



The Fernwood School

High Achievement with Care & Discipline for All

Human Resources Manager

Job Description and Person Specification

Pay Grade – F10 (1-4)
£53,281 - £57,979

FTE (37 Hours per week)
All Year Round
Holidays =
33 days (including bank holidays)

Start: September 2026 or earlier



Responsible To : The Headteacher/CEO

Responsible For: The Leadership of all aspects of Human Resources

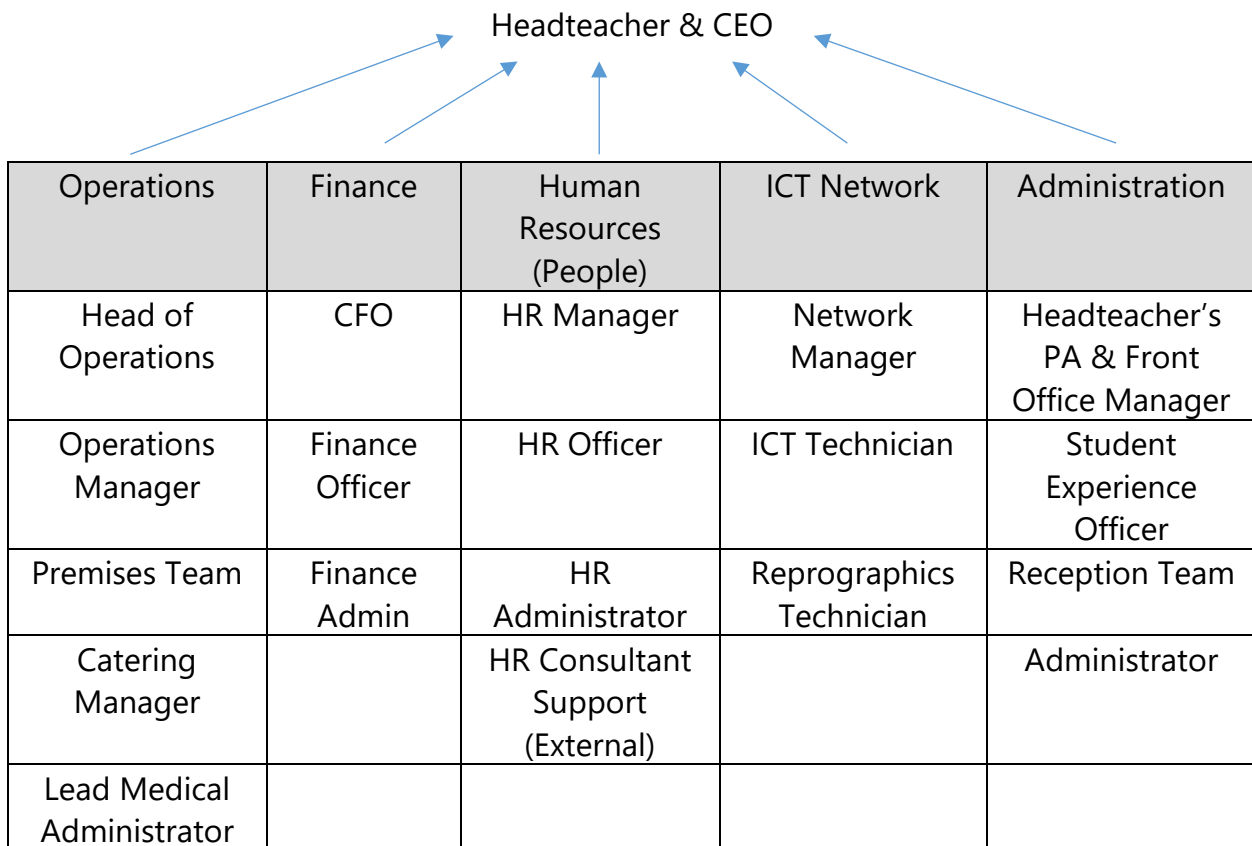
Job Purpose : The HR Manager will lead and strategically develop all aspects of human resources within the academy, ensuring the delivery of a professional, efficient and compliant HR service that supports the school’s strategic priorities and long term development.

Principle Duties and Responsibilities : The role is responsible for overseeing recruitment, employee relations, performance management, safeguarding compliance, staff wellbeing, and HR policy implementation, helping to create a positive and high-performing working environment that enables staff and students to achieve their full potential.

Staff Line Management Responsibilities for :

- The HR Officer (Term Time + 3 weeks)
- The HR Administrator (Term Time + 2 weeks)

Operations - Lines of Reporting Structure :





Main Duties and Responsibilities

Strategic HR Leadership

- Support senior leaders in the development and implementation of the academy's people strategy.
- Provide professional HR advice and guidance to leaders and managers on employment matters, policies and procedures.
- Contribute to organisational development, workforce planning and change management initiatives.
- Promote a positive organisational culture aligned with the academy's vision and values.
- Use workforce data and insights to inform strategic decision-making and future planning.

Recruitment and Safer Recruitment

- Lead and manage all recruitment and selection processes in line with safer recruitment requirements.
- Ensure all pre-employment checks, contracts and onboarding processes are completed accurately and compliantly.
- Support leaders in attracting, recruiting and retaining high-quality staff.
- Maintain the academy's single central record and personnel records in line with statutory requirements.

Employee Relations

- Manage employee relations casework including absence management, disciplinary, grievance, capability and flexible working processes.
- Provide guidance and support to managers in handling staffing matters fairly, consistently and in accordance with employment legislation.
- Liaise with external HR providers, occupational health services and legal advisors where appropriate.
- Support staff wellbeing initiatives and promote positive staff engagement.

