



BRIEF FOR THE POSITION OF

GROUP

HR DIRECTOR



CONTENTS

PRINCIPAL'S WELCOME	3
ABOUT ST ALBANS EDUCATION GROUP	4
ABOUT OUR SCHOOLS	5
THE ROLE	6
THE INDIVIDUAL	8
HOW TO APPLY	10



PRINCIPAL'S WELCOME



Thank you for your interest in joining St Albans Education Group (STAEG). It is my privilege to lead this Group and the talented and dedicated team of colleagues who contribute to our success.

STAEG is a family of schools united by a shared commitment to educational excellence, ambition and care. We believe deeply in the transformative power of education and in creating environments where young people are challenged, supported and inspired to lead lives of purpose and confidence.

We know that excellent education is the bedrock of pupils' future success and happiness and want our schools to lead the sector in providing progressive, outstanding education for our learners.

Our staff are central to this mission. We look for colleagues who are intellectually curious, values-driven and committed to continual improvement; people who care as much about character and integrity as they do about outcomes.

We have the highest of expectations for our pupils and our staff alike. In return, we offer the opportunity to work within a collaborative, forward-thinking group that values professional growth, thoughtful leadership and the contribution of every individual.

I hope this pack gives you a clear sense of who we are and what we stand for. If our vision resonates with you, I would be delighted to receive your application.

A handwritten signature in black ink that reads "Amber Waite".

Amber Waite
BSc Rutgers, BSc Texas A&M, MSc Oxon
Principal and CEO, St Albans Education Group



ABOUT ST ALBANS EDUCATION GROUP

We are a growing and forward-thinking group of strong, successful schools. We provide strategic leadership and operational resilience for our schools, while ensuring each retains its own distinct identity and ethos.

We bring together schools of different sizes, characters and geographies. Each prospective school is carefully assessed to ensure it enhances STAEG's educational excellence, values and thought leadership. A diverse group amplifies our voice nationally and strengthens our collective resilience.

Across STAEG, staff benefit from rich professional networks, shared expertise and continuous collaboration. This ensures that pupils experience an academically ambitious, values-led education in inspiring environments. For families, STAEG offers stability, continuity and a consistent educational journey from early years to Sixth Form.

As a charity, every surplus penny is reinvested in our schools and the outcomes of our pupils.

OUR MISSION

STAEG supports and strengthens our schools to ensure pupils flourish and make a positive impact on society.

OUR VISION

To shape independent education for the future through bold leadership and sector-leading expertise.

OUR VALUES

Excellence: We uphold the highest standards in all we do.

Integrity: We act with honesty, kindness and respect.

Diversity: We celebrate difference and build inclusive communities.

Innovation: We think boldly and creatively to meet challenges.

Leadership: Our leaders demonstrate courage, compassion and purpose.

Joy: We believe education should be exciting, fulfilling and life-enriching.

GOVERNANCE AND LEADERSHIP

STAEG is led by a team of talented governors with extensive experience of the education sector and beyond, headed by the Chair, Alison Arnold.

Day-to-day operational running and strategic planning for schools is overseen by the STAEG Executive Team chaired by the Principal and CEO, Amber Waite, and includes the Chief Operating Officer, the Director of Marketing, Admissions and Engagement, the Heads of the schools, and the Group Designated Safeguarding Lead. The Principal, Executive Team and Senior Leadership Teams work closely and collaboratively to ensure the efficient and effective running of the schools within the Group. The Principal reports to the Chair of Governors, and all other members of the Executive Team report to the Principal.

Ongoing professional development is central to the STAEG ethos; the Executive Team provides a forum for leadership to work collaboratively on projects and initiatives with the uninhibited sharing of information not possible in a competitive market.

Teachers and support staff benefit from a framework of continuous improvement by being part of an education group, through multi-school INSETs and other collaborative ventures.

ABOUT OUR SCHOOLS

STAEG currently has three member schools: STAHS Senior, STAHS Prep and Stormont School. A fourth school, St George's Ascot, has recently been announced and will formally join STAEG this summer.

