



Senior HR Advisor

Recruitment Pack 2026





WELCOME FROM THE CHIEF EXECUTIVE

Every young person deserves the chance to succeed, whatever challenges they may have faced in their education. For many of the children and young people who come to ALP Schools, learning hasn't always been a positive experience. Some of them have struggled to find a place where they feel understood or able to flourish. We believe their past experiences should never define their future. Through specialist, individualised education, we help young people rediscover their confidence, recognise their abilities and develop the skills and independence they need to build a brighter future.

Delivering this ambition depends on the people who work with us. Our teachers, support staff and wider teams bring an extraordinary range of skills, experience and commitment, often making a life-changing difference to the young people they support.

Supporting those colleagues, investing in their development and creating an environment they thrive in, is fundamental to the success of our schools.

That's why this appointment is so important.

We have big ambitions and want to make sure that as we develop, we remain a place where talented people want to work and have opportunities to grow with us. We want to be every bit as ambitious for our staff as we are for the young people we support.

We're looking for someone who shares that ambition and wants to help shape our future. This is an opportunity to work closely with our leadership team, have a real influence on the organisation and help us build something we can all be proud of.

I hope this pack gives you a sense of what makes ALP Schools special and why we're excited about welcoming someone new to our team.

I look forward to hearing from you.



Gemma Gosden
Chief Executive



ABOUT US

WHO WE ARE

OUR APPROACH

Who We Are

ALP Schools are a chain of Independent Special Needs Schools. Each of our schools is Ofsted registered and caters for young people who have struggled in mainstream education due to their special educational needs. We also recognise the importance of building up routines, relationships, respect and trust in order to achieve successful teaching and learning. We are proud to offer a holistic and individualised approach to learning that truly empowers success.

Our Vision and Values

At ALP Schools, our vision is clear: *Empowering Success Through Holistic and Individualised Learning*. We hold a fundamental conviction that education can help every individual achieve their full potential, regardless of their ability. This isn't just a statement—it's the foundation of everything we do and the reason we exist.

Our approach is guided by our ARRRTT values, which underpin every aspect of our work with learners:

Attendance – We focus on improving each learner's attendance level to ensure they give themselves the basis to achieve.

Routine – Our tutors help learners gain routines adapted to their individual needs, ensuring they feel comfortable in the educational environment.

Relationships – Learners are supported in developing sound relationships with tutors and other service users, creating a foundation of trust and connection.

Respect – We work with learners and families in a holistic manner to maximize their life-chances and educational potential.

Trust – When pupils feel more secure and understood, they are empowered to take risks and grow in their learning.

Teaching – A formal, academic curriculum takes place, ensuring learners receive high-quality educational experiences tailored to their needs.

These values inform the decisions that we make and the interactions that we have, creating an environment where success is not just possible—it's expected.

This core belief drives our passion for working with learners and explains why our dynamic, bespoke approach successfully reaches so many disengaged and vulnerable young people. We understand that one size does not fit all, especially for children who face barriers to mainstream education.

Our unique strength lies in offering small class sizes where the curriculum is specifically tailored to each individual's needs. We recognise that successful teaching and learning are built on a foundation of strong routines, positive relationships, mutual respect, and trust—and we prioritise building these essential elements with every young person in our care.

From the moment of referral, we place the learner's special educational needs and disabilities (SEND) at the heart of our planning, alongside comprehensive family support, ensuring our educational interventions are both effective and appropriate.



ABOUT THE ROLE

THE SCHOOL

KEY RESPONSIBILITIES

ALP Schools is a chain of five “Good” schools, supporting pupils with Education, Health and Care Plans. This is an exciting time for the schools as we continue to grow in both our provision and reputation.

Our overarching purpose is to support learners in overcoming barriers to learning through flexible, structured, and supportive approaches. While our work can be challenging, it is equally rewarding. Staff wellbeing and professional development are central to our success.

About the Role

We are looking for a proactive and experienced Senior HR Advisor to support and lead key areas of our HR function, based at our Head Office in Gravesend.

Working closely with the Chief Executive and senior leadership team, you'll help shape and deliver our people strategy, making sure our HR policies and practices support the organisation's goals, keep us compliant with employment law and promote a positive, supportive workplace culture.

This is a varied role covering the full range of HR, from recruitment and employee relations to performance management, learning and development, reward, wellbeing and workforce planning.

You'll advise managers on people matters, handle employee relations cases, oversee HR systems and reporting, and lead improvements that help our staff thrive.

A CIPD Level 5 qualification, or an equivalent recognised HR qualification, is essential.





