



JOB TITLE: People and Culture Coordinator

The post holder will be accountable to the Head of People and Culture

OVERVIEW

At Arise Education, we do HR differently. In the same way we seek to transform the lives of our students, we seek to transform the lives of our team members. We are looking for people who share our values of compassion, joy, perseverance, respect, belonging, and integrity. People who can adapt to meet the unique needs of our provision, think creatively to solve problems, and work together to get the best outcomes. We look for “we can” – those who go the extra mile and embrace challenges as opportunities to learn.

BENEFITS OF WORKING AT ARISE EDUCATION

- Career progression and opportunities to shape your role
- Regular INSET and CPD, plus fun team activities
- Employee health insurance through Vitality (option to add family)
- Supportive coaching-based line management
- Contributions towards relevant training and qualifications
- Free flu vaccinations
- Teacher Pension Scheme (for qualified teachers)
- School holidays (currently in line with Warwickshire term dates)
- The reward of seeing lives transformed

JOB DESCRIPTION

Duties and Responsibilities

The People and Culture Coordinator will work within the People and Culture team to creating a positive and thriving workplace. This role will be instrumental in supporting our people across all stages of their journey at Arise – from recruitment and onboarding to development, wellbeing, and beyond.

The Coordinator will play a key role in ensuring that our People and Culture processes are compliant and run smoothly, consistently reflecting Arise’s values of compassion, excellence, and transformation.

Recruitment, Induction and Onboarding

- Coordinate Safer Recruitment processes including coordinating interviews, and communicating with candidates.
- Support safer recruitment practices in line with safeguarding requirements.
- Prepare contracts, offer letters, and new starter paperwork
- Coordinate induction programmes to ensure a warm and welcoming induction and onboarding experience

Employee Experience & Culture

- Act as a first point of contact for day-to-day HR and people-related queries.
- Support wellbeing initiatives, staff engagement activities, and recognition programmes.
- Assist in embedding Arise's values and culture across all aspects of the employee journey.
- Contribute ideas for creating an inclusive, supportive, and empowering workplace.

Learning and Development

- Support the organisation of training sessions and professional development activities, including all-team INSET days, and team-member specific training courses
- Maintain accurate training records and track compliance
- Prepare and oversee Training Agreements for staff on funded training
- Assist in coordinating performance reviews and development planning processes.

HR Administration and Compliance

- Maintain accurate HR records and databases in line with KCSiE (Keeping Children Safe in Education) and data protection legislation, including inputting into and maintaining the SCR (Single Central Record).
- Support policy updates, communication, and implementation.
- Ensure safer recruitment compliance with safeguarding, background checks, and other regulatory requirements.
- Generate reports and data to support people planning and decision-making as needed.

People & Culture Projects

- Contribute to and support adhoc projects led by the Head of People and Culture and/or CEO (e.g., diversity and inclusion, staff surveys, policy development).
- Bring creative ideas to enhance the employee experience at Arise.

General Admin and Management

- To communicate with parents/carers regarding curriculum and learning;
- To work and communicate effectively within a team and with external professionals

General duties

- To attend staff meetings and CPD sessions as relevant and required;
- To complete additional training in line with the role;
- To abide by Arise Education's Staff Code of Conduct;
- Other duties as agreed with the Employer.

PERSON SPECIFICATION

Qualifications

- Level 2 qualification (or above) in Maths and English is essential
- A relevant degree or qualification is highly desirable
- Further qualifications in HR (eg. CIPD Level 3/5) (or a willingness to work towards them) are highly desirable

Skills and Experience

- Excellent teamwork and communication skills.
- Excellent organisational and administrative skills
- Flexible and creative thinking to overcome problems.
- Ability to work under pressure.
- Ability to communicate and work with individuals from a variety of backgrounds and with a wide variety of additional learning and behavioural needs is essential.
- A knowledge and understanding of supporting children with additional educational needs is desirable.
- A knowledge and/or experience of Safer Recruitment is highly desirable.

Character

- A willingness to flex to accommodate the different needs of each student.
- A desire and commitment to continuing learning and professional development.
- An unwavering commitment to the aims, ethos and values of Arise Education.
- This job suits sometimes who likes a busy a varied role and can prioritise competing demands throughout the day

HOURS AND LOCATION

- Full time hours are 8.30am until 4pm during school term time. However there is flexibility for part-time hours for the right candidate.
- This post will require travel across all our sites, though will be based at our Napton site.

Arise Education is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS disclosure.