HR Administration and Compliance

- Ensure HR systems, records and documentation are accurate, secure and up to date.
- Monitor compliance with employment legislation, safeguarding requirements and academy policies.
- Produce HR reports, workforce data and staffing information for senior leaders and governors/trustees as required.
- Support the review and development of HR policies and procedures.

Performance Management and Staff Development

- Support the academy's appraisal and performance management processes.
- Coordinate induction arrangements for new staff.



- Identify training and professional development needs across the organisation.
- Promote equality, diversity and inclusion in all HR practices.

Leadership and Management

- Line manage HR administrative staff where applicable.
- Develop effective working relationships with staff, leaders, governors, trustees and external agencies.
- Contribute actively to the wider leadership and operational management of the academy.
- Model professionalism, integrity and confidentiality at all times.
- Oversee the school's response to complaints liaising with the clerk to Trustees, Headteacher and Senior Leadership Team.
- Lead the planning, execution and analysis of staff voice activities and report findings to key stakeholders.

General Responsibilities

- Support and promote the academy's safeguarding responsibilities and commitment to protecting children and young people. To include duties supervising children at non-lesson times and being part of the First Aid provision.
- Participate in training and professional development relevant to the role.
- Maintain confidentiality and comply with data protection legislation.
- Work in accordance with academy policies, procedures and health and safety requirements.
- Undertake any other duties commensurate with the grade and nature of the post as reasonably requested by the Headteacher/CEO.

Safeguarding Statement

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to enhanced DBS clearance and all relevant pre-employment checks.

Equality Statement

Fernwood School is a richly diverse and inclusive community where equality, respect and belonging are at the heart of our values. We are committed to creating a workforce that reflects the diversity of our students and wider community, and we welcome applications from individuals of all backgrounds, identities and experiences. We value the different perspectives, skills and qualities that staff bring to our school and are committed to providing an inclusive working environment where everyone is supported to thrive and succeed.



Person Specification for HR Manager

Training Experience and Qualifications	Essential	Desirable	Assessed
CIPD Level 5 qualification in Human Resource Management (or equivalent)	/		A
CIPD Level 7 qualification in Human Resource Management.		/	A
Significant experience of working in an HR role, including employee relations, recruitment and performance management.	/		A /I
Experience of working within a school, academy or education setting.		/	A
Experience of supporting organisational change or restructure processes.		/	I
Experience of payroll oversight or staff workforce planning.	/		A/ I
Experience of advising managers on HR policies, procedures and employment legislation.	/		A/I
Experience of leading staff wellbeing or equality, diversity and inclusion initiatives.		/	A/I
Safer Recruitment qualified.		/	A /I
Professional Qualities	Essential	Desirable	Assessed
Experience of managing confidential and sensitive information appropriately.	/		I
Commitment to safeguarding and promoting the welfare of children and young people.	/		I
Evidence of continuing professional development and relevant HR training.	/		A /I
Knowledge and Understanding	Essential	Desirable	Assessed
Strong knowledge of current UK employment law and HR best practice.	/		A/I/T
Knowledge of education sector terms and conditions, including Teachers' Pay and Conditions and NJC agreements.		/	A/I/T
Professional Skills and Abilities	Essential	Desirable	Assessed
Excellent organisational, communication and interpersonal skills.	/		I /R
Proficient in the use of HR systems and Microsoft Office applications.	/		A / T
Leadership and Collaboration	Essential	Desirable	Assessed
Ability to build positive and professional relationships with staff, leaders, governors and external agencies.	/		A / I / R



Experience of working collaboratively with senior leaders to support organisational priorities and school improvement.	/		A / I / R / P
Ability to lead, motivate and support others while promoting a positive working culture.	/		A / I / R
Strong influencing and negotiation skills with the ability to manage difficult conversations professionally and sensitively.	/		A / I / R / T
Ability to work independently while contributing effectively as part of a wider leadership and support team.	/		A / R
Commitment to equality, diversity, inclusion and staff wellbeing.	/		I / R
Ability to maintain confidentiality and demonstrate professionalism, integrity and discretion at all times.	/		I / R
Strong problem-solving and decision-making skills with the ability to manage competing priorities.	/		P / T / R
Experience of line managing staff or leading a small team.	/		A / P / T / R
Experience of contributing to strategic planning and organisational development.		/	A / P / T / R
Experience of working with governors, trustees or external HR/legal providers.		/	A / I / R
Ability to lead or support change management initiatives across the organisation.		/	A / I / R
Experience of delivering training, coaching or professional development to staff and managers.		/	A / T / R
Management of People and Resources	Essential	Desirable	Assessed
Experience of managing HR processes effectively, including recruitment, induction, absence management, performance management and employee relations.	/		A / I / / R
Experience of supporting staff wellbeing and fostering a positive workplace culture.		/	A / I / P / R
Understanding of budget awareness and value for money in the management of HR resources and staffing.	/		A / T / R
Ability to prioritise workloads, manage deadlines and coordinate multiple HR activities simultaneously.	/		A / I / T / R
Experience of maintaining accurate staff records and producing HR data and reports.	/		A / I / R
Ability to use HR systems and resources efficiently to support operational effectiveness.	/		A / R
Strong organisational and administrative skills with excellent attention to detail.	/		A / T / R



Experience of line management responsibility, including appraisal and staff development.	/		A / I /R
Experience of managing external HR service providers or recruitment agencies.		/	A /R
Knowledge of payroll processes and pension administration.		/	A / I /R
Experience of supporting organisational change, restructures or TUPE processes		/	A / I /R

How criteria will be assessed:

- A Application form
- C Certificate
- I Interview
- T Test/Task
- P Presentation
- R References