



THE **Leys**
CAMBRIDGE



HR COORDINATOR

candidate information

Head's *introduction*

At The Leys, we believe that school is not simply a preparation for life – it is life. That's why we aim to make every pupil's experience here rich with challenge, choice and opportunity. School should be a place of growth and discovery, where young people are encouraged to flourish emotionally, intellectually and socially. It's not a rehearsal for the future – it's a vital and vibrant part of the journey.

Founded in 1875 by the Methodist Conference, The Leys is the only co-educational boarding and day school in Cambridge. We are proud of our heritage, and we continue to uphold values such as kindness, courtesy, respect and integrity. But we are also a forward-thinking school, preparing young people for a world that is constantly evolving. Our location in the heart of one of the world's most dynamic academic and cultural cities gives us a unique advantage – Cambridge is not just where we are, it's part of who we are.

With around 570 pupils, The Leys offers an exceptional breadth of opportunity – from academic excellence to creative, sporting and leadership pursuits. At the same time, our scale allows us to know each pupil as an individual. This strong sense of community and personal attention is central to our ethos. It builds confidence – not just in the classroom, but in every aspect of school life. And that confidence, nurtured in a supportive and ambitious environment, is one of the most powerful gifts we can give our pupils.

I hope this pack gives you a sense of what makes The Leys so special, and we look forward to receiving your application.

Clare Ives
Head



HR COORDINATOR

We are looking for an enthusiastic and organised HR Coordinator to join our friendly HR team and deliver a responsive HR service for staff at The Leys School.

You will bring HR experience, strong communication skills, and a proactive approach to problem-solving. The role is varied and fast-paced, supporting colleagues across the school and contributing to key HR processes, including absence management, recruitment, and policy implementation.

We are looking for someone who:

- Has HR experience and demonstrates strong organisational skills
- Communicates effectively and builds positive relationships
- Thrives in a dynamic environment and handles sensitive issues with confidence

The ideal candidate will have significant experience of employee relations case management, particularly in areas such as sickness absence, performance issues, and probationary reviews. Experience within an educational setting would be advantageous, though not essential.

The successful candidate will be joining a dedicated, successful, and welcoming team of teaching and business professionals, committed to working together to combine their skills, experience, and insights to deliver an excellent education to our pupils. The Leys School is an extremely rewarding place to work. We hope you will take the time to look at our website to find out more about us.

If you would like to learn more about the role or have any questions before applying, please email recruitment@theleys.net for an informal discussion.





Welcome to *The Leys*



Life at The Leys

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.

Purpose

The Purpose of The Leys is to play our part in changing the world for the better.

We do this by making a positive difference to the lives, values and prospects of Leysians, by being professional, caring and rewarding in developing and managing our staff, by being a responsive and trusted partner to our parents, and by making a beneficial and sustainable contribution to the wider community

By foundation and structure, The Leys is a boarding community. We also place great value on being a “big, small school” embedded in the heart of Cambridge, and on giving Leysians a rich and rewarding academic and wider school experience – one they find valuable both intrinsically and in preparing for their futures. We seek, in the spirit of our Methodist founders and our Christian values, to send Leysians out into the world ready – academically, culturally, morally, physically, spiritually and socially – to live fulfilling lives which will make a positive contribution to society.

In order to achieve our Purpose, we aim to deliver an education which is built on three foundation stones: pastoral, academic and wider curricular. Whilst interconnected, ‘pastoral’ is accepted as pre-eminent, because pupils who feel supported and confident are able to flourish in all areas of the life of the school. Our teaching staff body all contribute to all three pillars of Leys School life, thus we all work together to ensure our pupils develop into happy, confident and well-rounded individuals ready to leave school and find their place in the world.

Pastoral Care

Pastoral Care is at the heart of what we do. We know that wellbeing is crucial to success in wider school life, and we all work together as a community to ensure that each pupil flourishes in school, feeling nurtured, supported and happy. Our House structure is central to this: all pupils are a member of a House throughout their time in school. Year 7 and 8 pupils are members of our junior house, Moulton, and then pupils in Year 9 and above join one of the eight boarding or three day houses. The vertical arrangement in the senior houses creates opportunity for pupils to support each other, and the houses are staffed with a Housemaster or Housemistress (HSM), an Assistant HSM, a Matron and a team of teaching staff. Pupils also have a tutor, who supports them with their wellbeing, academic progress and wider curricular involvement as they progress through the school. All staff are expected to contribute to our pastoral support of pupils, through tutoring, supporting the teaching of PHSE and undertaking weekly house duties.

