

# Head of HR Job Pack

Salary	Grade 11 (Points 44 to 47)  £55,940 to £59,715 April 2026 pay award pending
Hours	35 paid hours
Contract Type	Full time, Permanent
Location	Usual place of work plus travel to trust organisations as necessary

## **Ambition Community Trust**

Our vision is rooted in the power of relational inclusion. We believe that schools thrive when every child, every colleague, and every family feels seen, valued, and supported. Prioritising relationships is at the heart of everything we do; we aim to create spaces where kindness and understanding are not just encouraged but embedded in the culture of our schools.

This is not just about academic success; it's about helping every individual flourish, equipping young people with the confidence and skills to lead fulfilling lives, and ensuring that no one is left behind. By working collaboratively, we have an opportunity to challenge old systems, reimagine what is possible, and inspire lasting change.

## **Our Values**

### **Compassionate Relationships**

We foster positive, understanding, and respectful connections, encouraging empathy, a sense of belonging, and the capacity to build strong relationships within and beyond the school community.

### **Quality Through Collaboration**

We believe that partnerships with families, communities, and

professionals foster innovation and achieve the highest standards of education, whilst nurturing socially aware and compassionate individuals.

### **Equity and Excellence for All**

We are dedicated to personal growth and achievement, celebrating diverse strengths and backgrounds to ensure every individual can thrive and succeed together.

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### **Role Purpose**

Reporting into the CFOO, the Head of HR will provide both strategic and operational leadership for Human Resources across the Academy Trust. The role is responsible for ensuring the Trust attracts, develops, and retains high-quality staff, while maintaining full compliance with employment law, safeguarding requirements, and best practice within the education sector.

As a trusted advisor to senior leaders and headteachers, the postholder will play a key role in supporting the Trust's vision and values through effective people management and a strong, values-driven culture.

This is a unique opportunity to establish and shape the HR function within a growing Trust. The successful candidate will lead the development of systems, processes, and a high-performing HR team, with scope for the role to expand as the organisation grows.

The ideal candidate will demonstrate a proven ability to provide expert advice on employment law, policies, and procedures. They will also oversee and manage the relationship with an external HR advisory service, ensuring high-quality support is in place for the Trust.

### **Key Responsibilities**

#### **Strategic HR Leadership**

- Working closely with the CFOO, develop and deliver the Trust's HR strategy aligned with its educational vision and growth plans
- Advise the Executive Team on workforce planning, organisational design, and people-related risk
- With support from the CFOO, lead HR input into trust expansion, restructures, and change management programmes



- Promote a positive, inclusive culture across all academies

### **Operational HR Management**

- Oversee the delivery of high-quality HR services across the Trust
- Ensure consistent application of HR policies, procedures, and employment practices
- Lead on complex employee relations cases, including disciplinary, grievance, capability, and absence management
- Support and coach headteachers and senior leaders on people management issues

### **Recruitment, Retention & Workforce Development**

- Lead recruitment strategy, including safer recruitment practices
- Oversee onboarding and induction processes across the Trust
- Support leadership development, succession planning, and talent management
- Advise on performance management frameworks and appraisal processes

### **Pay, Terms & Conditions**

- Lead on pay, grading, and terms and conditions, including teacher and support staff contracts
- Support job evaluation and benchmarking exercises

### **Compliance, Safeguarding & Risk**

- Ensure full compliance with employment law, DfE guidance, and regulatory requirements
- Act as a key safeguarding partner, ensuring HR processes support safer recruitment and staff conduct
- Maintain oversight of HR data, audits, and reporting to senior leadership and trustees

### **HR Team Leadership**



- Lead, manage, and develop the central HR team
- Set clear objectives, monitor performance, and build HR capability across the Trust
- Manage external HR providers or legal advisors where required

### **Change Management and Growth**

- Alongside the CFOO, lead HR input into organisational change, including restructures and TUPE transfers
  - Support school conversions and Trust expansion
  - Ensure effective communication and staff engagement during change
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## **Person Specification**

### **Essential**

- Senior-level HR experience, ideally within education, public sector, or a multi-site organisation
- CIPD Level 5 minimum and willingness to work towards CIPD Level 7
- Strong knowledge of UK employment law and HR best practice
- Experience advising senior leaders and boards
- Proven ability to manage complex employee relations cases
- Experience leading and developing an HR team
- Track record of improving organisational culture, staff engagement, and wellbeing
- Full UK Driving licence
- Strong organisational skills
- High level of integrity and ability to handle confidential matters
- Experience of change management within an educational setting
- Understanding of pay frameworks in education (e.g. STPCD, NJC terms and conditions)

### **Desirable**

- CIPD Level 7 qualification (or equivalent)
- Experience supporting organisational growth or trust expansion
- Strong knowledge of the Academies Trust Handbook and its implications for HR and governance
- Experience of developing EDI (Equality, Diversity and Inclusion) strategies
- Advanced data analysis skills, using workforce metrics to inform strategic decisions



**Ambition**  
Community Trust



- Experience working with Trade Unions and collective consultation
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### **Values & Behaviour**

- Strategic thinker with operational credibility
  - Commitment to equality, diversity, and inclusion
  - Professional, confidential, and ethical approach
  - Collaborative and supportive leadership style
  - Strong alignment with the Trust's educational mission
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**The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are subject to an enhanced DBS (CRB) Disclosure prior to taking up an appointment with the Trust.**

**Transforming the lives of  
children and their communities**