



BRIGHTON  
COLLEGE

*Join us:*  
Deputy Head of HR

CLOSING DATE 9AM 30 MAY 2025

# UK SCHOOL OF THE DECADE





# About the College

Established in 1845, the College has grown exponentially in recent years. The Principal Richard Cairns, a recent *Tatler* UK Head of the Year, has been in post since 2006 and under his leadership pupil numbers have doubled.

Results are consistently excellent. In 2024, our pupils achieved the best A-level results in the UK and Brighton College was awarded an unprecedented three accolades by The Sunday Times: UK Boarding School of the Year, Top School in the UK for A-levels and Top Academic School in South East England.

The school site in Kemptown has seen the addition of stunning new facilities, sustainably designed by leading international architects, with recent investment well in excess of £100 million. These include the Nicola Leach Music School and Sarah Abraham Recital Hall (2015), the Yeoh Building teaching complex (2017), the School of Science and Sport (2020) and The Richard Cairns

Building (2024), a stunning new performing arts and Sixth Form Centre, with a 400-seat theatre and Global Futures hub.

World-class facilities enable us to share a huge variety of opportunities with pupils and allow for innovative and exciting approaches to teaching and learning.

We believe that we are a part of society, not apart from it, and so activism and community involvement are key parts of the curriculum. We have a thriving volunteer programme, driven by pupils, and are proud of our progressive stand on diversity, equality and inclusion.

Brighton College also has a family of schools, which includes our three Sussex prep schools, Brighton College Prep School, Brighton College Prep Handcross and St Christopher's, and our London prep school, Brighton College Prep Kensington. Overseas, we have opened schools in Abu Dhabi, Al Ain,

Dubai, Bangkok, Singapore and Vietnam.

Our approach to education is regularly celebrated. As well as being named 'UK School of the Decade', we have been named 'School of the Year' twice by The Sunday Times, and The Week named us 'Most forward-thinking school in Britain' for two years running in 2017 and 2018, 'Best in the UK for STEM' in 2020 and 2024, and awarded us 'Best Sixth Form in Britain' in their 2025 Awards.

Our most recent ISI inspection in November 2024 gave us a glowing report and two areas of 'significant strength', the first highlighting the brilliance of the school's enriching curriculum, activities programme, focus on academic excellence and co-curricular programme.

We hope that you will want to come and join the fantastic group of professionals who work here.

# About the Role

## Background

Applications are invited from senior, experienced HR and Payroll generalists who are ready to take the next step in their career.

We are looking for a collaborative team-player who will work alongside the Head of HR and Head of Payroll and Pensions to lead a talented team of HR and Payroll professionals.

This is an exciting time to join us as we implement a new integrated HR and Payroll system, which will be a springboard to revolutionise the way both teams work. Indeed, a key objective for your first year in post will be a comprehensive review of existing transactional processes alongside the implementation of the system. Investment in a fully automated, integrated system will enable transformative change for both teams, reducing administrative burdens and enabling teams to provide the value-added service that support organisational change.

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## The Role

In the new role of Deputy Head of HR, you will be responsible for the delivery of end-to-end transactional services, ensuring efficient, effective and high-quality processes across the whole employee lifecycle. You will lead the new HR and Payroll system project, acting as the 'informed customer' and key interface between Brighton College and the third-party implementation provider.

Reporting to the Head of HR, you will have a close working relationship with the Head of Payroll and Pensions. In turn, you will line manage the Assistant Head of HR (Operations), Head of Compliance, Head of Recruitment and the Payroll Manager. The role will also sit within the 'BSMT' (Bursar's Senior Management Team) as a senior position within the wider support staff function of Brighton College.