THE SUNDAY TIMES

SCHOOLS GUIDE
2024

INDEPENDENT SECONDARY
SCHOOL OF THE YEAR
EAST ANGLIA



Wider Curriculum

The Wider Curriculum is an integral part of the school week for all pupils and staff, with a significant amount of time in the afternoons and early evenings devoted to it. In their time at The Leys, pupils are actively encouraged to experience a broad range of activities that will bring them a wide range of benefits; activities in which they find enjoyment and fun whilst developing skills, personal qualities and attitudes that are transferable to other areas of their life at school and beyond.

The Leys' Personal Development and Leadership programme (PDL) for pupils in Year 10 and above ensures that all pupils develop leadership, broaden their horizons and collaborate with their peers on projects, often trying to solve contemporary problems. Through our outstanding sporting, music and drama provision, pupils develop as confident and well-rounded young men and women, ready for life beyond school. Our broad and varied after school activities programme enables pupils to develop their interests, skills and strengths. Through this we aim to complement the pastoral and academic pillars of an all-round Leysian education alongside boosting the physical and mental well-being of all involved in the wider curriculum. All staff contribute to our extensive wider curriculum programme through involvement in games, PDL, outdoor education, and a wide range of clubs and activities.

Teaching and Learning

Education is about so much more than passing exams, and at The Leys pupils are encouraged to develop an understanding of their own learning, find their passions, curiosity, and develop a lifelong appetite for knowledge.

Pupils are supported in their learning by excellent teaching both inside and outside of the classroom, with academic enrichment and extension embedded into the culture of the school. We understand that teachers are individuals and that they will have their own ways of expressing their passion and interest in their subjects. The 2022 ISI comment that "Inspirational and creative teaching is a significant contributory factor to pupils' positive attitudes to learning" sums up the impact of that individuality. That said, we know that aspects change within education, and we just completed an exciting transition from Google Classroom to Microsoft Teams and OneNote. Pupils and staff all have a digital device, and pupils are used to working digitally as well as on paper.

Academic Attainment at The Leys is outstanding. This summer, the school achieved its best academic results on record at GCSE and close to best at A Level, placing us 67th in the Times Parent Power Rankings for independent schools nationally, and 84th for all schools. At GCSE 86% of all grades awarded were 9, 8 or 7, and 38% were graded 9, and at A Level 85% of results were grade A*-B. The School uses value added as an important measure of success and we are delighted that all our 2025 public examination results demonstrate that we added significant value to our pupils' academic attainment compared to similar schools: a testament to the hard work and dedication of both staff and pupils.



The Post

Main purpose of the role

To work pro-actively alongside the HR Director and the HR Administrator to deliver an effective and responsive HR function for the School. This includes ensuring compliance with safeguarding and safer recruitment requirements and supporting all aspects of human resource management.

The role has a strong operational focus and contributes to a wide range of responsibilities, including:

- Managing day-to-day HR processes such as absence and probation, employee relations, and policy implementation.
- Providing guidance and support to colleagues across the School on HR policies and procedures.
- Assisting with recruitment and selection processes as required.

Key Tasks

- Provide HR support to staff by responding to queries, resolving routine issues, and escalating complex matters to the HR Director where appropriate.
- Support recruitment processes for academic and support staff as required, including producing contractual documentation (offers, contracts, variations, and termination letters) and ensuring safer recruitment checks are completed.
- Maintain accurate employee records (digital and hard copy) in line with GDPR and legislative requirements, ensuring the HR database remains the authoritative source of staff information.
- Administer processes for probationary periods and the annual appraisal scheme.
- Coach and support line managers on School policies and procedures to enable informal resolution of employee issues.
- Manage absence cases, including maternity, identifying trigger points, producing reports, occupational health referrals, and phased returns.
- Attend disciplinary, grievance, capability hearings, or appeals as the HR representative where appropriate.
- Work with the Designated Safeguarding Lead (DSL) to ensure child protection training compliance and provide termly reports on outstanding training.
- Maintain up-to-date HR information and resources, including the HR SharePoint page and related materials, ensuring colleagues can easily access authoritative guidance.
- Assist with HR project work as agreed with the HR Director.
- Provide timely feedback and handovers to the HR Director as required to ensure continuity and effective HR processes.
- Keep up to date with employment law, HR trends, and best practice.
- Maintain confidentiality and discretion at all times.

