



MERCHANT TAYLORS'  
School

# *Head of HR*

From March 2026

Information for Candidates



## Welcome from the Head Master



We are delighted that you are interested in joining us at Merchant Taylors'. We are a highly successful day school for boys aged 11-18 situated in north-west London, close to Moor Park on the Metropolitan Line.

This is an exciting time for Merchant Taylors' School. The School delivers academic excellence by nurturing pupils' individual passions and interests, instilling a lifelong love of learning. At the heart of the School is its commitment to holistic education: offering the widest set of experiences to each pupil. An education at Merchant Taylors' is academic and challenging, but full of joy.

We hope this brochure gives you a sense of Merchant Taylors' School and the role you could play here. I warmly invite you to join us on this journey.

Yours sincerely,

**Simon Everson**

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*for you.*



## The School

Merchant Taylors' School is a leading independent day school offering an outstanding, all-round education for over 960 talented boys aged 11 to 18 years. Competition for places is fierce, and entry is by competitive assessment at 11+ and 16+. Merchant Taylors' Prep School caters for an additional 370 boys from 3 to 11 years of age offering a through-school experience for suitable boys.

Renowned for its high academic achievement, Merchant Taylors' pupils are intellectually able, curious and enthusiastic about learning. These qualities are fostered through an academically ambitious curriculum and forward-thinking teaching methods that seek to stretch, challenge and support boys in their studies. A wide range of co-curricular activities further inspires and develops the boys' skills, passions and interests, ensuring they develop as happy, confident individuals ready to make their mark on the world.

Public examination results are outstanding, the majority of students proceeding either to leading universities as well as medical schools in the UK or abroad. We pride ourselves on our outstanding pastoral care as well as our excellent academic results, and aspiration in all areas goes well beyond the norm, making Taylors' a particularly exciting and rewarding place to teach.



## History

Merchant Taylors' School has been one of the leading boys' schools in the UK since its foundation by the Merchant Taylors' Livery Company of the City of London in 1561. One of the nine great 'Clarendon schools', its alumni have achieved distinction throughout history. However, the School wears its heritage lightly, its strong sense of tradition very much at the service of the future. Through the Merchant Taylors' Educational Trust, it retains close links with other Merchant Taylors' schools, and with the Merchant Taylors' Company itself. Relocated from the City of London to Sandy Lodge, Northwood in 1933, the School sits on 280 acres of parkland, playing fields and lakes, all within easy reach of Central London, Middlesex, Buckinghamshire, and Hertfordshire.

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## Campus and Facilities

Merchant Taylors' is fortunate to have some of the finest school grounds in the country. With state-of-the-art facilities, it provides an exceptional educational environment for its pupils. Located in Moor Park in North London, Merchant Taylors' is just a 30-minute underground journey from Central London and is easily accessible from Hertfordshire, Middlesex and Buckinghamshire.

The School's impressive sporting infrastructure includes 60 acres of playing fields, a new world-class five-lane indoor cricket centre, cricket nets, ten cricket squares, a heated indoor pool, a large indoor sports hall, three floodlit all-weather hockey pitches, lakes for sailing and windsurfing, floodlit hard tennis courts, squash courts and an athletics track.

The state-of-the-art Design, Engineering and Technology building has university-standard equipment.

The Performing Arts are well catered for with rehearsals, recitals, chamber concerts and recordings taking place in the bespoke Recital Hall, while major concerts are given in the Great Hall. The Studio Theatre provides another rehearsal and performance space for plays throughout the year.

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## The Person

We are seeking an outstanding Head of Human Resources to lead the strategic and operational human resources function for the school, ensuring high standards of compliance, safeguarding, staff development and employee experience. Reporting to the Bursar and working closely with the Head Master and Senior Leadership Team, the postholder will ensure that HR policies, processes and culture fully support the School's strategic objectives.

The role combines strategic input with hands-on operational delivery and requires an individual who can build trusted relationships across all levels of the organisation.

## Summary of Responsibilities

### Strategic Leadership

- Develop and deliver the school's HR strategy in line with educational, regulatory, and organisational priorities.
- Act as a strategic adviser to the Headmaster, Head of Prep, Bursar, Senior Leadership Team (SLT), and Governors on HR matters.
- Through continuous professional development and membership of the CIPD, maintain awareness of employment legislation and brief the Bursar on emerging changes.
- Use HR metrics and workforce data to inform decision-making and long-term planning.

### Recruitment and Selection

- Oversee staff recruiting across the Senior School in liaison with Line Managers.
- Ensure safer recruitment practices in full compliance with Keeping Children Safe in Education (KCSIE) and ISI inspection requirements.

### Employee Relations

- Provide expert advice on employee relations matters, including disciplinary, grievance, absence management, performance issues, and mediation.
- Ensure fair, consistent, and legally compliant handling of all staff issues.
- Support senior leaders with complex casework.

