



RECRUITMENT PACK

HEAD OF HR

Closing Date: 12 noon, Monday 18th May 2026





HEAD OF HR

Salary Scale PO6 Point 44-47

(£55,624 - £59,005 per annum, full time equivalent)

35 hours per week, Term Time Plus 10 days – salary will be pro rata accordingly

Chrysalis Multi Academy Trust is at a pivotal stage of growth. Currently comprising Claremont High School Academy and Sudbury Primary School, with The Mount Stewart Schools Federation due to join, the Trust is evolving into a larger, more complex organisation. We are now seeking a strategic and experienced Head of HR to lead our people function at an exciting stage of growth.

About the Role

You will lead both the strategic and operational HR agenda across the Trust, including:

- Developing and delivering the Trust's HR strategy
- Leading workforce planning, organisational change and development
- Managing complex employee relations casework
- Ensuring compliance with employment law and safeguarding requirements
- Driving effective recruitment and retention strategies
- Will lead a small central HR function, including an HR Administrator, with scope to shape and develop the team as the Trust grows

About You

You will be a credible HR leader with:

- Significant senior HR experience across strategic and operational areas
- Strong knowledge of UK employment law and HR best practice
- Experience advising senior leaders and managing complex casework
- Excellent communication, analytical and organisational skills
- A strong commitment to safeguarding and inclusion

We welcome applications from candidates both within and outside the education sector. Transferable HR leadership experience is highly valued, and support will be provided to develop sector-specific knowledge.

What We Offer

- Competitive Salary
- Employer Pension Scheme
- Professional development support, including CIPD progression
- Occupational Health Support
- Cycle to Work Scheme and Free Eye Test
- Employee wellbeing initiatives, including Mental Health First Aider training

To apply please visit:-

[Chrysalis Multi Academy Trust, Kenton, | Teaching Jobs & Education Jobs | MyNewTerm](#)

Prospective candidates are welcome to arrange an informal discussion about the role, should they wish.

Closing Date: 12 noon, Monday 18th May 2026

JOB DESCRIPTION

Job Title:	Head of HR
Reporting to:	Executive Headteacher/Headteacher
Responsible for:	HR Administrator
Remuneration:	PO6 Point 44 - 47 (£55,624 per annum - £59,005, FTE) Term Time Plus 10 days – salary will be pro rata

Job Purpose:

To lead the Chrysalis Multi Academy Trust's HR function in the implementation of its HR aims and objectives as specified in the Improvement Plans and Policy Statements, in line with appropriate employment law to mitigate risk. The Head HR will lead and manage the strategic and operational HR function across the Chrysalis Multi Academy Trust, ensuring the delivery of a high-quality, compliant, and forward-thinking HR service.

The role will support the Trust's vision and growth by driving effective workforce planning, developing people strategies, and ensuring best practice in all aspects of employment, safeguarding, and organisational development.

About the Trust:

Chrysalis Multi Academy Trust is a growing and ambitious Trust committed to high-quality education and strong outcomes for all pupils. It currently comprises Clarendon High School Academy and Sudbury Primary School, with The Mount Stewart Schools Federation due to join as part of its planned expansion.

The Trust brings together primary and secondary provision and is committed to developing its staff, promoting inclusion, and fostering a culture of continuous improvement. This is an exciting opportunity to join a Trust at a key stage of growth and development.

Key Relationships:

The post holder will operate across the Trust, working with a range of internal and external stakeholders, including:

- Executive Headteacher / CEO
- Headteachers across the Trust
- Trust Board
- Senior Leadership Teams within schools
- External HR and legal advisors
- Trade union representatives

Key Responsibilities:

Strategic HR Leadership

- Develop and implement a Trust-wide HR strategy aligned with educational and organisational priorities, contributing to overall strategic planning as part of the central team.
- Lead workforce, organisational design and change management initiatives including restructuring and redundancy programmes.
- Act as a strategic partner to the CEO, Headteachers, and senior leadership teams.
- Report to Trust Board as required.
- Promote a culture of continuous improvement, professional development, and employee engagement.

