

Job Description

Post Title	Cluster Senior HR Officer
Salary	£38,000 Gross per annum
Responsible to	Executive Business Manager
Responsible for	HR Officers
Job purpose	<p>To lead, manage, and support the HR team and Admin Team, ensuring the delivery of a compliant, professional, and efficient HR service across the East London Cluster.</p> <p>To provide high-quality HR advice and guidance to each academy within the Cluster, ensuring alignment with United Learning policies, as well as legislative and regulatory requirements.</p>

Role Summary

The Senior HR Officer will provide professional HR advice and leadership on operational and transactional HR activities across the academy cluster, ensuring effective management of both strategic and day-to-day HR functions. The role involves overseeing all aspects of HR, including recruitment, onboarding, training and development, and performance management.

Working closely with the Executive Business Manager, Principals and HR team to ensure that all HR related matters are prioritised and managed consistently and effectively, providing advice and guidance on policies and best practices.

Key Responsibilities

While not exhaustive, the following outlines key responsibilities of the role.

Main Responsibilities

- Provide comprehensive HR solutions for issues across the cluster and within individual academies, ensuring consistency and effectiveness.
- Support and advise academy Leaders and the cluster HR team on best practices, including the identification and mitigation of risks related to employment matters.
- Line manage and oversee the work of academy HR professionals, offering development opportunities, mentoring, and coaching to foster a proactive and efficient HR service.
- Advise stakeholders on employment matters, ensuring alignment with policies, best practices, and legal requirements.
- Lead on employee relations casework, including disciplinaries, grievances, attendance management, probation reviews, and performance management.
- Work closely with the Executive Business Manager and HR Business Partner on sensitive or escalated HR issues as needed.
- Manage HR processes efficiently, including changes to terms and conditions and contract variations, ensuring timely and accurate outcomes.
- Take leadership for the safe and secure storage and management of HR data in compliance with GDPR, using appropriate systems and processes.
- Produce, analyse, and present HR metrics, identifying areas for improvement or success, and implementing changes promptly where required.
- Build and maintain strong professional relationships with all stakeholders.
- Handle conflicts and delicate negotiations with professionalism and discretion.
- Work with Senior Leadership Teams to oversee recruitment and retention strategies, ensuring efficient processes and cost-effectiveness where applicable.
- Maintain responsibility for the accuracy and regular auditing of each academy's Single Central Record.
- Ensure all HR documentation is of a high standard and meets statutory and organisational requirements.
- Oversee the collation and retention of statutory and academy-level checks required for staff annually.
- Participate in the annual pay review process, contributing to decisions and leading on the subsequent administration.
- Support and drive HR-related change management initiatives within the Cluster.
- Ensure compliance with statutory data collection requirements, including the Academy Workforce Census.

General

- To contribute to the overall ethos/work/aims of schools within the Cluster.
- Provide guidance and line management support within the school administration teams in the cluster
- To participate in training and other learning activities as required.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To ensure compliance by self and others with all health and safety policies and procedures.
- To establish constructive relationships and communication with contractors and other agencies/professionals.
- To attend and participate in regular meetings.
- To treat all users of the school with courtesy and consideration.
- To present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

Other

- To undertake and when required, deliver or be part of the appraisal system and relevant training and professional development.
- The post holder is expected to split their working time between each Academy in the cluster, and to periodically attend meetings or training at other United Learning schools or locations, therefore an element of travel is required within the role.
- This job description is not intended to be all-inclusive, and the successful candidate is expected to be flexible and proactive in meeting the needs of each Academy. This is a newly created position within the Group Cluster Strategy, with scope for the post holder to shape the role and make it their own.

Culture

- To support the values and ethos of each school within the Cluster by contributing to the development and implementation of policies, practices, and procedures.
- To help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To help develop a school culture and ethos that is utterly committed to achievement.
- To support and work in collaboration with colleagues and other professional in and beyond the school.
- To act in the strictest confidence.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.

Person Specification

Education and Qualification	Essential	Desirable
Level 2 qualification in English and Maths.	✓	
Hold or be working towards CIPD qualifications at Level 5.	✓	
Experience	Essential	Desirable
A minimum of three years in a HR advisory role.	✓	
Minimum 1 year in a management role.	✓	
Evidence of commercial and organisational awareness with the ability to provide effective HR advice within this context.	✓	
Confidence in operating in a demanding environment.	✓	
Experience of line managing and supervising HR professionals.	✓	
Experience of mentoring and coaching colleague.	✓	
Experience in preparing payroll data.		✓
Knowledge and Skills	Essential	Desirable
Good working knowledge and understanding of regulations, professional standards, policies, procedures, and HR-related legislation.	✓	
Strong understanding of HR practices with practical experience.	✓	
Sound knowledge and practical application of employment and discrimination law.	✓	
Knowledge and understanding of strategies for school/organisation improvement.	✓	
Confident leadership skills, with proven experience in leading and managing a team.	✓	
Capacity to make quick, rational decisions while maintaining a strategic mindset.	✓	
Excellent IT skills, including experience using HR databases to monitor, analyse, and interpret workforce data.	✓	
Outstanding communication skills, both verbal and written, to effectively support schools and minimise risk.	✓	
Ability to liaise positively with staff and students and be customer focussed with a professional and friendly manner.	✓	
Understands the HR role within safeguarding of our students.	✓	
Strong problem-solving skills, with the ability to resolve complex issues effectively and efficiently.	✓	
Personal Attributes	Essential	Desirable
Ability to prioritise, multitask and balance a demanding and variable workload	✓	
Demonstrates the highest level of confidentiality and discretion when handling sensitive information.	✓	
Excellent interpersonal skills, with the ability to build positive working relationships with stakeholders at all levels.	✓	
High levels of personal and professional integrity.	✓	
Adaptable and resilient, with a proactive and solution-focused mindset.	✓	

Job Description Agreement:

Signed by:

Name:

Date: