

MOULTON PRIMARY SCHOOL

Recruitment Pack

People Lead (HR Manager)

Growing Together · Learning Together · Succeeding Together

WELCOME

About Moulton Primary School

Moulton Primary School is a vibrant and inclusive learning community on the outskirts of Northampton. We are committed to quality education and to a nurturing, supportive environment for our children and our staff alike.

Behind every great classroom is a strong operations team. Our People Lead helps us recruit, develop and retain the high-quality staff who make outstanding teaching and learning possible.

Inclusive

A welcoming community for every child and colleague

Values-led

Professionalism, integrity and child-centred decisions

Team-based

Operations leadership with equal status to teaching



MOULTON
PRIMARY SCHOOL

Learning together, growing together, succeeding together.

THE OPPORTUNITY

The Role: People Lead (HR Manager)

The People Lead provides professional HR and personnel leadership, ensuring the school recruits, develops and supports high-quality staff — and maintains full compliance with employment legislation and safeguarding requirements at all times.

AT A GLANCE

Reports to	School Business Manager
Hours	9.30am – 2.30pm (flexible)
Working pattern	Term time + 3 weeks (41 weeks)
Salary	[Salary — TBC depending on experience]



Part of a valued operations leadership team.

WHAT YOU'LL DO

Key Responsibilities

Recruitment & Safer Recruitment

Lead the full recruitment process and pre/post-interview checks; maintain the Single Central Record.

Employee Relations

Support staff and leaders, resolve concerns, and promote a positive, inclusive workplace culture.

Policy & Compliance

Develop and implement HR policies in line with employment law; act as the school's GDPR officer.

Payroll & Records

Manage HR and payroll changes, absences and leave, and keep accurate confidential records.

Induction & Development

Coordinate induction and statutory training and identify staff development needs.

Reporting & Engagement

Prepare HR reports on absence and staffing and support staff wellbeing and engagement.

WHO WE'RE LOOKING FOR

The Person We're Seeking

Experience

- 2+ years in HR management, ideally in education or the public sector
- In-depth understanding of the primary education sector
- CIPD certification an advantage

Skills

- Safer recruitment, employee relations and compliance expertise
- Excellent written and verbal communication
- Strong organisation and problem-solving

Attributes

- Discretion and strict confidentiality
- Empathy, adaptability and professionalism
- Deep commitment to child welfare and safeguarding

Terms & Safeguarding

Terms of Appointment

- Location: Moulton Primary School
- Hours: 9.30am – 2.30pm, with flexibility
- Pattern: term time only + 3 weeks (41 weeks)
- Salary: [Salary — TBC depending on experience]
- Reports to: School Business Manager

Safeguarding Commitment

Moulton Primary School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment.

- ✓ Enhanced DBS and other employment checks
- ✓ Two satisfactory professional references
- ✓ Declaration of disqualification by association
- ✓ An equal-opportunities employer

JOIN US

How to Apply

This is a newly created position — we warmly invite you to visit the school to find out more.

1

Visit the school

Arrange an informal visit to see Moulton Primary School and meet the team.

2

Prepare your application

Complete an application form and a covering letter, with two professional references.

3

Submit by the deadline

Online application on Mynewterm by 24th July 2026, marked People Lead Application'.

Application deadline: 31st July 2026

Enquiries: hr@moultonprimaryschool.co.uk