



## KING WILLIAM'S COLLEGE

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**Title:** HR Manager  
**Reports to:** Chief Operating Officer  
**Department Team:** Human Resources  
**Job location:** King William's College



King William's College and The Buchan School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The successful candidate will also require satisfactory references and confirmation of education. A medical examination may be required. If necessary this will be undertaken at the expense of King William's College. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection 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, he/she must report any concerns to the Head.



### The School

King William's College was opened in 1833 through public subscription and the support of Bishop Barrow's Charity, which itself had been founded in 1668. For most of its history, the school operated primarily as a boys' boarding school supplemented by day boys. Girls were first admitted to the Sixth Form in the late seventies and the school became fully co-educational in 1987. In 1991, King William's College merged with The Buchan School, (situated in Castletown and founded in 1875), to provide education for young ladies, also under the auspices of Bishop Barrow's Charity.

The two sites now constitute one school administered by a single Board of Governors and with the same overall vision and ethos. The sites are less than two miles apart and The Buchan School provides Nursery and Prep curricula for children from 2 years to 11 years of age. King William's College provides a non-selective education up to IGCSE and all Sixth Form students take the International Baccalaureate Diploma. There are currently around 70 children at The Buchan Nursery, 162 at The Buchan School and 383 at King William's College. There are two boarding houses at College with around 86 boarders of which about 50 are International. The School is a Church of England Foundation although the pupil body includes those of many faiths.

The School is run on year-group lines for academic purposes while the House system has been retained for social interaction including Drama, Music and Sport. In 2002 King William's College began teaching the International Baccalaureate Diploma. Since then close to 1000 students have studied the Diploma with us and we have become one of the largest and most successful IB schools in Britain. We believe that it is an excellent preparation for both university and life beyond and it is the only qualification we offer in the Sixth Form.

The King William's College enjoys a magnificent setting facing Castletown Bay in the south of the Island. The site is dominated by the main school building with its quadrangle and clock tower. The Buchan site is constructed around an early Victorian country house, in a pleasant parkland setting on the edge of Castletown.

## The Role

We are currently looking for an experienced HR Manager to work in a standalone role with responsibility and accountability for the full employee life cycle. The successful candidate will oversee HR in an educational environment.

The goal will be to provide excellent assistance and support to employees and managers. The successful candidate will need a flexible approach to their working hours and demonstrate a willingness to meet with Employees, Managers and Senior Leadership team.

You will need experience of working in a fast-paced environment, providing first level advice on HR policies and procedures, employment law and employee relations issues. Plus, the ability to multitask and deal with a range of incoming enquires – organisation is key to the success of this role.

There will also be a requirement to work closely with the payroll department to ensure employee information is kept up to date, you will be responsible for administrative tasks and you'll contribute to continuing development of staff welfare within the Schools.

## Key Duties and Responsibilities

- Provide managers and heads of departments with advice on all HR related matters
- Proactively look into ideas and initiatives to improve HR processes and working environment
- Support the development and implementation of HR initiatives and systems
- Provide guidance to line managers and heads of departments on policies and procedures
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process, collaborates with departmental managers to understand skills and competencies required for openings.
- Create and implement effective onboarding plans in line with the Safer Recruitment policy
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records (attendance, sickness data etc.) according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance
- Conducts or acquires safeguarding checks and employee eligibility verifications.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from employees, and management, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with local Isle of Man employment legislation, and recommended best practices; reviews policies and practices to maintain compliance.
- Performs other duties as assigned.

## Skills & Experience Required

- Good knowledge and understanding of the Isle of Man Employment Legislation
- Must have previous experience as a HR Manager
- Knowledge of HR functions (pay & benefits, recruitment, training & development)
- Excellent verbal and written communication skills.
- CIPD qualified to Level 5
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems

This job description is not exhaustive or exclusive. It may be changed with the needs of the service, but only with the prior consultation with the post holder.

## Confidentiality

It is expected that the post holder will maintain a high standard of confidentiality in all of his/ her duties

## Probationary Period

This post carries a probationary period of six months

## Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Contributory Personal Pension Scheme
- 25 days annual leave plus statutory public holidays
- General Life Assurance
- Private Healthcare
- Free Car Parking

## Remuneration

King William's College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed. A remission for academic tuition fees are available for the successful applicant's children when they enrol at The Buchan School or at King William's College. The appointment is pensionable and the College participates in a contributory pension scheme.

## Applications

A completed application form together with a covering letter should be submitted by post to: Head of HR, HR Department, King William's College, Castletown, Isle of Man, IM9 1TP or by email to: [hr@kwc.im](mailto:hr@kwc.im)