ABOUT THE ROLE

APPLICATION

KEY RESPONSIBILITIES

Salary Range	£38,000 – £46,000 (HO1 (S) 5 – HO1 (S) 9)
Contract type	Full Time, Permanent 40 hours per week
Responsible to	Chief Executive Officer (CEO)
Base	Head Office, Gravesend

How to Apply

Interested candidates are requested to apply online via:
<https://recruit.sampeople.co.uk/Jobboard/Trust/alpschoolslimited>

Closing Date: 19th November 2026

Interviews: TBC

Apply early to avoid disappointment! We reserve the right to close this advertisement early if sufficient applications are received or a suitable candidate is identified. Early applications are strongly encouraged.

For an informal discussion about the role, please email hr@alpschools.org.

We are committed to the highest standards of safeguarding and all posts are subject to an enhanced DBS check

 **HR Support**
 hr@alpschools.org

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our website!**





Job Purpose

The Senior HR Advisor will develop, implement and oversee ALP Schools' HR strategy, making sure our HR policies, practices and procedures support business objectives, promote employee engagement and keep us legally compliant.

The role is both strategic and operational, covering recruitment, employee relations, performance management, learning and development, reward, workforce planning, wellbeing and organisational development.

The post holder will work closely with the senior leadership team, making sure proposed improvements and changes in employment law are discussed, approved and scheduled appropriately.

A. HR Strategy and Advice

- Develop and implement HR strategies aligned with the organisation's business goals and growth plans.
- Advise senior management on workforce planning, organisational structure, talent management and employee-related matters.
- Establish and review HR policies, procedures and guidelines to ensure consistency and effectiveness.
- Lead organisational development, change management and culture-building initiatives, including the people strategy.
- Monitor HR performance indicators and people metrics, and provide regular reports and recommendations to management.

B. Recruitment and Talent Acquisition

- Collaborate with recruitment, corporate admins and the Corporate Services Manager to monitor the end-to-end recruitment and selection process.
- Work with department heads to identify staffing requirements and develop workforce plans.
- Develop effective recruitment strategies to attract and retain qualified employees.
- Ensure recruitment processes are fair, consistent and compliant with applicable employment legislation.
- Work with key senior leaders on onboarding, induction, probation reviews and employee integration.
- Build talent pipelines and succession plans for key roles.



C. Employee Relations and Engagement

- Manage employee relations matters, including grievances, disciplinary procedures, workplace disputes and conflict resolution.
- Provide guidance to managers on employee conduct, performance, attendance and workplace issues.
- Promote a positive working environment based on respect, fairness, inclusion and accountability.
- Develop initiatives to improve employee engagement, motivation, satisfaction and retention.
- Support employee wellbeing and address workplace concerns appropriately.
- Ensure employee issues are handled confidentially, objectively and consistently.

D. Performance Management

- Advise managers and leaders on action points raised in annual reviews.
- Promote a culture of continuous improvement and professional accountability.

E. Learning and Development

- Identify organisational training needs and coordinate learning and development programmes.
- Develop training plans to improve employee skills, knowledge and leadership capabilities.
- Support management development, coaching, mentoring and career progression.
- Evaluate training effectiveness and recommend improvements.
- Ensure mandatory training and professional development requirements are completed.

F. Compensation, Benefits and Payroll

- Support the development and administration of salary structures, benefits, incentives and reward programmes.
- Support salary reviews, promotions and pay benchmarking.
- Liaise with payroll and finance teams to ensure accurate and timely payroll processing.
- Maintain appropriate records of employee compensation, benefits, leave and attendance.
- Ensure compliance with applicable requirements relating to pay, pensions, statutory leave and employee benefits.



G. Employment Law and HR Compliance

- Ensure HR policies and employment practices comply with applicable employment legislation and regulatory requirements.
- Maintain accurate, confidential and up-to-date employee records.
- Oversee employment contracts, changes to employment terms, employee documentation and exit procedures.
- Support compliance with equality, diversity, inclusion, health and safety and data protection requirements.
- Keep management informed of relevant changes in employment legislation and HR best practice.
- Manage HR audits and implement corrective actions where necessary.

H. Organisational Development and Workforce Planning

- Assess current and future staffing requirements in collaboration with business leaders.
- Review organisational structures, reporting lines, roles and responsibilities.
- Lead initiatives to improve employee productivity, retention and organisational effectiveness.
- Support restructuring, business transformation and change management activities.
- Develop succession plans and strategies to address critical skills gaps.

I. HR Administration and Reporting

- Oversee HR systems, employee databases, personnel files and HR documentation.
- Establish and monitor HR metrics, including turnover, absence, recruitment, retention and employee performance.
- Prepare regular HR reports for senior management.
- Ensure HR processes are efficient, consistent and appropriately documented.
- Identify opportunities to improve HR systems, procedures and service delivery.

