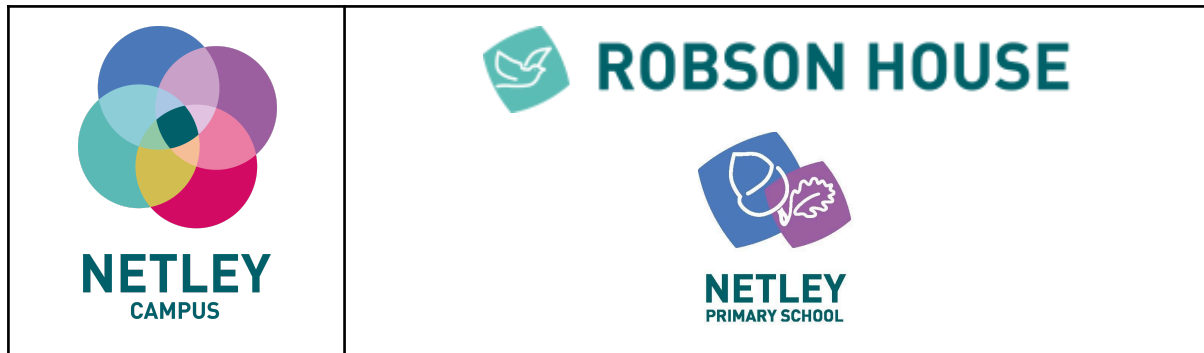




Recruitment Job Pack

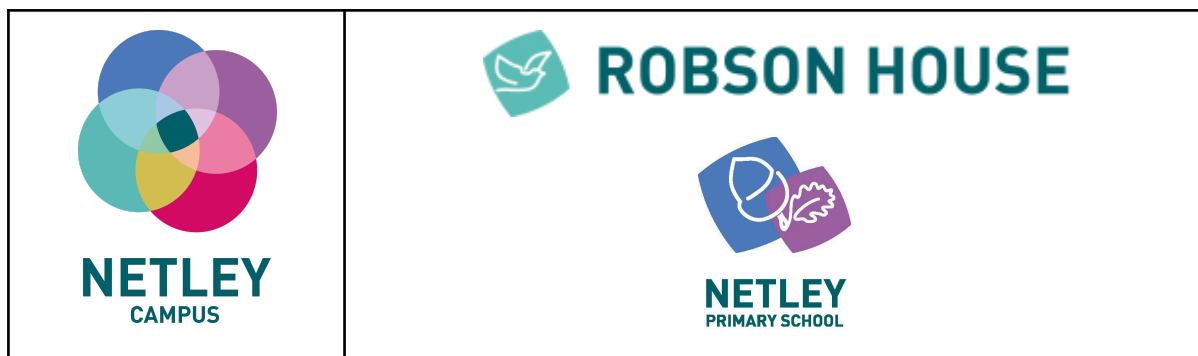
Human Resources Manager

Netley Campus: Robson House and Netley Primary School



You will find the following in this pack:

- Page 2: Letter from Headteachers
- Page 3: Job Description
- Page 6: Person Specification
- Page 7: Selection Process
- Page 8: Application Form



Netley Campus, 74 Stanhope Street, London NW1 3EX Tel: 020 3772 0350

email: admin@netley.camden.sch.uk www.netley.camden.sch.uk

Headteacher (Robson House) Laurel Robin

Headteacher (Netley Primary): Gareth Morris

7th August 2026

Dear Applicant,

Re: Human Resources Manager

Are you an experienced HR generalist looking for a flexible, meaningful role where you can truly shape workplace culture?

Netley Campus is looking for a proactive, compassionate, and skilled HR Manager to join our team. Following significant growth across our campus over the past three years, we are establishing this brand-new, dedicated HR function to support school leaders so they can focus on delivering exceptional teaching and learning.

Working across two unique educational settings on one shared campus, you will lead day-to-day HR operations, champion staff wellbeing, and serve as the strategic link between school leadership and Camden HR advisory services.