### HR Operations & Compliance

- Ensure the Senior School Single Central Register (SCR) is accurate, compliant, and ready for ISI Inspection at all times and oversee similar compliance at the Prep School.
- Oversee HR policies and procedures, ensuring alignment with employment law, education-specific regulations, and best practice.
- Manage the updating and maintenance of MTS Employment Manual, contracts of employment templates and HR documentation are legally compliant and aligned to best practices in the education sector.

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- Manage HR systems, data protection compliance (UK GDPR), payroll liaison, and contractual documentation.
- Oversee the effective maintenance of accurate records of holiday, sickness and absence for all staff in conjunction with the Payroll Manager and the Bursar's Secretary Assistant.
- Maintain and improve the effectiveness of HR processes and procedures.
- Management of information and input into annual census reports e.g. ISC and Department of Education annual census.

## Pay, Reward & Conditions

- Work collaboratively with the Head of Finance to oversee pay frameworks, job evaluation, benefits schemes, and annual salary review processes.
- Benchmark roles within the independent school sector to ensure competitiveness.
- Provide guidance on working time regulations, term-time-only contracts, holiday pay, and teacher/support staff conditions of service.

## Learning & Development

- Implement professional development strategies to support high-quality teaching and support staff performance in conjunction with SLT.
- Identify training needs, appropriate support staff training packages and oversee delivery of mandatory training.
- Support leadership development and performance review processes.

## Safeguarding

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master.

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## Person Specification

### Qualifications

	Essential	Desirable	Method of Assessment
CIPD Level 7 (or working towards) or equivalent senior HR qualification/experience.	✓		Production of the Applicant's certificates  Discussion at interview  Independent verification of qualifications

### Experience

	Essential	Desirable	Method of Assessment
Extensive HR leadership experience, preferably within education or similarly regulated environments	✓		Contents of the Application form  Interview
Managing complex employee relations casework including disciplinary, grievance, absence, restructuring, and capability processes	✓		Practical task at interview  Professional references
Developing HR policies, procedures, and workforce strategies.	✓		
Leading and developing HR teams	✓		
Working closely with senior leaders and governing bodies/boards	✓		
Experience working in an independent school or multi-site educational setting.		✓	
Implementation or optimisation of HR management information systems (HRIS)		✓	

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## Skills

	Essential	Desirable	Method of Assessment
Strong leadership and people-management skills.	✓		Contents of the Application form
Excellent written and verbal communication.	✓		
Strong organisational, analytical, and decision-making abilities	✓		Interview
Competent in HR systems, Microsoft Office, and data analysis tools.	✓		Practical task at interview
			Professional references

## Knowledge

	Essential	Desirable	Method of Assessment
Strong knowledge of UK employment law, best practice and safer recruitment requirements.	✓		Contents of the Application form
Knowledge of UK GDPR and data protection requirements in HR practice	✓		Interview
Knowledge of ISI inspections and SCR management		✓	Practical task at interview
			Professional references

## Personal competencies, qualities, attitude and behaviours

	Essential	Desirable	Method of Assessment
Ability to work with discretion, sensitivity, and absolute confidentiality.	✓		Contents of the application form
Calm, resilient, and composed under pressure.	✓		
Fair, consistent, and balanced judgement	✓		Interview
Motivation to work with children and young people.	✓		
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	✓		Practical task at interview
Emotional resilience in working with challenging behaviours.	✓		
Positive attitude to use of authority and maintaining discipline	✓		
			Professional references

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## Conditions & Benefits

### General Conditions

Start date: March 2026

Hours: 8:00am – 4.30pm with a one hour unpaid lunch break (37.5 hours per week)

Salary: starting from £60,000 per annum (dependent on qualifications, skills and relevant experience)

### Other Benefits

- 25 days per annum plus public holidays
- 15% employer contribution to a defined contribution pension scheme (3% employee contribution)
- Life cover 4 x annual salary and income protection
- Access to a cash flexible benefit in lieu of pension contribution
- Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider
- Staff fee remission on school fees (subject to admissions criteria).
- Use of School leisure facilities, including pool, gym and fishing lakes.
- Lunch provided free of charge when the School Catering Department is open.
- Free parking on site, with access to electric vehicle charging (payable via app).
- Support for professional development and professional membership fees.

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## The Process

Please complete an application form and an accompanying letter (maximum 500 words) outlining your suitability for the post; you may wish to include a brief CV.

Applications to be submitted by 10am on 22 January 2026

First round interviews to be held during w/c 26 January 2026

Final interviews to be held 4 February 2026

If you have any questions regarding the role, please reach out [recruitment@mtsn.org.uk](mailto:recruitment@mtsn.org.uk)

Applications to (email or post):  
Recruitment Officer,  
Merchant Taylors' School,  
Sandy Lodge,  
Northwood,  
Middlesex,  
HA6 2HT  
Email: [recruitment@mtsn.org.uk](mailto:recruitment@mtsn.org.uk)

Merchant Taylors' School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. This role will bring you into contact with children, you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

### How we use your information

We will use the information which you provided, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children ).

Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website.

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