## Key Duties

- To play a significant role in the leadership and on-going development of the HR and Payroll functions.
- Your immediate focus will be to take the lead in implementing the integrated HR and Payroll system.
- Working collaboratively with the HR and Payroll teams as you review how current administrative practices can be streamlined.
- Your experience of working in a fast-paced, people-focused environment will enable you to manage business as usual, alongside driving continuous improvement and reducing time-intensive manual processes to allow for greater value-added service.
- You will support the Head of HR and Head of Payroll and Pensions with managing key projects, including casework and supporting our international schools.
- You will deputise for the Head of HR and the Head of Payroll and Pensions as required.

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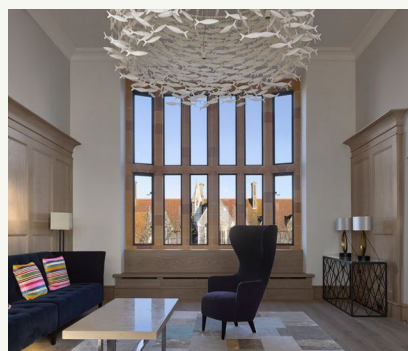
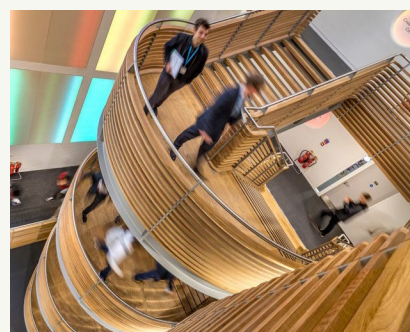
## Person Specification

### Essential:

- CIPD level 7 or equivalent.
- Significant experience of working in a complex and fast-paced environment.
- Strong IT skills and the ability to think analytically to both innovate and problem-solve.
- Experience of overseeing transactional payroll processes.
- Strong interpersonal skills to lead, manage and motivate.
- Previous strategic HR experience.
- Resilience, drive and ambition.

### Preferable:

- Experience of working in an independent school.
- Experience of system implementation.
- Experience of working within a regulated environment.



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## Hours of Work

Monday to Friday, 8.00am to 5.00pm with a 60-minute unpaid lunch break (40 hours per week) and occasional weekend working.

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## Remuneration

A salary in the range of £70,000 - £80,000 will be offered depending on skills and experience.

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## Holidays

25 days + 3 days taken in the closure period between Christmas and New Year, plus bank holidays.

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## Benefits

- Contributory pension scheme with matching contributions from the employer up to 9%, which all eligible employees will be automatically enrolled into within three months of commencement of employment.
- Life Cover is provided whilst working at Brighton College after successfully passing probation period.
- Complimentary lunch is provided.
- Free tickets to the College's music, dance and drama performances.
- Job specific learning and development programme available to all employees.
- Employee benefit and rewards platform with a wide range of discounts, employee benefits and wellbeing resources.

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## Wellbeing

- Subsidised gym membership for the School of Science and Sport is available, which includes access to yoga and Pilates classes, meditation sessions and use of the gym and swimming pool.
- Personalised health and wellbeing consultations.
- Generous sickness policy.
- Access to books, magazines and DVDs from the College Library.
- Comprehensive wellbeing package.



# The *Application* Process

Saxton Bampfylde Ltd is acting as an employment agency advisor to Brighton College on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code FBTYA.

Click on the 'apply' button and follow the instructions to submit an application and complete the online equal opportunities monitoring\* form.

The closing date for applications is 9am on Friday 30th May 2025.

First round interviews will take place on 9<sup>th</sup> June.

Final round interviews will take place during w/c 16<sup>th</sup> June.

\*The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application.

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## Safeguarding and Equal Opportunities

Brighton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to successfully completing

pre-employment checks, including an enhanced DBS disclosure, the receipt of satisfactory references, the College's pre-employment medical questionnaire, relevant original ID documentation and examination certificates.

The 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.

The College is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity. Our full equal opportunities policy is available on the 'Careers' page of our website.

## Data Protection

According to GDPR guidelines, Saxton Bampfylde Ltd are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.