



**MHS**  
Reigate

HR OFFICER  
**CANDIDATE PACK**

Moon Hall School is a leading independent day school in Reigate for bright dyslexic children aged 7-16. We are specialists in teaching pupils with specific learning differences and provide tailored education that nurtures confidence, creativity and academic success. We pride ourselves on:

- Outstanding pupil support and small class sizes
- A nurturing, warm and inclusive atmosphere
- Innovative teaching practices and a commitment to pupil wellbeing
- Nationally recognised leadership in dyslexia education
- A vibrant and growing school community with exciting future development - including sixth form, international centres and CPD training hubs

Moon Hall is not just a school - it is a movement to reshape the way we see learning differences.

# MOON HALL

# INTRODUCTION



Moon Hall School's history started in 1985 when the school was set up by Mrs Berry Baker. Mrs Baker recognised that local schools were not able to provide an appropriate and positive environment for her eight-year-old dyslexic son. They did not have the knowledge required to help him and meet his specific learning needs; although a bright child, mainstream schools did not understand his learning style, and he had not responded well to their teaching methods or provision. Mrs Baker was already a qualified teacher and encouraged by a friend, also with a dyslexic child, she established a school in her own home, Moon Hall. Within four years she had twelve pupils, the maximum permitted for home teaching. With more applicants than places, a move was necessary. Mrs Baker and the other parents of the original Moon Hall students realised that the interests of the children would best be served if they could have all the skills of a specialist dyslexia school within mainstream education. Moon Hall School, Reigate is now well established on-site at Burys Court and provides a full GCSE curriculum together with a wide range of sporting and other activities. Since the first lessons at the kitchen table, our ethos and values remain and over 1000 children have benefitted from a Moon Hall education. Our remit is to provide the environment, understanding and strategies to equip bright children with the confidence and ability to overcome the barriers they will face.

## OUR AIMS AND ETHOS

Moon Hall School, Reigate provides a supportive school environment for dyslexic children where expectations for diligence and achievement are high. We enable our pupils to take full advantage of their intellect and talents by learning how to manage their dyslexia.

## OUR VALUES

Our ethos is underpinned by the basic values of: Tolerance Courage Respect Resilience Integrity. We practise and teach our pupils these values as well as those of democracy, diversity and equal opportunity. We welcome pupils of all religions and of none. We know that in the right environment, with the right support and encouragement, all our pupils are capable of achieving their potential, both in their personal development and academically. Our pupils are girls and boys, aged 7-16, from many of the Southeast counties. The pupils are encouraged to embrace their wonderful and often creative way of thinking and celebrate - not fear - their dyslexia. Our school's primary purpose is to educate and support our pupils and to ensure their wellbeing. We can only achieve these objectives for our pupils with highly committed, professional staff. We aim to work as a collegiate organisation with mutual respect for and reliance on, the contribution made by each other. Our staff have the knowledge and expertise to help our pupils succeed and excel in the learning environment that we provide. As a school, we understand the difference and know how to make a difference.



**JOB TITLE:** HR Officer

**RESPONSIBLE TO:** Chief Operating Officer

## **THE ROLE:**

The HR Officer is responsible for leading and delivering a comprehensive human resources service across the school. The postholder will provide professional HR advice and support to senior leaders, managers, and staff, ensuring compliance with employment legislation, safeguarding requirements, school policies, and best practice.

The role supports the recruitment, retention, development, wellbeing, and performance management of all employees, contributing to a positive and effective working environment that enables high-quality education outcomes.

### **Key Responsibilities**

#### **HR Strategy and Advisory Support**

- Provide expert HR advice and guidance to the Headteacher, Senior Leadership Team, and line managers.
- Support the development and implementation of HR strategies aligned with the school's objectives.
- Review and update HR policies and procedures in line with employment legislation and education sector best practice.
- Promote equality, diversity, inclusion, and employee wellbeing initiatives.

