

JOB DESCRIPTION

Employment Details	
Job Title	Field HR Manager
Reports to	Senior Field HR Manager
Salary Band	Hay Q Lower (29-33)

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
- To provide comprehensive and professional HR and ER support to schools within the Trust. - To provide comprehensive and professional support to the Central HR services team, including HR Operations, Payroll and Recruitment.

Responsibilities
School HR and Employee Relations - Act as HR contact for a group of schools, ensuring regular on-site visits with Headteachers and for employee HR drop-in sessions. - Manage Employee Relations cases for a group of schools including absence management, OH referrals, flexible working, family leave, non-complex investigations, grievances, informal performance and probation capability; escalating more complex matters to the Head of Employee Relations, and ensuring that trackers and systems are up to date. - Support for Employee Relations panels, giving specialist advice and accurate note-taking. - Support exit interviews where required. - Support in school Ofsted visits where required. - Support with on-site onboarding checks, assisting with interview and induction days. - Advice to school staff and leaders on HR policies, procedures, terms and conditions, pay and employment legislation. Central HR Services - Assist with TUPE, restructure, redundancy and redeployments as required. - Support Central HR Services in payroll, HR operations and recruitment, providing training, advice and guidance to junior / new members of the team. - Attending and actively participating in team meetings as required. - Assist with wider project work as required.

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:	Kathryn Twine (Deputy Director of HR)	Issue Date:	July 2026
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
• GCSEs (or equivalent) including English & Maths • Level 3 CIPD qualification, or equivalent experience • Commitment to own CPD.	• Evidence of further study • Willing to work towards further qualifications.
Skills and Experience	
Essential	Desirable
• HR experience, preferably within education sector • Employee Relations caseload management. • Competent in the use of IT and technology including full working knowledge of Microsoft Office, Teams and Outlook • Highly developed organisational and planning skills. • Excellent verbal and written communication skills. • Excellent attention to detail and accuracy.	• Change management, including TUPE, restructures and redundancy. • Experience of supporting HR operations including payroll and recruitment. • Conflict resolution skills. • Experience of mentoring, coaching, training others.
Specialist Knowledge	
Essential	Desirable
• Working knowledge of relevant policies, codes of practice, legislation and employment law. • Understanding of education, schools and roles within schools. • Understanding of pay and conditions within the education sector. • Safer recruitment within education.	• Understanding of payroll processes.
Personal Traits	
The successful candidate will:	
• Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. • Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries. • Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace. • Have values that align with the ethos and culture of The White Horse Federation.	