



# Fettes College

## Director of Human Resources



A place to **live.** A place to **learn.** A place to **grow.**

### THE ROLE

An exciting opportunity has arisen for a Director of Human Resources to join Fettes College to assume full responsibility for the ongoing development and management of the Human Resources function. Reporting to the Bursar and working closely with the Senior Leadership Team (SLT), the role is supported by a Human Resources Team comprising an HR Business Partner and an HR Administrator.

The key accountabilities of the role are set out below:

#### Human Resources Strategy

- Work with the Bursar, Head and Governors to develop the School's Human Resources strategy, specifically around:
  - succession planning;
  - structure, workforce and people strategy;
  - culture and engagement; and
  - HR's role in organisational change;
- Develop and maintain Human Resources policies and procedures in line with the school's strategy.

#### Human Resources Delivery

- Oversee the delivery of high-quality advice and HR support from the HR Business Partner and HR Administrator, embedding HR at all levels in the College;
- Ensure compliance with regulatory requirements, e.g. Disclosure Scotland PVG system, Right to Work checks, etc.
- Support and coach the development of managers to be the best people managers they can be, including developing a suite of "management toolkits".

#### Relationship Management

- Manage issues of inter-employee relationships to an appropriate conclusion to include communication with relevant parties;
- Provide employment advice and practical support to senior managers;
- Undertake and attend disciplinary and grievance investigations and/or chair disciplinary and grievance hearings or appeals, as appropriate, acting as an adviser when required;
- Seek and assess appropriate professional employment advice when required.

#### Performance Management

- Support the Head and senior teaching staff in the delivery of the teacher personal career development review;
- Support the Bursar and the Operational Managers to ensure that the annual appraisal process for Operational staff is delivered in a meaningful way, tracking and monitoring training and development needs;
- Develop an effective continuing professional development (CPD) strategy for all staff with supporting policies and procedures;

- Maintain oversight of the effective CPD management of staff from induction, through probation to performance appraisal and development;
- Advise senior managers and academic heads of department on the correct procedures to be followed in managing staff performance including absence and sickness.

#### Training and Development

- Develop and manage the school's staff training and development strategy and policies for operational staff;
- Support the school's senior management in the effective induction of all new staff;
- Advise the Head and Bursar on appropriate staff training and development procedures to develop and retain talent.

#### Human Resources Processes and Information Systems

- Ensure that the HR Team maintains accurate personnel records (Ciphr) and complies with all applicable regulations;
- Lead the team to oversee the onboarding, induction and probation processes.

#### Employment Legislation

- Keep up to date with changes in employment legislation, guidance and good practice and advise the school accordingly;
- Ensure compliance with employment legislation, guidance and good practice, regulatory requirements and the school's policies;
- Ensure all terms and conditions, Health and Safety, Staff handbook and other policy documentation are legally compliant, regularly updated and communicated to department heads (as appropriate);
- Keep abreast of current trends within the sector, including engagement with trades unions;
- Support departments with the hiring of consultants, peripatetic staff, etc. through the use of Self-Employed Agreements.

#### Communication

- Ensure effective communication with all staff on Human Resources and other relevant matters;
- Attend and present at INSET and other meetings;
- Seek to build long-term relationships across all levels of the organisation and promote a positive vision of the Human Resources function.

## Employee Resourcing and Recruitment

- Lead and deliver resourcing plans to attract candidates with potential, ensuring that the HR Teams support the full recruitment cycle;
- Participate in interviews, etc. for key positions;
- Oversee the production of all HR-related paperwork, e.g. offer letters, contracts of employment, etc.;
- Support departments with tools to aid the recruitment of their team members, including ensuring Safer Recruitment compliance;
- Assist the senior management of the school to develop and deliver a succession and staff plan to meet future School requirements;
- Oversee the PVG process through Disclosure Scotland and ensure all right to work checks are undertaken.

## Leadership

- Provide a clear sense of direction to achieve the Human Resources strategy and plans;
- Act as a role model and coach and inspire with energy and enthusiasm.

## Compensation and Benefits

- Support the payroll department by ensuring the HR function provides timely, clear remuneration information;
- Help to lead the operational staff remuneration review process prior to the Bursar making a recommendation to Governors;
- Support the teaching staff remuneration process prior to the recommendation to Governors.