About Netley Campus

Situated near Regent's Park in a vibrant, culturally rich, and diverse community, Netley Campus brings together two distinct schools bound by a shared commitment to inclusion and child-centered excellence:

- **Netley Primary School:** A high-achieving, inclusive beacon school comprising a mainstream primary, **Woodlands** (a specialist centre for children with Autism), and **Acorns** (our 2-year-old provision).
- **Robson House:** A dedicated Primary Pupil Referral Unit supporting up to 30 children with social, emotional, and mental health needs.

Together, we foster a warm, hardworking, and deeply supportive environment with a passionate staff team dedicated to breaking down barriers to learning.

The Role

As our campus HR Manager, you will take operational ownership of our HR landscape. Backed by the expertise and model policies of Camden HR, you will provide clear guidance to senior leadership, manage recruitment and onboarding, and keep our workforce practices running smoothly.

Key Responsibilities:

- **Operational HR Lead:** Serve as the primary liaison between school leadership, trade unions, and Camden HR advisors for employee relations, casework, and policy implementation.
- **Talent & Recruitment:** Coordinate end-to-end safer recruitment, draft adverts, oversee candidate pipelines, manage onboarding, and maintain strict compliance across our Single Central Record (SCR).
- **Employee Relations & Performance:** Manage absence procedures with care and clarity, support line managers through capability/disciplinary processes, and oversee annual appraisal cycles and probation reviews.
- **Staff Wellbeing:** Champion initiatives that make our campus an exceptional place to work, including Occupational Health referrals, Employee Assistance Programmes, and health/cycle schemes.
- **Compliance & Records:** Ensure all HR data, contracts, and policies comply with current employment law, safeguarding standards, and data protection guidelines.

About You

We are looking for a confident HR professional who thrives in a varied, autonomous role and brings both technical capability and strong emotional intelligence.

Essential Requirements:

- **Proven HR Generalist Experience:** A solid track record in generalist HR, ideally within an educational, public sector, or local authority framework.
- **Strong Knowledge Base:** Up-to-date knowledge of UK employment law, employee relations, and safer recruitment/safeguarding principles.
- **Communication & Resilience:** Exceptional interpersonal skills with the ability to handle delicate situations with discretion, empathy, and diplomatic firmness.
- **Autonomy & Organisation:** Ability to prioritise your own workload across two busy school environments
- **Tech-Savvy:** Proficient in Google Drive Suite and Microsoft Office (Word, Excel, PowerPoint, Outlook).

What We Offer

- **Flexibility:** A structured 3-day working pattern with options for negotiable hybrid/offsite working arrangements.
- **Support:** Expert external advisory backing via Camden HR, ensuring you are never working in isolation.
- **Culture:** A deeply supportive, values-driven team environment where employee wellbeing is genuinely prioritised.
- **Benefits:** Access to Camden local authority pension schemes, staff wellbeing packages, cycle-to-work schemes.

How to Apply

To apply, please complete the application form addressing how your experience meets the **Essential Criteria** outlined in the Person Specification. References to desirable criteria are welcomed where applicable.

Netley Campus is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check and safer recruitment verifications.

- All completed application forms should be emailed to jobs@netley.camden.sch.uk marked '**HR Manager Application**'.
- Alternatively you may post or hand-deliver documents to Netley Primary School, 74 Stanhope Street, NW1 3EX, marked '**HR Manager Application**'.

You are strongly encouraged to visit the school and this can be organised by contacting the school on 020 3772 0350 or by emailing jobs@netley.camden.sch.uk. *School is closed for summer holidays and so visits will be arranged for after 1st September.

Completed application forms must be received by **midday on Wednesday 16th September 2026.** Interviews will take place **on the week of 21st September 2026**. The successful applicant will take up the post as soon as available after that date.

