



Head of People

Advert, Job Description and Person Specification

Deadline – Friday 29th October 2021



FORT PITT
GRAMMAR SCHOOL



THE
**THOMAS
AVELING**
SCHOOL



THE
**ROBERT
NAPIER**
SCHOOL



PHOENIX
PRIMARY SCHOOL



BALFOUR
JUNIOR SCHOOL

Head of People

Salary: Beyond Schools Trust Scale point 51 to 55
(Currently £55,204 per annum - £59,495 per annum)

Contract Type: 37 hours per week, all year

Location: Beyond Schools Trust Head Office

The Beyond Schools Trust is a multi-academy Trust based in Medway, which presently consists of three secondary schools, one primary and one junior school. We are a growing, multi-academy Trust within the educational sector with approximately 500 employees across the five sites.

To support the delivery of the new Strategic Plan, we are now recruiting for a Head of People. This is a newly created post following a HR review and is a real opportunity to join and build the HR function in a rapidly developing Trust. This gives the right candidate the chance to set and deliver strategy and develop themselves to a more senior level.

We are looking for a highly motivated individual that has broad knowledge of, and experience in, all aspects of Human Resources activities and disciplines in more than just educational experience. Previous experience of working at a Senior HRPB or Head of People role would be desirable, along with the experience leading and developing operational HR and implementing HR strategy.

It is essential that the candidate has excellent interpersonal and communication skills and experience of working at a strategic level and delivering complex change management projects. You will be able to interact at a senior level and have a high degree of personal integrity and be able to maintain confidentiality.

This is a great opportunity for an individual looking to develop their career towards Executive board level with a role that offers real ownership, whilst remaining in a collaborative multi-disciplinary Head Office environment.

CANDIDATES SHOULD SUBMIT

Application forms can be found [here](#). Please complete a covering letter of application (no more than 2 sides of A4), together with a completed application form giving full details of your qualifications and experience to date. These should be sent to: Mrs P Mallion, Executive Assistant to the CEO, The Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ or e-mailed to pmallion@beyondschools.co.uk

Closing Date for applications: Friday 29th October 2021 (Midday)
Interviews to take place w/c Monday 1st November 2021

The Beyond Schools Trust is an Equal Opportunities Employer – committed to safeguarding and promoting the welfare of all staff and students – any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.

Job Description

JOB TITLE:	HEAD OF PEOPLE
REPORTS TO:	CEO
SUPERVISES:	TRUST HR TEAM
RESPONSIBILITIES:	HR BUDGET AND EXPENDITURE
SALARY:	BEYOND SCHOOLS TRUST SCALE 51 - 55 (Currently £55,204 per annum - £59,495 per annum)

JOB PURPOSE:

To develop and lead a proactive, effective centralised HR service to the Trust. Work as part of the Executive Board, to ensure the delivery of the HR strategy in line with the overall Trust strategy. Support the development of a culture that attracts, retains and develops people of the highest quality to deliver the Trust's educational objectives.

MAIN RESPONSIBILITIES

The Head of People will lead on:

- Partnering with Leadership and Stakeholders to ensure the delivery of the overall Trust Strategy
- Develop and Deliver HR interventions that promote a 'One Trust' culture
- Centralising and Harmonising HR information, processes, and procedures
- Developing the Trust as an Employer of Choice through developing employer branding and recruitment practices
- Supporting the development of engaged and resilient teams to provide the best for our students
- Developing people capability through assessment and supporting effective implementation through training and development.
- Change management projects related to HR

Specifically, this will include but not be limited to:

HR Practises, Policies and Procedures

- Oversee the reviewing, writing and harmonisation of Trust HR related policies, procedures ensuring compliance with legislation and best practise
- Implementation of effective centralised HR systems and information
- Ensure the maintenance of effective record keeping and regulatory compliance for all employees.

Recruitment, Selection and Onboarding

- Creating a dynamic and attractive employer brand
- Review and advise on pay structure and benefits across the Trust

- Providing effective recruitment processes and interventions to support every school and a consistent approach across the Trust
- Regularly review and improve recruitment practices
- Support Leadership teams and school-based employees with effective candidate selection
- Ensure all prospective employees receive a positive experience in applying to and joining the Trust.
- Ensuring proper onboarding and compliance processes are maintained

Employee Wellbeing and Relations

- Oversee outsourced ER provider to ensure a high-quality cost-effective service
- Work with the Trust Leadership to develop effective communication and sharing of ideas and information across the Trust
- Developing aligned methods of employee feedback and engagement
- Developing HR interventions to support improved employee wellbeing and resilience
- Monitor and develop strategies to improve absence levels and the management of absence across the Trust

Development and Performance Management

- Working proactively with Leadership Teams to identify trends, issues, and opportunities to enable the Trust to get the best from its employees
- Organisational development and Succession Planning
- Monitor and Review current performance management processes
- Assess Training and Development needs for School Leadership Teams and recommend appropriate actions
- Improve Training and Development of non-teaching team members
- Effectively utilise the Apprenticeship Levy across the Trust

Other

- Support the development of a positive Trust culture
- Leading and working in Project Groups to effect change
- Visible to the Trust and school Leadership team
- Share best practise across HR within the Trust

GENERIC DUTIES APPLICABLE TO ALL TRUST EMPLOYEES

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.

Teaching and Learning

Teaching is our core business and of the highest priority. Therefore, all team members are expected to work to support the core activity of teaching.

Person Specification

The following are the skills experience and qualifications for the role:

Knowledge and Experience

Essential

- Previous Experience of working at a Senior HRPB or Head of People role
- Experience of leading and managing small teams
- Leading and developing operational HR and implementing HR strategy
- Experience of working at a strategic level and delivering complex change management projects

Desirable

- Experience of working in an educational setting
- Experience of working within a Unionised setting

Skills and Attributes

- Broad knowledge of and experience in all aspects of Human Resources activities and disciplines
- Excellent Interpersonal and Communication skills
- Ability to interact at a Senior Level
- Partnership Approach with all Stakeholders
- High degree of personal integrity and confidentiality
- Strong influencing and negotiation skills with the ability to effect and deliver change
- Proactive, Innovative and hands on
- Able to analyse and interpret information to form sound judgement
- Able to work effectively under pressure and to deadlines
- Strong Project management, planning, and organisational skills

Qualifications

- CIPD level 7 desirable (minimum Level 5 essential)
- Current Professional Membership of CIPD