

CAREER OPPORTUNITY

new wave
federation 

Strategic Lead for Human Resources

NEW WAVE FEDERATION • HACKNEY

SALARY & SCALE

£53,994 - £56,154 (PO4)

ACTUAL SALARY:

£45,557 PRO RATA



CONTRACT & HOURS

TERM TIME +2WEEKS

35 HRS/WK

(8:00AM - 4:00PM)

KEY DATES

CLOSING:

WED 30TH SEPT 2026

START: 2ND NOV 2026

(OR SOONER)



WELCOME LETTER

Dear Applicant,

Thank you for your interest in the Strategic Lead for Human Resources role at New Wave Federation, established in April 2016 across four Hackney primary schools: Shacklewell, Woodberry Down, Thomas Fairchild, and Grasebrook. Our schools collaborate closely to share expertise, raise standards, and create excellent opportunities for every pupil. As our Federation grows, we welcome dedicated colleagues to join our journey. This pack details the role, expectations, and application process. Visits are welcomed; please contact Ms Lisa Langley on 020 8103 5199 to arrange a visit or ask questions.



We seek a dynamic HR professional to provide strategic and operational leadership across the Federation. You will advise headteachers, manage complex employee relations, recruitment, policy, and workforce planning, and line manage four Senior Administrative Officers. School or multi-site education experience is highly desirable, though candidates with strong relevant HR experience are encouraged to apply. You will play a key role in strengthening culture, supporting wellbeing, and retaining talent.

What we can offer you:

- A rewarding leadership position with strategic impact across four schools.
- A collaborative, supportive, and inclusive team culture.
- Professional development and opportunities for career progression.
- Opportunity to manage four Senior Administrative Officers and shape HR systems.

Our schools are vibrant, diverse and inclusive, offering rewarding opportunities within our Federation. If you are an effective communicator with vision, energy, and a strong commitment to operational excellence, we welcome your application. If you bring enthusiasm, professionalism, and a drive to make a positive impact, we would be delighted to meet you.

Kind regards,

Nicole Reid

(Executive Headteacher, New Wave Federation)

ABOUT OUR SCHOOLS

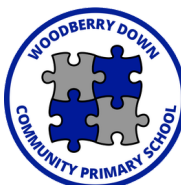
New Wave Federation brings together four vibrant and diverse schools, each with its own unique character, community and strengths.



Grazebrook Primary School is a welcoming and inclusive school in Stoke Newington, committed to providing a positive learning environment where children are encouraged to develop their confidence, independence and love of learning.



Shacklewell Primary School, based in Dalston, is a diverse and inclusive school at the heart of its local community. The school places a strong emphasis on high expectations, positive relationships and ensuring that every child is supported to achieve their potential.



Woodberry Down Community Primary School, in Manor House, is a community-focused school that values inclusion, collaboration and strong relationships with families. The school is committed to creating an environment where children feel safe, valued and motivated to learn.



Thomas Fairchild Community School, based in Hoxton, is a vibrant and inclusive school with a strong commitment to developing confident, resilient and successful learners. The school works closely with its community and places children at the centre of all that it does.

Together, the four schools benefit from working as one Federation. We share expertise, resources and best practice while celebrating the individual identity and strengths of each school. This collaborative approach enables us to support our staff, strengthen our provision and continually improve the experiences and outcomes of our pupils.

APPLICATION PROCESS

1. Please read the application pack carefully. It contains the person specification, job description and details of the duties and responsibilities associated with the role.
2. Please complete the enclosed application form. CVs will not be accepted. All applicants are required to provide a supporting statement. Applications without the required documents may not be considered.
3. When completing your supporting statement, please ensure that you address the criteria outlined in the person specification and demonstrate how your skills, experience and knowledge meet the requirements of the role.
4. If you have any questions about the application process or would like to arrange a visit to any of our schools, please contact the school office for further information.
5. Completed applications should be submitted by email to the address provided in the application pack.
6. When completing the references section of the application form, please ensure that your first referee is your current or most recent employer.



KEY RESPONSIBILITIES

Strategic HR leadership

- Develop and implement an effective HR strategy aligned with the Federation's strategic priorities.
- Provide strategic HR advice and constructive challenge to the Executive Headteacher and senior leadership team.
- Support organisational and workforce planning.
- Identify workforce risks and opportunities and recommend appropriate action.
- Lead and support organisational change and workforce transformation.
- Ensure HR policies and practices support recruitment, retention, engagement and staff development.
- Use workforce data and intelligence to inform strategic decision-making.
- Contribute to Federation-wide organisational development.
- Promote a culture of continuous improvement and high professional standards.