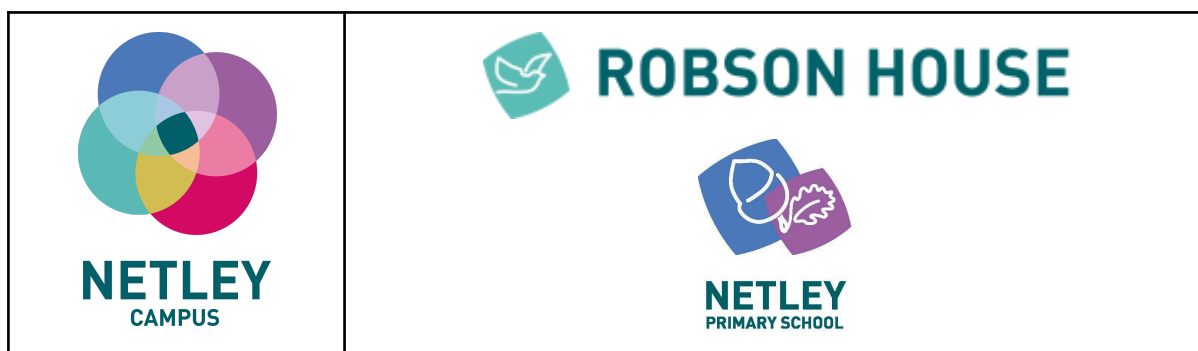
If you have not heard from us by this time, then please note that on this occasion, your application has not been successful. Good luck!

Yours sincerely



Laurel Robin
Headteacher (Robson House)

Gareth Morris
Headteacher (Netley Primary)



Job Description: Human Resources Manager

Job Profile: Human Resources Manager

Netley Campus (Robson House and Netley Primary School) is committed to safeguarding & promoting the welfare of children and young people. All staff are expected to share this commitment.

Direct Reporting	Campus Business Manager [CBM]
Grade	SO1 Part time Term Time Only FTE salary = £41,000
Hours	3 days *can be negotiated at interview
Contract	1 year fixed year contract <i>(as this is a new role, it is being advertised as a 1 year post whilst it is evaluated in relation to the needs of the campus- options to extend from April 2027 onwards)</i>

Netley Campus consists of 2 schools on the campus.
Robson House (PRU) and Netley Primary School

Main Purpose

- To be responsible for the operational implementation and delivery of a comprehensive HR service which ensures that line managers and employees are equipped with best practice, in line with Camden HR guidelines, to foster a high-performance culture.
- To lead in the coordination and delivery of day-to-day HR operations, including advisory, monitoring, recruitment, and HR administration.
- To provide professional support, sharing and implementing advice and guidance from Camden HR advisors to the Head, the CBM, and other Senior Leaders, as well as the Governing Board and colleagues in relation to employee relations and other HR matters.
- To support with organisational change programmes including redundancy, restructuring, and TUPE transfers; due diligence completion, supporting planning, preparing documents etc., acting under the guidance of Camden HR advisors.
- To adopt, implement, and maintain Human Resource policies and procedures, provided by Camden HR, so that the school meets all strategic, legal, and best practice objectives.
- To provide operational management of HR systems, within the school including the coordination and implementation of an annual HR plan, and of the school's HR Service.

Policies & Procedures

- To work with the CBM and Head to implement the school's business and academic plans, with the supporting HR strategies, processes, policies, and procedures, as advised by Camden HR.
- To coordinate and implement an annual HR plan in line with the school's strategic aims while aligning the School's strategic and development plans to fully optimise staff's capabilities.
- To manage the school's documentation including staff contracts, policies and procedures, forms, staff handbook, etc., ensuring that they are regularly reviewed, updated, and compliant with employment legislation, safer recruitment, etc., utilising templates and updates provided by Camden HR advisors.
- To provide operational support and distribute Camden HR advice to the school's leadership team on HR-related issues as required, including professional developmental support to the senior management team in all aspects of HR, including the application of school policies.
- To implement the absence management procedure, monitoring sickness absence levels, developing proactive solutions, and providing support to managers/employees through this procedure, whilst demonstrating care and understanding.
- To support the appraisal process, providing advice and guidance on policy.

