



Job Title: HR Manager

Salary: £38,000 – £42,000 (Dependent on experience)

Contract Type: Permanent

Working Hours: Full-time

Location: Based in Peterborough (In Toto Ed), supporting London and Cambridge sites

Reports to: Director of HR, Compliance and Safeguarding

Travel: Occasional travel to other In Toto Ed sites

About In Toto Ed

In Toto Ed is a progressive and values-driven group of independent schools providing creative, personalised education for young people with additional needs.

Across our sites in London, Cambridge, and Peterborough, we support students who may not thrive in mainstream settings — creating flexible, supportive, and ambitious learning environments where every young person can succeed.

As we grow, we are strengthening our central team and are seeking an HR Manager to help ensure our people practices are consistent, compliant, and supportive across all sites.

The Role

The HR Manager will lead the day-to-day delivery of HR across all three In Toto Ed sites, ensuring that policies, processes, and people management practices are applied consistently and effectively.

You will work as part of a central HR team of three, alongside the Director of HR, Compliance and Safeguarding and an HR Administrator.

This is a hands-on, people-focused role, supporting leaders to manage staff confidently and fairly, maintaining high standards, and contributing to a positive and professional working culture.

The role requires someone who is:

- Detail-focused
 - Confident applying HR policy
 - Comfortable supporting and appropriately challenging managers and staff
 - Passionate about working in an education environment
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Key Responsibilities

HR Operations and Systems

- Maintain and develop the organisation's HRIS system, ensuring all employee data, contracts, and records are accurate and up to date
- Oversee HR administration processes across all sites
- Ensure compliance with GDPR and secure handling of staff information

Recruitment & Onboarding Responsibilities

The HR Manager will oversee the recruitment and onboarding of new staff to support the organisation's continued growth and evolving business needs. This includes managing the end-to-end recruitment process, from workforce planning and advertising vacancies to interviewing, selection, and appointment of candidates.

The successful candidate will ensure a smooth and effective onboarding experience for all new employees, supporting their integration into the organisation and promoting a positive employee experience from the outset.

Candidates must have proven experience in recruitment within an education setting, with a strong understanding of safer recruitment practices, compliance requirements, and the challenges of attracting and retaining high-quality staff in the education sector.

Policy Implementation and Compliance

- Lead on the implementation and consistent application of HR policies and procedures across all three schools
- Support managers in understanding and applying policies effectively
- Ensure compliance with employment law, safeguarding expectations, and education sector requirements
- Support ongoing review and improvement of HR policies

Employee Relations

- Act as a key point of contact for HR advice and guidance
- Support managers in handling absence, performance, and conduct issues
- Take a proactive approach to absence management, identifying patterns and supporting appropriate intervention
- Support formal processes including investigations, disciplinaries, and capability procedures
- Maintain accurate and well-documented case records

Staff Development and Culture

- Support a culture of high expectations, accountability, and staff wellbeing
- Work with leaders to identify staff development needs
- Contribute to a positive, professional, and supportive working environment
- Support effective induction and onboarding processes

Leadership Support

- Work closely with the Senior Leadership Teams across all sites
- Provide guidance and coaching to line managers on people management
- Promote consistency in approach across the organisation

Wider Contribution

- Contribute to the development of a strong and consistent people strategy as the organisation grows
- Support cross-site working and collaboration
- Play an active role in maintaining In Toto Ed's values-led culture

Person Specification

Essential

- CIPD Level 5 (or working towards)
- Experience working in HR within an education setting
- Strong understanding of employment law and HR practice
- Experience supporting employee relations processes
- Strong attention to detail and organisational skills
- Experience using HRIS systems
- Confident communicator with the ability to support and challenge professionally
- Ability to build relationships across multiple teams and sites

Desirable

- Experience working across multiple sites or organisations
- Experience in Alternative Provision, SEN, or independent schools
- CIPD Level 7 (or working towards)

What We Offer

- Salary up to £42,000, depending on experience
 - Pension scheme and wellbeing benefits
 - Unlimited access to an award-winning CPD platform
 - Fully funded enhanced DBS
 - Cycle to work scheme and employee recognition awards
 - Health Assured EAP with 24/7 counselling and wellbeing support
 - Free tea and coffee, free eye test, and access to the gym
 - Wellbeing leave and a culture that prioritises staff support
 - Free on-site parking and MacBook provided
 - Opportunity to play a key role in a growing, purpose-driven education organisation
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Safeguarding Statement

In Toto Ed is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful applicant will undergo an enhanced DBS check and pre-employment vetting.