The HR Coordinator will also be expected to provide cover for colleagues within the department during high volume periods and undertake the following duties as required, where these fall within the capability of the role:

- Oversee administration for new starters, leavers, and contract variations, ensuring operational and IT systems are updated accordingly.
- Ensure contractors, volunteers, and site visitors comply with safeguarding policies and DBS requirements.
- Work with the Finance Department to provide accurate and timely information for payroll processing.
- Support learning and development activities, including coordinating external training and assisting the HR Director in delivering HR-related training.
- Attend meetings and represent the HR department in working groups as required.
- Provide cover on Bursary Reception during School closure periods (holiday cover) and in the event of staff sickness, as part of the wider operational administrative team.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and take responsibility for safeguarding pupils.
- Follow the School's Staff Behaviour and Code of Conduct and maintain confidentiality.
- A duty to report and discuss any concerns about the safety or wellbeing of children with the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- Complete mandatory safeguarding training and maintain an appropriate level of knowledge as required by the School.

General Tasks

- Comply with all Health and Safety procedures and legislative requirements, working in a safe and organised manner.
- Ensure a safe and secure environment for pupils, staff, and visitors, meeting requirements under the Health & Safety at Work Act 1974 and COSHH.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- Adhere to and maintain School policies and procedures, working in line with the School's values and ethics.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- Undertake any other reasonable duties as requested by the HR Director, Head/Bursar, or other senior SMT members as appropriate.

Please note: The tasks, duties, and responsibilities outlined above are not exhaustive. The School reserves the right to instruct you to carry out additional duties or responsibilities that fall reasonably within the scope of this job description or are required to meet operational needs.

Person Specification

Criteria	Essential	Desirable
Qualifications/ Competency	<ul style="list-style-type: none"> • Relevant HR qualification (e.g., CIPD) or equivalent practical experience in a generalist HR role. • Working understanding of human resource principles, practices, and procedures. 	<ul style="list-style-type: none"> • CIPD Associate Member Level (or above).
Experience	<ul style="list-style-type: none"> • Proven experience in HR operations, including absence management, maternity, probation and employee relations. • Experience providing HR support across diverse staff groups. • Experience of using HR systems and reporting tools. 	<ul style="list-style-type: none"> • Previous experience in an educational or complex multi-stakeholder environment. • Familiarity with KCSIE and safeguarding compliance.
Skills	<ul style="list-style-type: none"> • Strong IT skills, including Microsoft Office and SharePoint. • Excellent communication skills with the ability to adapt style for different audiences. • Resilient with good problem-solving skills. • Efficient time management skills with a proven ability to meet deadlines. 	<ul style="list-style-type: none"> • Coaching or mediation skills.
Knowledge	<ul style="list-style-type: none"> • Good awareness of employment law and HR best practice. • Interpreting HR policies and procedures. • Case management of sickness absence, performance, probationary and other employee relation issues. • Understanding of safeguarding principles and safer recruitment requirements. 	<ul style="list-style-type: none"> • Familiarity with KCSIE and safeguarding compliance.
Attributes	<ul style="list-style-type: none"> • High respect for confidentiality. • Ability to manage sensitive issues with discretion and sound judgement. • A positive and proactive approach to work. • The ability to work accurately, with a high attention to detail. • Excellent organisational skills and able to prioritise workload. • Self-motivated but also be able to work as part of a team. • Able to use own initiative. • Demonstrate an ability to form excellent working relations with Managers and colleagues. • Flexibility and resilience to manage competing priorities in a fast-paced environment. • Commitment to safeguarding and safer recruitment principles. 	

How to *Apply*

If you are interested in applying, please submit a completed application form including covering letter, to Jacqui Anstee (HR Director), The Leys School, Cambridge, CB2 7AD (recruitment@theleys.net) by 09.00 on Wednesday 21 January 2026.

We reserve the right to interview and appoint prior to the advert closing date if a suitable candidate is found, therefore an early application is encouraged.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Before appointment to any role in the school, checks including an Enhanced DBS Check and workplace references will be undertaken in accordance with current statutory guidance. Evidence of eligibility to work in the UK is required.

The Foundation is committed to fostering an inclusive culture that promotes and values diversity and celebrates the diverse voice of our community. This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' for further details.





THE **Leys**
C A M B R I D G E