Consultation & Casework

- To support and coordinate casework and employee relations on behalf of the school, acting as the primary link with Camden HR advisors and liaising with trade unions as appropriate.

- Provide operational support and share Camden HR guidance on the management of HR issues, including (but not limited to) organisational change, capability, discipline, absence management, grievance, and harassment, ensuring policies and procedures are applied consistently.
- Assist management investigations as may be required, reviewing and preparing statements of cases and advising managers on their compilation, in alignment with Camden HR advice; guiding and supporting managers in the preparation and presentation of the case at formal hearings.
- Provide support during hearings-by taking minutes and preparing the rooms etc.

Recruitment & Leavers

- To ensure that all relevant associate/support job descriptions are evaluated in accordance with the principles of the GLPC Job Evaluation Scheme, in liaison with Camden's evaluation procedures, to enable consistency of approach and equity in pay across the school.
- To support the SLT to create application packs and online adverts, posting to a variety of platforms (currently TES, Camden Learning, and Department for Education) to ensure sufficient publicity and increase the chances of favourable recruitment outcomes.
- To manage applications and candidate communication
- To coordinate interview schedules/days in conjunction with the relevant members of SLT.
- To oversee the organisation of appointment of staff in liaison with the CBM and other Senior Leaders, following safer recruitment principles and the pre-authorisation process at all times, including DBS documentation, proof of qualifications, references, right to work, medical, continuous service, and overseas checks, where relevant.
- To advise all relevant departments of new starters in good time to ensure colleagues can complete their own requirements, such as security passes, email accounts, etc.
- To ensure exit interviews are scheduled for leavers and appropriate feedback provided to senior leaders.
- To process leaver's documentation including payroll and completing references as and when requested.

Onboarding & Continuing Professional Development

1. To work with SLT to schedule Performance Management appraisals, collate appraisal information and manage probationary period meetings
2. To ensure that new starters receive an induction and health and safety tour in liaison with the relevant Line Manager or Premises Manager.
3. To have excellent knowledge of the training required for compliance and to keep robust records of training sessions and expiry dates, when training is due, to communicate with the relevant parties and book sessions in liaison with the Senior Leader responsible for CPD.

4. To assist in the delivery of training to middle and senior leaders to raise their awareness of people management issues and Human Resources policies/procedures, as dictated by Camden HR, to enable them to effectively manage staff and deal with issues effectively and efficiently.
5. To create and maintain professional learning and expertise programmes for both schools that are evidence informed, of high quality and include planned opportunities to apply and embed practice to build an effective team of staff.

Compliance & Confidentiality

- To ensure that all Annual Leave arrangements are adhered to, employees are reminded regularly to book leave in advance, ensuring leave is only carried over in specified exceptional circumstances.
- To collate staff exceptional leave of absence requests and meet with the Headteacher to get these authorised.
- Ensure personnel records are maintained electronically, accurately, and kept strictly confidential.
- To ensure that relevant legislative and employment knowledge is kept up-to-date, working in close partnership with Camden HR advisors to understand, implement, and share changes to ensure all school practices remain legally compliant.
- In accordance with model policies and updates issued by Camden HR, maintain a set of legally compliant school HR policies, ensuring these are updated regularly
- To ensure that HR record keeping including the Single Central Record is accurate and compliant across the school, liaising with the CBM, Head, and Safeguarding Link governor to ensure that appropriate checks are undertaken and evidenced.
- To provide relevant and timely information to the Data Team to ensure the submission of the School Workforce Census takes place within specified timeframes.
- To support in the preparation of any Subject Access Requests, particularly where related to a staff member
- The nature of the job requires initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential. *(A confidentiality agreement will need to be signed by the postholder.)*