J. Management and Leadership Responsibilities

- Provide professional advice and guidance to managers on people management matters.
- Promote ethical conduct, confidentiality, fairness and professionalism.
- Collaborate with senior leadership to resolve workforce challenges and support business performance.
- Represent the HR function in management meetings and organisational initiatives.



Key Skills and Competencies

- Strategic thinking and business awareness.
- People management.
- Employee relations and conflict resolution.
- Recruitment and talent management.
- Employment law and regulatory compliance.
- Communication, negotiation and influencing.
- Planning, organisation and prioritisation.
- Data analysis and HR reporting.
- Confidentiality, integrity and professional judgement.
- Adaptability and continuous improvement.

Key Performance Indicators

- Employee retention and turnover rates.
- Employee engagement and satisfaction.
- Completion of performance reviews and development plans.
- Training completion and effectiveness.
- HR policy compliance and accuracy of employee records.
- Absence management and workforce productivity.
- Timely resolution of employee relations cases.
- Payroll and HR administration accuracy.
- Delivery of HR projects and workforce plans on time and within budget.

Personal Attributes

- Professional, approachable and trustworthy.
- Fair, objective and consistent in decision-making.
- Proactive and solutions-focused.
- Able to manage competing priorities and sensitive situations.
- Committed to employee wellbeing, organisational performance and continuous improvement.
- Able to influence stakeholders at all levels.

Safeguarding and Special Factors

- All staff have a responsibility to safeguard and promote the welfare of children and young people.
- The role may require occasional work outside normal working hours.
- Attendance at training, conferences, and professional development activities may be required.
- Reasonable expenses will be paid in accordance with school policy.
- This post is subject to an Enhanced DBS check.
- Duties are subject to the Written Statement of Particulars.

Authority and Decision-Making

The Senior HR Advisor is authorised to implement approved HR policies and procedures, advise managers on people-related decisions, oversee HR operations and recommend improvements to workforce management. The role works within the organisation's delegated authority, financial controls, governance arrangements and approval procedures. Significant employee matters, organisational restructuring and strategic HR decisions will be escalated to the appropriate senior management or executive authority.

The postholder may be asked to carry out other reasonable duties in line with the responsibilities and seniority of the role.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



Equality and Diversity Statement

ALP Schools is committed to achieving equality for everyone who learns and works with us. We want to build a fair and supportive environment that provides equality of opportunity and freedom from unlawful discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation, political belief or social class. We assess criminal record information fairly and on its merits, in line with our Safer Recruitment Policy.

Staff in Human Resources play a critical role in developing, maintaining and supporting equality and diversity in employment, and all staff have a legal and personal responsibility to uphold ALP Schools' policies.

Equality of opportunity is embedded in how we recruit and select staff, and in training, promotion, performance and development management, induction, probation and communication. We aim to treat people fairly on the basis of individual need and to build a diverse workforce. We will make reasonable adjustments throughout our recruitment process, so please get in touch if you need any support to apply or attend an interview. A variety of training courses on equality and diversity, some of them mandatory, are organised through our Staff Development.



Person Specification

Education, Qualifications & Experience

A degree or equivalent in Human Resources, Business Administration, Management or a related discipline.

Essential

CIPD Level 5 qualification or an equivalent recognised HR qualification.

Essential

Significant experience in HR management, HR business partnering or a comparable people-management role.

Essential

Proven experience in recruitment, performance management, employee development and organisational planning.

Essential

Strong knowledge of employment law, HR policies, employee relations and HR best practice.

Essential

Experience leading an HR team or managing an organisation-wide HR function.

Desirable

Experience developing HR strategies, policies and workforce plans.

Desirable

Skills, Knowledge, and Abilities

Excellent communication, interpersonal, negotiation and problem-solving skills.

Essential

Strong organisational, analytical and decision-making abilities.

Essential

Ability to handle confidential and sensitive employee information professionally.

Essential



Strategic thinking and business awareness.	Essential
People management.	Essential
Employee relations and conflict resolution.	Essential
Recruitment and talent management.	Essential
Employment law and regulatory compliance.	Essential
Communication, negotiation and influencing.	Essential
Planning, organisation and prioritisation.	Essential
Data analysis and HR reporting.	Essential
Confidentiality, integrity and professional judgement.	Essential
Adaptability and continuous improvement.	Essential
Experience with HR information systems (HRIS), payroll systems and HR reporting tools.	Desirable
Experience in change management, organisational development and leadership coaching.	Desirable



 HR Support

 hr-support@alpschools.org

 www.alpschools.org