Team Leadership and Management

- Lead and manage a team of four Senior Administrative Officers.
- Provide guidance, support, and accountability.
- Allocate workloads to ensure efficient service.
- Set clear objectives and performance expectations.
- Conduct regular one-on-one meetings and evaluations.
- Foster staff development through coaching and mentoring.
- Identify skills gaps and development needs.
- Maintain consistent administrative standards.
- Encourage effective communication and teamwork.
- Manage performance and conduct matters per procedures.
- Cultivate a positive and inclusive team culture.
- Review processes for efficiency improvements.
- Ensure accurate and secure record-keeping.
- Maintain service continuity during absences.
- Handle complex administrative issues as needed.

Employee Relations

- Offer expert advice on complex employee relations.
- Advise on disciplinary, grievance, and performance issues.
- Support managers from initial advice to formal hearings.
- Ensure employment decisions are fair and legally compliant.
- Advise on contractual issues and changes.
- Maintain records of employee relations cases.
- Identify recurring issues and suggest preventative actions.
- Assist in managing employment disputes and tribunal claims.
- Provide advice on settlement agreements.
- Build constructive relationships with trade unions.
- Lead or support negotiations with union representatives.
- Advise leaders on industrial relations risks.
- Consult on changes to policies and staffing structures.
- Promote effective employee engagement and positive relationships.
- Resolve disputes at the earliest stage possible.

Recruitment

- Lead and oversee recruitment across the Federation.
- Advise managers on job descriptions, person specifications and selection processes.
- Ensure recruitment processes comply with current legislation, statutory guidance and Federation policy.
- Promote robust safer recruitment practices.
- Ensure appropriate pre-employment checks are completed.
- Oversee DBS and other safeguarding-related checks appropriate to the role.
- Ensure appropriate overseas checks are undertaken where required.
- Ensure recruitment managers understand their safeguarding responsibilities.
- Support the Federation in attracting and retaining high-quality staff.

Single Central Record and Compliance

- Provide oversight of Single Central Record arrangements across the Federation.
- Ensure required pre-employment checks are accurately recorded.
- Establish appropriate audit processes.
- Monitor compliance and report deficiencies to relevant leaders.
- Ensure records relating to identity, DBS, right to work, qualifications and other required checks are appropriately maintained.
- Keep up to date with changes to safer recruitment and DBS requirements.



HR Policies and Procedures

- Develop, review and maintain Federation HR policies.
- Ensure policies reflect current employment legislation and good practice.
- Lead appropriate consultation on HR policies.
- Ensure policies are communicated effectively.
- Support managers in applying policies consistently.
- Maintain a programme of policy review and improvement.

Leadership Coaching and Development

- Coach Headteachers, senior leaders and managers on effective people management.
- Provide training and briefings on HR policies and procedures.
- Develop management capability in employee relations.
- Provide guidance on safer recruitment and performance management.
- Promote consistent and confident management practice.

Organisational Change

- Provide HR leadership for organisational restructuring and workforce change.
- Support redundancy consultation and selection processes where required.
- Advise on changes to staffing structures and roles.
- Support consultation with employees and recognised trade unions.
- Support TUPE processes where applicable.
- Assess employment risks associated with organisational change.

Workforce Planning and Talent Management

- Lead workforce planning activities.
- Monitor staffing levels, vacancies and workforce risks.
- Develop recruitment and retention strategies.
- Support succession planning.
- Identify skills gaps and workforce development priorities.
- Support talent management and career development.
- Contribute to leadership development.
- Support effective induction and onboarding.

Staff Wellbeing and Attendance

- Develop and promote a positive staff wellbeing culture.
- Advise managers on attendance and absence management.
- Monitor absence trends.
- Support appropriate occupational health referrals.
- Advise on reasonable adjustments.
- Develop initiatives to improve staff engagement, wellbeing and retention.



Performance Management

- Support effective performance management across the Federation.
- Advise managers on appraisal and capability processes.
- Coach managers in effective people management.
- Support performance improvement plans.
- Ensure performance procedures are fair, transparent and consistent.

Payroll and Terms and Conditions

- Liaise with payroll and finance colleagues to ensure accurate employee information.
- Ensure appointments, contractual changes, salary changes, allowances, absences and leavers are processed accurately.
- Provide advice on employee terms and conditions.
- Maintain current knowledge of relevant education-sector terms and conditions.
- Support consistent application of contractual arrangements across the Federation.

HR Data and Systems

- Ensure effective use of HR information systems.
- Maintain accurate employee data.
- Produce workforce reports and management information.
- Monitor turnover, absence, vacancies, recruitment and employee relations trends.
- Develop HR dashboards and reporting where appropriate.
- Use HR data to identify risks and inform strategic decisions.
- Ensure HR systems comply with data protection requirements.

Governance, Risk and Reporting

- Prepare regular HR reports for the Executive Headteacher and senior leadership team.
- Monitor employment and workforce risks.
- Maintain appropriate HR risk registers and action plans.
- Provide advice on significant employment risks.
- Support internal and external HR and safeguarding audits.
- Ensure recommendations from audits are implemented.



PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE
Qualifications	• Relevant professional HR qualification, preferably CIPD Level 5 or above, or equivalent professional experience. • Evidence of continuing professional development.	• CIPD membership. • Additional qualification in employment law, mediation, organisational development or a related discipline.
Experience	• Extensive HR management and HR Business Partnering experience with strategic and operational skills. • Skilled in handling complex employee relations, including disciplinary and grievance issues. • Proficient in working with trade unions and managing recruitment. • Experienced in developing HR policies and managing change • Competent in using HR systems and analysing data. • Adept at advising leaders and supporting staff.	• Experience within a school, academy, Federation or MAT. • Experience of Single Central Record arrangements. • TUPE experience. • Redundancy and restructuring experience. • Education-sector terms and conditions experience. • Experience presenting HR information to Governors, Trustees or Boards.
Knowledge	• UK employment legislation. • Employee relations best practice. • Safer recruitment. • Current safeguarding requirements. • Keeping Children Safe in Education. • DBS and pre-employment checking requirements. • Equality, diversity and inclusion. • Data protection and confidentiality. • HR policy and procedure. • Workforce planning.	—

Skills & Abilities

The successful candidate will be able to:

- Excellent verbal and written communication
- Strong negotiation and influencing skills
- Excellent interpersonal skills
- Ability to build credibility with senior leaders
- Confidence to provide constructive challenge
- Strong analytical and problem-solving ability
- Ability to manage competing priorities
- Strong HR systems and IT competence

Personal Qualities

The successful candidate will be able to:

- Professional, highly organised, and trustworthy
- Resilient, calm under pressure, proactive, and solution-focused
- Collaborative, confident yet empathetic,

APPLICATION AND SAFER RECRUITMENT

Candidates should complete the application process in full and provide clear evidence of how their skills, experience and qualifications meet the requirements of the role.

Applications will be assessed against the person specification.

New Wave Federation operates safer recruitment procedures and reserves the right to undertake all appropriate pre-employment checks before an appointment is confirmed.

Candidates should only provide information that is relevant to their application and any checks required for the role.

FALSE OR MISLEADING INFORMATION

Candidates are expected to provide complete and accurate information.

Providing false, misleading or deliberately incomplete information may result in rejection of an application, withdrawal of an offer, disciplinary action including dismissal where employment has commenced, and/or referral to an appropriate authority where required.



INTERVIEW AND ASSESSMENT

Candidates shortlisted for interview may be asked questions relating to:

- strategic HR leadership;
- employee relations expertise;
- employment-law knowledge;
- safer recruitment and safeguarding;
- organisational change;
- trade union and consultation experience;
- workforce planning;
- leadership and influencing skills;
- confidentiality and professional judgement;
- equality and inclusion; and
- suitability to work within New Wave Federation.

Safeguarding will form an integral part of the selection process.

GENERAL CONDITIONS

The postholder will be required to:

- comply with all Federation policies and procedures;
- comply with safeguarding requirements;
- comply with health and safety procedures;
- maintain professional confidentiality;
- comply with data protection requirements;
- undertake relevant professional development;
- contribute positively to Federation-wide initiatives; and
- undertake other reasonable duties appropriate to the level of the post.
-

This job description is not exhaustive and may be reviewed and amended following appropriate consultation to reflect organisational requirements.



SHORTLISTING

Once your application has been received, you will receive an acknowledgement by email. Candidates who are shortlisted for interview will be contacted shortly after the closing date.

As part of the Federation's commitment to safeguarding and in line with Keeping Children Safe in Education (KCSIE), shortlisted candidates may be asked to provide relevant social media information to enable an online search to be undertaken prior to interview.

Shortlisted candidates may be required to complete a selection task and attend a formal interview. Candidates should ensure that, if successful, they are able to provide the necessary evidence of their right to work in the UK. The Federation will undertake all required checks in accordance with current legislation.

CONFIDENTIALITY AND DATA PROTECTION

The HR Manager will have access to highly confidential employee, safeguarding and organisational information. The post holder must:

- maintain strict confidentiality;
- comply with UK GDPR and data protection legislation;
- share information strictly on a need-to-know basis;
- maintain secure, accurate records; and
- exercise sound professional judgment with sensitive information.

SAFEGUARDING & INCLUSION

Successful candidates will be required to complete an enhanced Disclosure and Barring Service (DBS) check, where applicable to the role.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

All qualifications, references and other relevant pre-employment checks will be verified before an appointment is confirmed.

HOW TO APPLY

For an application form and further information, or to arrange a visit, please contact:

Ms Lisa Langley

020 8103 5199

llangley@newwavefederation.co.uk

KEY DATES

Closing Date:	Wednesday 30th September 2026
Interviews:	Week beginning Monday 5th October 2026
Proposed Start Date:	2nd November 2026 (or sooner)

If you are an experienced HR professional looking for an opportunity to make a real difference across a thriving four-school primary federation, we would love to hear from you.

