



People Adviser Job Description and Person Specification

Role: People Adviser

Salary: £28-32k per annum dependent on level of experience

Benefits: 25 days annual leave plus birthday day off and other benefits including, support with professional development e.g. CIPD qualification

Location: Flexible (hybrid with regular travel to schools and MAT's)

We are The Edwin Group - a growing collective of like-minded education professionals, working together to positively impact the lives of young people. At the Edwin Group we are incredibly proud of the products and services we provide to our valued clients in the Education sector.

We are looking for a People Adviser to join our Edwin People division; supporting the delivery of high-quality HR advice and support exclusively to Schools and Multi Academy Trusts (MATs).

Edwin People support Schools and MATs to deliver organisational improvement, reduce workload, and enhance staff retention by providing expert HR, recruitment, and strategic leadership support, whilst driving efficiency and securing financial stability. We predominantly work with Head Teachers and C-suite executives in MATs, helping to address their key pain points.

The role of People Adviser will be integral to supporting our client portfolio and retained contracts, providing practical and commercially focused HR advice to schools and MATs. The role will support the Senior People Partner and People Partners in delivering a high-quality service, whilst managing a range of employee relations matters and contributing to client projects.

Job Description

Main Responsibilities

HR Advisory and Project Support:

- Provide timely and practical HR advice to schools and MATs on policies, procedures, terms and conditions of employment and employment legislation.
- Support People Partners and Senior People Partners in delivering retained HR services and project work.
- Respond to day-to-day client queries, escalating more complex issues where appropriate.
- Assist with the preparation of advice notes, reports, letters and HR documentation.
- Support schools and MATs with attendance management, performance management, disciplinary, grievance and capability processes.
- Assist in the delivery of organisational change projects including restructures, consultations and TUPE transfers.

Client Relationship Management:

- Build strong, trusted relationships with senior leadership teams within schools and multi-academy trusts.
- Regularly liaise with headteachers, school business managers, and other key stakeholders to address their HR needs and enhance service delivery.

Employee Relations & Case Management:

- Work collaboratively with Trade Unions and employee representatives where applicable.
- Manage a caseload of routine and medium-complexity employee relations cases.
- Support senior leaders through formal HR processes and meetings.
- Attend hearings, investigations and appeals as required.
- Ensure cases are managed consistently, fairly and in accordance with employment legislation and organisational policies.
- Maintain accurate case records and documentation.

Policy Development & Implementation:

- Support the development, review, and implementation of HR policies and procedures across client organisations, ensuring they are aligned with statutory requirements and best practices.

- Assist with policy implementation and communication across client organisations.
- Provide guidance and support to senior leaders on policy application and best practice.

Compliance & Data Management:

- Ensure HR advice adhere to safeguarding, data protection (GDPR), and other relevant regulatory requirements.
- Support the production of HR reports and workforce metrics.
- Maintain accurate client records and documentation.

Training & Development

- Support the delivery of training workshops, webinars and briefing sessions for schools and MATs.
- Contribute to the development of HR resources, toolkits and guidance materials.
- Maintain awareness of developments in employment law and education sector HR practice.

Group Wide Responsibilities

- Act as an Ambassador for the Group's ESG strategy demonstrated through a commitment to adopt, promote and comply with ESG policies, developments, and initiatives.
- Ensure company policies and legal guidelines are understood and adhered to.
- Working in collaboration with Group departments e.g. Strategic Partnerships, Marketing, and Finance.
- Any other duties commensurate with the level of the role.

Person Specification

Requirements and skills - Essential

- CIPD Level 3 or 5 (or working towards) or equivalent HR experience.
- Previous experience within an HR advisory role.
- Experience of managing employee relations cases including absence management, disciplinary and grievance matters.
- Good understanding of UK employment legislation.
- Excellent communication and interpersonal skills.
- Strong organisational skills with the ability to prioritise and manage multiple tasks.
- Ability to produce clear and accurate written documentation and reports.
- Customer-focused with a proactive and solution-oriented approach.
- Strong IT skills including Microsoft Office applications.
- Ability to work independently and as part of a team.
- Commitment to ongoing professional development and learning.
- Willingness to travel to client sites as required with a full driving license and access to a vehicle.
- Willingness to undergo an Enhanced Disclosure and Barring Service (DBS) Check and other relevant clearance checks.
- Commitment to safeguarding children and young people and ensuring that all policies, procedures and service provision practices comply with all statutory safeguarding requirements and obligations.

Requirements and skills – Desirable

- Previous experience within the education sector.
- Experience supporting schools or multi-academy trusts.
- Experience of working with Trade Unions.
- Experience of supporting organisational change projects.
- CIPD Level 5 qualification.

This job description is designed to outline the key duties and responsibilities of the role but may evolve as the company expands its services within the education sector. The successful candidate will be expected to adapt and grow within the role.



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Edwin People

Specialist education HR and strategic leadership services