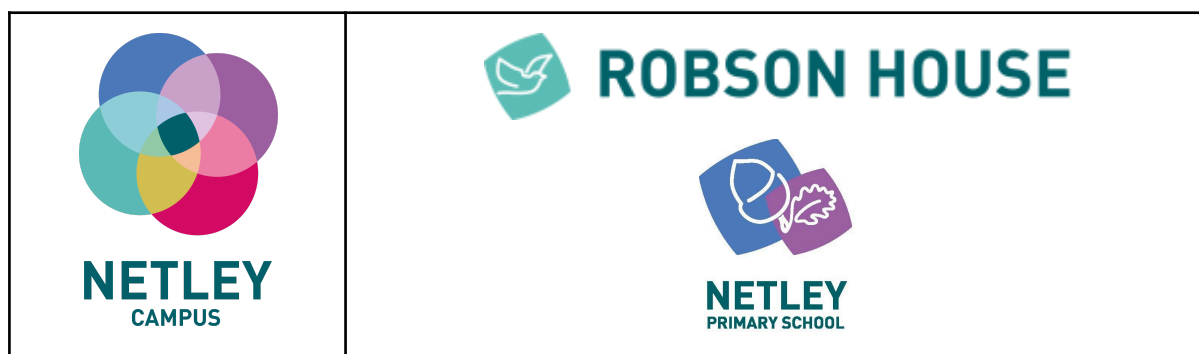
Health & Safety / Wellbeing Responsibilities

- To work in partnership with the Head, the CBM, and other Senior Leaders to develop the school as an excellent place to work, able to attract, recruit, and retain the best staff.
- To support the implementation of wellbeing programs, Employee Assistance Programme, CycleScheme, Flu jabs, Eye test vouchers, etc.
- To coordinate the effective use of processes for day-to-day provision of wellbeing through shared services, including an Occupational Health Service with an online portal for managers to refer staff.

- To liaise with Line Managers and relevant colleagues to ensure that individual risk assessments are completed and reviewed for anyone who has experienced an accident or injury at work, pregnant or breastfeeding employees.
- To liaise with Line Managers and relevant colleagues to ensure that the school identifies any risks to employee health from stress and takes steps to reduce it.
- To prepare relevant paperwork in the event of any legal action taken against the school(s).
- To liaise with Line Managers and relevant colleagues to ensure that any reasonable adjustments are implemented following legal and best practice frameworks provided by Camden HR.
- To ensure the health and safety of employees, contractors, and volunteers are considered by the timely, accurate collection of medical, next of kin, and dietary information, while updating and enacting the Health and Safety and Violence and Aggression Policies.

Management

- To effectively manage own workload and time to deliver a responsive, effective, professional internal HR service for the school.
- To plan and prioritise own work according to the needs of the school, as determined in liaison with the CBM, ensuring that tasks and operational requirements are delivered reliably to agreed deadlines.
- To seek methods of improving internal administrative procedures and ways of working.



Person Specification: Human Resources Manager

Experience

- Proven experience in a Human Resources environment in a generalist role (Essential).
- Experience of implementing HR policies/procedures in relation to conduct issues including disciplinary, grievance, bullying and harassment, capability, and sickness absence (Essential).

- Experience of delivering all stages of the recruitment, selection, and onboarding process (Essential).
- Experience of liaising with a borough HR team, and trade unions (Essential).
- Experience of using Google drive suite of tools that link to 365 Office packages including Word, Excel, Outlook, and PowerPoint (Essential).