HR Operations & Compliance

- Ensure compliance with employment law, safeguarding requirements and relevant regulatory frameworks including DfE and Ofsted.
- Oversee and continuously improve HR policies, procedures, and processes across the employee lifecycle (including recruitment, onboarding, absence management, and leavers), ensuring consistency, efficiency, and a high-quality user experience
- Lead and implement effective recruitment and retention strategies, ensuring robust safeguarding and safer recruitment practices.
- Oversee payroll and contractual change processes

Employee Relations & Casework

- Lead on complex employee relations matters including disciplinary, grievance, capability, and absence management cases, liaising with legal advisors and unions as appropriate.
- Foster positive employee relations and resolve conflicts proactively and effectively.

People Development

- Work with school leaders to identify training needs and oversee a consistent, high-quality professional development offer.
- Support performance management processes, including appraisals and development plans.

HR Systems and Data

- Lead the development and effective use of HR systems and data analytics to inform strategic decision-making, workforce planning, and reporting
- Ensure accurate analysis, statutory reporting to support strategic decision-making

Equality, Diversity, and Inclusion

- Champion and implement EDI initiatives across the Trust.
- Ensure all HR policies and practices promote fairness and inclusivity.

This is an exciting opportunity to shape and lead the people strategy of a growing Multi Academy Trust and make a tangible impact on staff development and pupil outcomes.

Other Duties

The post holder may be required to undertake duties not specifically outlined in this job description. These duties may vary from time to time without changing the general nature or level of responsibility of the role. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with data protection rules and procedures
- Keep abreast of Human Resources best practice, legislative changes and new developments to continuously develop and improve knowledge and skills and broaden the understanding of inter-relationships between the range of human resources activities and functions
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Be willing to be trained as a Mental Health First Aider
- Attendance at relevant school meetings and whole school events
- Exercise a commitment to each school's mission statements and stated ethos including the equal opportunities policy, health & safety policy and all other current school/Trust policies

The Trust is committed to safeguarding and promoting the welfare of children and young people. The Head of HR will ensure that all HR practices fully reflect this commitment, including safer recruitment, vetting and compliance.

PERSON SPECIFICATION

Qualifications & Professional Development

Essential

- Significant senior HR leadership experience (strategic and operational)
- Degree or equivalent professional qualification
- CIPD Level 5 or above (or equivalent HR qualification/experience)
- Commitment to continuing professional development

Desirable

- CIPD Level 7 or equivalent strategic HR qualification
- Formal leadership or management qualification

Experience

Essential

- Senior HR experience with both strategic and operational responsibility
- Experience of working within a multi-site organisation
- Managing employee relations casework (disciplinary, grievance, capability, absence)
- Advising senior leaders on organisational change, restructuring, and workforce planning
- Developing and implementing HR policies and procedures
- Recruitment and retention strategy design and delivery
- Use of HR systems and production of workforce data and reports

Desirable

- Work within a Multi Academy Trust or school environment
- Experience of TUPE or organisational change programmes
- Line management of HR staff

Knowledge & Understanding

Essential

- UK employment law, HR best practice, safeguarding and safer recruitment requirements
- Application of equality, diversity, and inclusion principles
- Workforce planning and organisational development principles

Desirable

- Knowledge of education sector, including DfE and Ofsted frameworks

Skills & Abilities

Essential

- Operate strategically while managing operational HR activity
- Good analytical skills with ability to interpret and present workforce data
- Excellent communication and influencing skills at senior leadership level
- Strong organisational skills with ability to manage a complex workload
- Handle sensitive issues with discretion, tact, and diplomacy
- Strong problem-solving and decision-making skills
- High level of accuracy and attention to detail
- Strong IT and HR systems capability

Personal Qualities

Essential

- Professional, credible, and confident at senior leadership level
- Commitment to safeguarding and promoting the welfare of children and young people
- Resilient, adaptable, and able to manage competing priorities
- Strong commitment to equality, diversity, and inclusion
- Ability to build effective relationships across a range of stakeholders
- High standards of accountability, and continuous improvement

We welcome applications from candidates both within and outside the education sector. While knowledge of schools or Multi Academy Trusts is beneficial, it is not essential — we value strong, transferable HR leadership experience and will support sector-specific learning.

THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT, 1974

Chrysalis Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.