## Other

- Provide reports, information, etc. to assist in decision making, completion of surveys, etc.
- Manage the process involved with the allocation of Fettes-owned residential accommodation, e.g. Varsity apartments and houses, East Lodge, etc. in conjunction with the Head/Bursar and Estates/Housekeeping;
- Undertake continuous professional development as required;
- Work always within the school's policies and procedures, ensuring compliance, inter alia, with the School's Safer Recruitment Policy, Safeguarding Policy and Child Protection procedures and Codes of Conduct, the School's Health and Safety Policy.

## PERSON SPECIFICATION

### Knowledge and Experience

#### Essential

- Significant experience in Human Resources management including structural review and implementation, as well as the development and implementation of new policies and procedures and direct management of HR casework
- Detailed knowledge of Employment law and HR practice and how to apply this in the workplace
- Track record of delivering against objectives
- Ability to manage a team, as well as multiple stakeholders and to interact well with people
- Ability to work independently
- An excellent standard of literacy and numeracy

#### Desirable

- Experience of having operated in a standalone, senior Human Resources role in a multi-faceted business
- Experience of HR management information systems
- Educated to degree level or equivalent and Chartered CIPD membership
- Experience of working in an education environment
- Evidence of continuous professional development
- Awareness of the importance of safeguarding and safer recruitment

#### Skills and Attributes

- Excellent interpersonal and communication skills
- Highly motivated with a proactive and creative approach to work
- Ability to influence and provide management coaching
- Strong business acumen and commercial awareness
- Strong attention to detail
- Excellent time management skills
- Professional manner and approach
- Excellent IT skills

Fettes College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## BENEFITS

This is a permanent full-time role, working 37.5 hours per week Monday to Friday (8.30 am to 5 pm, with a one-hour unpaid lunch break) and occasional weekend and evening working as required, including attending specific events, etc. The nature of a boarding school means that you may be called on outwith normal working hours to support the SLT.

Annual Salary: Up to £80,000 depending on experience

Staff Benefits: In addition to being part of a great team you will be entitled to a range of benefits that include:

- 30 days holidays and 8 days public holidays, generally taken outside term time.
- Parking within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving several routes across the city and to rail stations.
- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.
- Free lunchtime meals during term time, and at other times when catering is provided, and you are on duty.
- Life insurance scheme (3x base salary).
- Excellent Employee Assistance Programme (EAP).
- You will be opted into the Fettes College Pension Plan after 3 months' service. This scheme is a money purchase one, operating as a salary exchange plan. The College will contribute to the scheme a minimum of 8% and you will contribute a minimum of 2%. Fettes operate a contribution matching scheme up to 12% of base salary.
- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our 4me benefits portal.

## Application Process

The closing date for applications for this role is Wednesday 4<sup>th</sup> March 2026. Interviews will be held in the w/c 9<sup>th</sup> March 2026. To apply please go to our website and follow the link for this vacancy: [www.fettes.com](http://www.fettes.com).

All applicants are asked to provide, as well as a CV, a cover letter setting out how you meet the person specification and what you feel you can bring to this role. Our Bursar, Peter Worlledge, is available to have an informal conversation with any potential candidate prior to applying. If this is of interest to you, please contact [recruitment@fettes.com](mailto:recruitment@fettes.com) to arrange a time to speak with Peter.

An offer of employment will be subject to two satisfactory references and a clean report being obtained from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any questions about how this might work for you, please contact Anushka Chakravarty (Deputy Head (Academic) at [A.Chakravarty@fettes.com](mailto:A.Chakravarty@fettes.com).

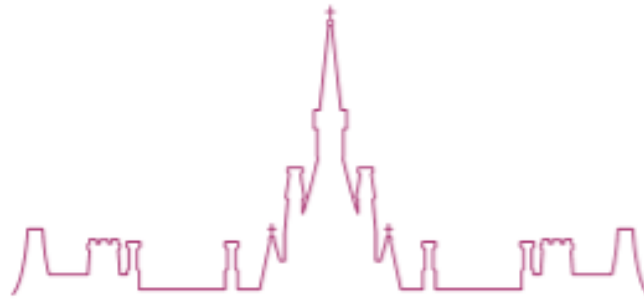




### About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with our Prep School from age 5-13, with a Pre-Prep for 5-7 and a Prep School from 7+. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing their students with '*A place to live. A place to learn. A place to grow*'. Founded by Sir William Fettes in 1870, it was originally a boys school and started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, made up of just under 700 students and over 300 dedicated staff.





# Fettes Moving Forward

## Our vision

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

*You can discover our vision – and how it shapes and informs our future – at [Fettes.com/vision](https://fettes.com/vision)*

