



HR Manager

Job Description

Purpose of the job

To deliver high-quality, pragmatic and proactive HR support across the Trust’s schools and Central Team, including schools joining the Trust and those accessing HR support through Service Level Agreements. Acting as a trusted adviser, the role combines strategic and operational responsibilities to support strong employee relations and a positive, inclusive and high-performing organisational culture.

The postholder will play a key role in supporting Trust growth and continuous improvement of HR services.

Reporting to

HR Director

Pay Scale

L8

Main responsibilities

- Provide expert advice and guidance to senior leaders and academy HR leads on all HR matters and support the development of HR capability across the Trust.
- Work closely with the HR Director to deliver HR support for schools joining the Trust, ensuring effective due diligence, onboarding and smooth integration.
- Deliver HR services to schools under Service Level Agreement arrangements (where applicable).
- Oversee day-to-day HR operations for the Trust Central team (17 staff), including recruitment, onboarding and induction, HR records and data management, staff wellbeing and engagement.
- Drive continuous improvement of HR services across the Trust, identifying opportunities to enhance efficiency, consistency and impact.
- Ensure HR practices are applied consistently, fairly and in full compliance with employment law, Department for Education requirements safeguarding requirements (including safer recruitment and compliance with Keeping Children Safe in Education) and Trust policies.

- Lead on complex employee relations cases, including disciplinary, grievance, capability and absence management. Ensure issues are managed fairly and consistently, minimising organisational risk and supporting positive employee outcomes.
- Manage organisational change processes, supporting consultation processes where required.
- Lead or support TUPE processes associated with Trust growth, including due diligence, consultation, employee engagement and implementation.
- Support the development, implementation and review of HR policies in line with current legislation and sector guidance.
- Lead initiatives to position the Trust as an employer of choice, enhancing recruitment, retention and overall employee experience.
- Produce and analyse HR data and metrics (e.g. absence, turnover, recruitment), providing insights to support decision-making and continuous improvement.
- Support Trust risk management and governance processes, ensuring HR risks are identified, reported and mitigated.
- Develop strong professional working relationships with stakeholders, including colleagues, governors and trustees, trade union representatives and external partners.
- Lead and support staff wellbeing initiatives, monitoring impact and engagement.
- Promote a culture of equity, inclusion and belonging across the Trust.
- Maintain up-to-date knowledge of employment law, education HR practices and DfE guidance.
- Contribute to wider Trust initiatives and organisational development activity.

Safeguarding responsibilities

- Promote and safeguard the welfare of all children and young people within the Trust.
- Uphold public trust and maintain high standards of ethics and behaviour, within and outside school by:
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the school environment;
 - promoting and safeguarding students' wellbeing;
 - showing tolerance of and respect for the rights of others and promoting a culture of inclusion.

General responsibilities

- Have a proper and professional regard for the ethos, policies and practice of the Academy and Trust.
- Have an understanding of, and always act within, the relevant professional standards and statutory frameworks. This includes those relating to Health & Safety, security, confidentiality and data protection.

Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.

Person Specification

| Qualifications and Experience | Essential | Desirable |
|--|-----------|-----------|
| CIPD Level 5 qualification or extensive equivalent professional experience | ✓ | |
| CIPD Level 7 qualification | | ✓ |
| Significant HR generalist experience | ✓ | |
| Strong track record of managing complex employee relations cases | ✓ | |
| Experience supporting recruitment and onboarding | ✓ | |
| Experience of leading organisational change (with TUPE experience advantageous) | ✓ | |
| Experience working within the education sector, ideally within a Multi-Academy Trust | | ✓ |

| Professional Knowledge & Understanding | Essential | Desirable |
|--|-----------|-----------|
| Strong knowledge of UK employment law and HR best practice | ✓ | |
| Proficiency in using HR systems and producing workforce analytics | ✓ | |
| Knowledge of education sector terms and conditions | | ✓ |
| Understanding of safeguarding, safer recruitment and compliance requirements | | ✓ |

| Personal Qualities and Skills | Essential | Desirable |
|--|-----------|-----------|
| Strong interpersonal and communication skills, with the ability to build credibility and effective relationships at all levels | ✓ | |
| Ability to influence and challenge senior leaders constructively | ✓ | |
| Commitment to high standards, continuous improvement and collaborative working | ✓ | |
| Strong commitment to equity, inclusion and staff wellbeing | ✓ | |

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| Excellent attention to detail | ✓ | |
| Calm, patient and positive approach | ✓ | |
| Strong organisational skills with the ability to manage competing priorities and deadlines | ✓ | |
| Ability to handle sensitive and confidential matters with discretion and professionalism | ✓ | |
| Openness to learning and continuous professional development | ✓ | |
| Committed to promoting & safeguarding the welfare of children and young people | ✓ | |
| Willingness and ability to travel regularly across Trust schools and partner sites | ✓ | |

Last review date: May 2026