Knowledge and Skills

- [Good] knowledge of relevant HR policies/codes of practice/legislation and the ability to put them into practice, using guidance from external Camden HR advisors (Essential).
- [Good] understanding of employment law, employee relations, and techniques for effective support and administration of staff issues (Essential).
- Understanding of the issues surrounding the safeguarding of children (Essential).
- Understanding of ways of managing and improving staff absence (Essential).
- Awareness of Freedom of Information and Data Protection legislation (Essential).
- Excellent interpersonal skills including the ability to communicate complex information in a clear, articulate, balanced, and succinct way to a variety of audiences in an appropriate and sensitive manner (Essential).
- Ability to manage a range of tasks efficiently and apply effective organisation skills (Essential).
- Ability to consider alternative approaches to Human Resources issues and propose solutions [in consultation with Camden HR advisors] (Essential).
- Ability to interpret data/advice/statute and use this to [inform internal operational school practice] (Essential).
- The jobholder will be required to apply resilience when dealing with emotions/challenges from staff, managers, and trade unions on a regular basis (Essential).
- Demonstrable ability to respect confidentiality and display discretion (Essential).
- Ability to work autonomously and flexibly using own initiative without needing close daily supervision (Essential).

The Selection Process in Detail

Application Deadline

Completed application forms must be received by **midday on Wednesday 16th September 2026**

To do this:

- Email to : jobs@netley.camden.sch.uk or
- Post/ hand-deliver documents to: Karen Keary (CBM) , Netley Campus,, 74 Stanhope Street, NW1 3EX
marked *HR Manager Application form*.

Completing Your Application

Candidates are asked to complete all the standard information required on the application form addressing all of the essential criteria on the person specification in turn. Reference should also be made to any of the desirable criteria.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. In cases where candidates have worked in a school, the Headteacher must be put as one of the referees (or we notified of the reason not for this to occur)

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

The post will be offered subject to satisfactory completion of pre-employment checks.

Interview Process

In order to make our recruitment process as effective as possible, we will follow the procedure outlined below:

- Shortlist applications against the criteria
- Shortlisted candidates will be asked to carry out 2 short administrative tasks
- This will be followed by an interview with a panel

**** NEED TO PUT NEW FORM HERE**

London Borough of Camden

Please complete in type or black ink and refer to guidance notes.

Confidential

Return completed form to:

Bavaani Nanthabalan, Netley Primary School, 74 Stanhope Street, NW1 3EX or email jobs@netley.camden.sch.uk
Applications to be marked Admin Assistant

Applicant or employee no :	Job reference no :
Post applied for :	
Where did you see this post advertised:	

PART A PERSONAL DETAILS(use block letters)

Last Name:	Home tel. no :
First Name:	Daytime tel. no :
Title:	Mobile phone no :
Current Address :	
Email address :	

Are you applying for this post as a job share? YES NO

Do you require a work permit (please refer to guidance notes)? YES NO

PART B EMPLOYMENT HISTORY, RELEVANT SKILLS & EXPERIENCE

Please tell us about all jobs, both full and part time, you have had since leaving secondary education, including voluntary or unpaid work. Starting with your most recent include details of leaving reasons and periods when you did not work. Continue on a separate sheet if necessary.

Name and address of present or most recent employer :	
Job Title :	Basic Salary:
Basic salary :	
Date started :	Until: Present
Brief description of duties :	

From: "mmyy"	To: "mmyy"	FT/P T	Employer's name and address	Job title, brief description of duties and reason for leaving
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PART C EDUCATION, QUALIFICATIONS AND TRAINING

Please give brief details of courses attended and examination results.

Secondary, further and professional education and qualifications

Education establishment attended	Date	Examination/Results

Other training courses attended (including short, in-service training)

Course title, level, results (if appropriate)	Date

Membership of professional bodies (including registration numbers)

(Teachers only) DfES no :		(Social Workers only) GSCC registration no :	
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EXPERIENCE/RELEVANT SKILLS/FURTHER INFORMATION

Please state how your experience, skills, abilities and achievements to date would make you a suitable candidate for this post. Include details of any relevant unpaid or voluntary work. Please continue/attach a separate sheet if necessary.

PART D REFERENCES

Personal references will not be accepted.

We will approach your last two employers, or your employers for the last five years (whichever is the longer), for references. Please provide contact details for all referees as required, one of which must be your current employer.