#### **Recruitment and Onboarding**

- Manage end-to-end recruitment processes, including advertising vacancies, shortlisting support, interview coordination, and appointment administration.
- Ensure all safer recruitment practices are followed in accordance with statutory guidance.
- Oversee pre-employment checks, including references, DBS checks, right-to-work verification, and qualification checks.
- Coordinate induction programmes for new employees.

#### **Employee Relations**

- Advise managers on disciplinary, grievance, capability, attendance management, and performance matters.
- Support and coordinate formal HR casework, investigations, hearings, and appeals.
- Maintain accurate records and ensure procedural compliance.
- Liaise with external HR advisers, legal representatives, and trade unions as required.





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### **Workforce Administration**

- Maintain accurate employee records and HR systems.
- Oversee the preparation and management of employment contracts, contract variations, and staff correspondence.
- Monitor staffing establishment, vacancies, and workforce data.
- Produce HR reports and management information for senior leaders and governors.

### **Payroll and Benefits**

- Work closely with payroll providers to ensure accurate and timely processing of salary changes and contractual amendments.
- Monitor employee benefits, pensions, and statutory entitlements.
- Resolve payroll-related queries in collaboration with relevant stakeholders.

### **Performance and Professional Development**

- Support the school's appraisal and performance management processes.
- Coordinate staff training and development programmes.
- Monitor mandatory training compliance, including safeguarding and health and safety requirements.
- Assist with succession planning and workforce development initiatives.

### **Compliance and Safeguarding**

- Ensure compliance with employment legislation, safeguarding requirements, GDPR, and school policies.
- Maintain the Single Central Record in accordance with statutory requirements.
- Support safeguarding audits and inspections.
- Ensure confidentiality and appropriate handling of sensitive information at all times.

### **Health, Safety and Wellbeing**

- Promote employee wellbeing and attendance initiatives.
- Monitor sickness absence and provide management reports.
- Coordinate occupational health referrals and return-to-work processes.
- Support the implementation of wellbeing programmes across the school.





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### **General Responsibilities**

- Contribute to the wider life and ethos of the school.
- Attend relevant meetings and training as required.
- Maintain professional standards and confidentiality.
- Undertake other duties commensurate with the grade and responsibilities of the post.

### **General Administration**

- Reception cover if/when required
- Filing and maintaining record of annual leave requests from support staff
- Opening post and fielding phone calls
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### **Within the School**

- Undertake a share of school duties as may reasonably be requested by the Executive Headteacher; general, administrative, supervisory.
- Attend major school events, promoting the ethos and reputation of the school to pupils, parents, and other external organisations
- Adhere to all school policies
- Safeguard the health and safety of self and others and comply with the school's Health and Safety Policy
- Promote and safeguard the welfare of all pupils that you meet
- Maintain high professional standards and maintain positive relationships with colleagues, pupils, and parents

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Executive Headteacher to carry out appropriate duties within the context of the job, skills and grade.



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## SKILLS AND COMPETENCIES REQUIRED

### ESSENTIAL

CIPD Level 5 qualification or equivalent HR qualification.

Significant HR experience in a managerial or advisory role.

Experience managing recruitment, employee relations, and performance management processes.

Experience maintaining confidential personnel records and HR systems.

### DESIRABLE

CIPD Level 7 qualification.

Previous experience working within an educational environment.

Knowledge of school workforce regulations and education sector HR practices.

Experience using school management information systems and payroll systems



## GENERAL REQUIREMENTS

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You comply with Moon Hall School's legal duties for Health and Safety. It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Moon Hall School is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with School and local Safeguarding Board stipulations

The logo for Moon Hall School (MHS) Reigate. It features a dark blue shield-shaped background with a yellow border. The letters "MHS" are written in a large, white, bold, sans-serif font at the top. Below "MHS", the word "Reigate" is written in a smaller, yellow, sans-serif font.

**START DATE: JULY 2026**



## GENERAL REQUIREMENTS

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Moon Hall School exists to provide a quality all round education for pupils aged 7 - 16 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. We may also carry out online searches for shortlisted candidates.

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