

<https://radiantcarehomes.co.uk/career/hr-manager/>

HR Manager

Description

We are seeking an experienced, proactive, and organised HR Manager to lead and manage all aspects of human resources across Radiant Care Homes.

This is a full-time hybrid role based in Reading, with a mix of home working, office-based work, and occasional travel to our children's residential homes. The successful candidate will play a key role in supporting our managers, staff, and leadership team while ensuring our HR practices remain compliant, professional, and aligned with safer recruitment, employment law, Ofsted requirements, and children's residential care standards.

As HR Manager, you will oversee the full employee lifecycle, including recruitment, onboarding, safer recruitment checks, employee relations, HR policies, staff records, training compliance, and workforce planning. This is an important role for someone who can work independently, provide clear HR guidance, and help maintain a positive, safe, and compliant workplace culture.

Responsibilities

- Lead end-to-end recruitment for residential care staff, senior staff, and support roles.
- Ensure all recruitment processes comply with safer recruitment practices and Ofsted requirements.
- Manage DBS checks, references, right-to-work checks, and onboarding documentation.
- Coordinate staff induction, probation reviews, and employee lifecycle processes.
- Provide HR advice and guidance to managers on disciplinary, grievance, absence, performance, and wellbeing matters.
- Support investigations, hearings, and employee relations processes where required.
- Maintain accurate employee records, HR systems, and compliance documentation.
- Review, update, and maintain HR policies and procedures.
- Support preparation for Ofsted inspections, audits, and internal compliance reviews.
- Monitor training compliance, staff sickness, turnover, recruitment activity, and HR trends.
- Support managers with performance reviews, development plans, and employee engagement.
- Contribute to workforce planning, organisational development, and continuous improvement.

Qualifications

- Proven HR management experience, ideally within children's residential care, social care, healthcare, education, or another regulated setting.
- Strong understanding of UK employment law and HR best practice.

Hiring organization

Radiant Care Homes

Employment Type

Full-time

Job Location

Reading, Berkshire

Working Hours

Full-time, Monday to Friday, 40 hours per week. Hybrid working, with office attendance in Reading and occasional travel to residential homes as required.

Date posted

May 29, 2026

- Knowledge of safer recruitment, safeguarding, and compliance requirements.
- Experience handling employee relations cases independently, including disciplinary, grievance, absence, and performance matters.
- Excellent communication, organisational, and interpersonal skills.
- Ability to work independently and manage multiple priorities.
- Proficient in Microsoft Office and confident using HR systems.
- CIPD Level 5 or above, or equivalent HR management experience.
- Experience within an Ofsted-registered setting is highly desirable.
- Full UK driving licence and access to a vehicle is desirable due to occasional travel to residential homes.
- Enhanced DBS check, or willingness to undergo one.

Job Benefits

- Join a growing Ofsted-registered children's residential care provider.
- Play a key role in shaping HR systems, processes, and workplace culture.
- Work with a supportive leadership team that values your expertise.
- Hybrid working environment with flexibility.
- Opportunity to make a meaningful difference in the lives of children and young people.
- Ongoing professional development and career progression opportunities.
- Competitive salary depending on experience.