If you have not been employed please give the name of the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

A referee will normally be approached when/if a conditional offer is made.

Name :	Job Title:
Address :	
Email :	
Telephone no :	Fax No.
Name :	Job Title:
Address :	
Email :	
Telephone no:	Fax No.

PART E RELATIVES/OTHER INTERESTS

Canvassing of Councillors or officers in relation to this appointment will disqualify you.

Are you related to a Councillor/employee of the Council or Governor of the school to which you are applying?	Yes		No	
If yes, please give brief details :				
If appointed, do you have any business and/or financial interests which might conflict with the duties of this post?	Yes		No	
If yes, please give brief details :				
Have you left the employment of the London Borough of Camden in the last two years by reason of redundancy?	Yes		No	

PART F CRIMINAL RECORDS DISCLOSURE

Criminal record disclosure for safeguarding roles with Regulated Activity

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure by the applicant to the prospective employer and should not be taken into account by the prospective employer during the recruitment process.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: www.gov.uk/government/organisations/disclosure-and-barring-service/series/dbs-filtering-guidance

Before answering the question below you will need to visit the website above, (or contact the DBS on 0870 909 0811), to determine whether or not there are matters you may need to disclose.

Do you appear on a barred list prohibiting you from working with children or vulnerable adults?

Children barred list	Yes		No	
Vulnerable Adults barred list	Yes		No	

Do you have any unspent or spent criminal convictions, cautions, reprimands and final warnings or outstanding criminal charges against you?

Yes - No

Have you ever been known by any other names? If yes, you must complete the full name(s):

Surnames:			
Forenames:			
From:		To:	

NOTE: You will also be asked to give full details of any previous names you have held when you complete a DBS application if you are the successful applicant. This will be in compliance with the [DBS Code of Practice](#).

Withholding criminal record information may lead to the withdrawal of an offer of employment or, if following appointment, to disciplinary action which may result in dismissal.

PART G PREVENTION AND DETECTION OF FRAUD

We have a duty to protect public funds. We may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes.

PART H DECLARATION

I declare that the information supplied as part of my application is true and complete, and for any of this information to be checked and verified. I understand that any deliberate omission, falsification or misrepresentation as part of my application may be grounds for rejecting my application or should the discovery occur following appointment, termination of my employment.

Signed:

Date:

London Borough of Camden

The London Borough of Camden is committed to equality and diversity in employment. In order to monitor and ensure the effectiveness of this, all applicants are asked to provide the following information. Any information given will be treated in the strictest confidence, and will be used solely for the purposes of monitoring.

This part of the form will be separated from the rest of your Job Application Form upon receipt and will not be considered as part of the short listing or appointment process.

What is your gender?

Male		Female	
Date of Birth			

Disability:

Under the terms of the Disability Discrimination Act 1995 'a person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities'. Individuals with the following conditions can now automatically be classified as having a disability: HIV, cancer, multiple sclerosis, severe disfigurements, certified blindness or partial sightedness.

Do you consider yourself to have a disability as defined above?

Yes		No	
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What is your ethnic group? Please tick (✓)

Our ethnic background describes how we think of ourselves. Ethnic background is not the same as nationality or country of birth. The groups listed below reflect the largest ethnic groups in Camden. You are asked to choose the ethnic group that is closest to how you see yourself and specify a more specific group if you wish.

White:

Albanian (excluding Kosovan)		
Greek or Greek Cypriot		
Kosovan		
Turkish or Turkish Cypriot		
White British		White Irish
Any other White background, please specify:		

Mixed:

White and African	
White and Asian	
White and Caribbean	
Any other Mixed background, please specify:	

Black:

African Congolese		African Nigerian	
African Somalian		Black Caribbean	
Any other African background, please specify:			
Any other Black background, please specify:			

Asian:

Bangladeshi			
Indian		Pakistani	
Any other Asian background, please specify:			

Chinese or other ethnic group:

Chinese	
Any other group, please specify:	