

**HR Lead
Job Pack**



CRAMLINGTON
LEARNING VILLAGE



Where everyone plays a part in the future of our students



“

Cramlington Learning Village is a great place to work - you are always busy but people still take time to look after one another.

”

WELCOME

A MESSAGE FROM OUR CO-HEADTEACHERS

Welcome to Cramlington Learning Village and thank you for your interest in applying for a role at this school. We believe CLV is a fantastic place to work where everyone is responsible for the safety, wellbeing, development and progress of our students.

We are a comprehensive secondary school with 2000 students, which although large in scale, feels like a smaller community school where every student feels known and cared for. We pride ourselves in our core principles - that 'we are a school built on respect, which develops resilient learners, expert readers, knowledge explorers and responsible citizens.'

These next few pages will tell you more about our ethos and school culture, and what it is like to work here, whatever the role in the organisation. We hope that, along with the specific information attached on the role and person specification, you find this document helpful in making an informed decision on whether Cramlington Learning Village is a place where you will enjoy working in and where you can make a positive difference to our students.

We look forward to meeting you and if there is anything we can do to give you more information, we are always happy to help.

Mr. Jon Bird and Ms. Kim Irving



WHY JOIN US?

- We believe this is a school which is built on positive relationships. Although we are a big school we like every single member of staff to feel known and valued
- The CPD offer for teaching staff and TA's is a real strength of the school and includes an annual teaching and learning conference across two training days
- There is a supportive induction process for every new member of staff
- We offer support for staff at every level through a clear line management structure
- We pride ourselves on our staff development, and will work with you to ensure you feel supported and challenged in your role
- The school is committed in promoting positive mental health and wellbeing across the staff - we have a staff wellbeing and mental health charter written 'by staff, for staff'



“ As a member of support staff I know I have a key part in helping the school be strong and successful - you always feel part of the team. ”

- The school supports the 'Cycle to Work' salary sacrifice scheme
- Competitive salaries are offered in a variety of posts at different levels
- Where we can, we offer generous annual leave
- Free staff parking available
- We have partnered with HSF Health Plan to provide OptiLife, a healthcare cash plan, 24/7 GP advice, a counselling service and a range of shopping discounts through their exclusive HSF Perkbox
- Strong pension schemes (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers).



NEXT STEPS

Included in the following pages you should find information on the advertised role, including the job description and the personal specification. The application form will give you an opportunity to share your details and qualifications with us, along with your employment history.

As a school that strives to recruit all our staff as safely as possible, we also include our safer recruitment policy and information on the safeguarding checks that will be undertaken.

If there is anything else which will be helpful to you, or if you need more information, please do not hesitate to contact our Office Manager via recruitment@cramlingtonlv.co.uk

Registered in England and Wales Co No: 07730940

Co-headteachers: Mr J Bird/Ms K Irving
11-18 Secondary School of 2000 pupils including 280 in the Sixth Form

Post Title: HR Lead
Salary: CLV Band 6, pt23, £34,434 pa FTE (pay award pending)
Contract: Permanent, Full time. Part time or term only would be considered for the right candidate.

We are looking for an HR professional to advise on HR functions across the school, to manage complex employee relations , statutory compliance and to provide support for SLT. Applicants should have:

- A proven record in delivering an efficient HR service.
- Excellent verbal and written skills , able to collaborate, challenge and negotiate.
- An ability to manage your own workload and competing deadlines.
- Relevant degree or CIPD accredited qualification at Level 5 or relevant experience.
- Experience of working with schools or multi academy trusts.

Our recent [Ofsted inspection report May 2026](#) found Cramlington Learning Village graded 'Strong' in Attendance and Behaviour, Curriculum and Teaching, Inclusion, Leadership and governance and Personal development and wellbeing. Achievement and Post 16 provision was graded as 'Expected'.

Cramlington Learning Village is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be required for this post.

Please note: the postholder will be engaging in regulated activity, working mainly or wholly with children. This position is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Shortlisted candidates should be aware that online searches may be done as part of pre-employment checks.

Further details and application forms are available via our website at www.cramlingtonlv.co.uk or by contacting recruitment@cramlingtonlv.co.uk, to whom completed application forms should be sent to arrive no later than midday on 19 August 2026. Shortlisting will take place early September.



Job Description

Job Title: HR Lead

Reporting To: Coheadteachers

Contract Type: All year round

Clients/ Liaison with: Coheadteachers, staff, external agencies

Main Responsibilities:

- Support senior leaders in the effective management of HR matters, including recruitment and retention, disciplinary and grievance procedures, and absence management.
- Support the annual appraisal and performance management process.
- Provide expert HR advice and guidance to school leaders on all aspects of employment terms and conditions.
- Support the implementation of an effective employee relations framework, working in partnership with recognised trade union representatives.
- Promote and support employee wellbeing initiatives.
- Maintain accurate, confidential, and up-to-date HR records.
- Assist with the training and development of line managers on HR policies, procedures, and best practice.
- Ensure HR policies and procedures are regularly reviewed, updated, and remain legally compliant.
- Monitor pay progression, contractual changes, and associated HR processes along with payroll provider.
- Analyse HR data, identify trends, and produce reports to inform the Senior Leadership Team (SLT) and support strategic decision-making.
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

Person Specification

Key to assessment methods: (A) application form, (L) letter, (I) interview, (O) Lesson Observation, (R) references, (P) presentation, (C) recruitment checks

	Essential	Desirable
Knowledge & Qualifications Assessed By: A,L,I	● Relevant HR qualification at degree level or equivalent ● Detailed knowledge of HR legislation / relevant policies and practices ● Working knowledge of latest developments in employment law	● Member of the Chartered Institute of Personnel and Development ● Awareness of HR in a school or other educational context
Experience Assessed By: A,L,I	● Track record of delivering effective HR support in a similar role ● Experience of supporting leadership on casework ● Contributing to the development and implementation of HR Policy	● Experience of working with recognised trade unions ● Experience delivering HR training
Skills & Competencies Assessed By: A,L,I	● Excellent communication skills with the ability to collaborate and challenge ● Good time management - able to manage caseload and deadlines ● Competent in use of IT and relevant systems ● Able to deliver on professional standards and maintain confidentiality at all times	
Other Assessed By: I,C,R	● To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures. ● Willingness to take part in appropriate training and personal and professional development. ● A commitment to promoting equal opportunities and meeting individual needs.	





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