ST ALBANS HIGH SCHOOL FOR GIRLS (STAHS)

STAHS is an independent day school for girls aged 4-18, situated across two sites. STAHS Prep accommodates approximately 330 pupils in Reception through Year 6 and is located on an extensive woodland site in the leafy Hertfordshire village of Wheathampstead, about five miles away from St Albans city centre. STAHS Senior educates approximately 820 girls across Lower School (Years 7 and 8), Middle School (Years 9, 10 and 11) and Sixth Form (Years 12 and 13). STAHS Senior is a vibrant city school, located in the heart of St Albans. STAHS is academically selective and oversubscribed at all points of intake.

STORMONT SCHOOL

Stormont School is a non-selective independent day school for girls aged 4-11 located in Potters Bar, Hertfordshire. Stormont educates approximately 140 girls, many of whom continue their education at STAHS from Year 7, whilst others take up places at a variety of independent and state senior schools mostly located in Hertfordshire and North London.

ST GEORGE'S ASCOT

St George's Ascot is a leading independent day and boarding school for girls aged 11-18, widely respected for its academic strength, strong pastoral culture and commitment to developing confident, articulate young women.

Set in beautiful grounds in Berkshire, the school combines high academic expectations with a broad co-curricular programme and a clear focus on character, leadership and service. St George's is known for nurturing intellectual curiosity, independence of thought and a strong sense of community, enabling pupils to flourish both academically and personally and to progress successfully to top universities and diverse future pathways.



THE ROLE

STAEG is looking to appoint a high-calibre Group HR Director to provide strong strategic leadership at an exciting stage in the group's development.

This is a full-time, permanent position.

Salary: highly competitive

The Group HR Director will report directly to the COO and will meet regularly with the Principal, members of the Executive Team and members of school Senior Leadership Teams.

This is a pivotal role in shaping STAEG's employee experience, strengthening processes and systems, and ensuring all staff across the Group are fully supported. This Group-wide position provides the strategic leadership to define and deliver a People and Culture Strategy fit for 2026 and beyond. They will ensure that people priorities are fully aligned with the Group's strategic vision and long-term objectives. The role will support the Principal and COO with the development and implementation of a broad remit of existing and future Group projects and improvement initiatives. The role will manage and support the HR teams to deliver operational excellence across the Group.

The Group HR Director will combine experience of managing complex HR functions with excellent interpersonal and relationship-building skills. They will be comfortable operating at the seniormost level within an organisation.

Previous independent school experience is not a prerequisite, although some understanding of the sector would be advantageous, and applications are encouraged from candidates with commercial, private sector, charitable and other non-profit sector backgrounds.

It is essential that the post holder has a desire and interest to work within an educational community and will see value in the direct link that their role has on the educational achievements of the children and young people who attend STAEG schools.



KEY RESPONSIBILITIES

■ Strategic planning

- Monitor trends and provide data-driven management information to the Principal and COO on a monthly basis.
- Contribute to long-term staffing plans.
- Advise leadership on workforce trends, enrollment impacts, and organisational structure.
- Support succession planning for key roles.

■ Compliance and policy management

- Remain current in your knowledge of employment law, regulatory guidance and statutory regulations, including the Independent Schools Standards Regulations as relates to adults working in schools and the safeguarding of children.
- Prepare, implement and update HR policies which support STAEG's overall strategic aims and objectives.
- Senior responsible officer for overseas student and staff visa sponsorship.
- Ensure the Single Central Registers and the HR databases are being maintained, conducting independent audits as required.
- Ensure adherence to employment law and that all Group schools are 'inspection ready' with respect to safer recruitment and adults working in schools.
- Manage the development and implementation of all HR related systems.

■ Employee Relations

- Coach and mentor senior line managers in employee relation matters.
- Support a positive and inclusive culture; providing direction and guidance for mediation for conflicts, performance concerns, grievances, and disciplinary matters.
- Oversee the provision of accurate information for payroll and reward, including salary and pension provision.
- Oversee provision of staff appraisal and support line managers in conducting appraisals.

■ Workplace culture, DEIB, and community support

- Lead on diversity, equity, inclusion, and belonging (DEIB) initiatives; promoting employee well-being and engagement.
- Actively drive continuous improvement of the HR service, identifying areas for improvement and driving and delivering improvement initiatives

■ Leadership and management

- Recruit, induct and develop HR staff and provide training and mentoring.
- Organise professional development workshops, conferences, and training; ensuring compliance with continuing education or certification requirements.
- Manage and lead the HR teams and further develop their operational capabilities

■ Financial management and control

- Oversee and manage the HR budget and input into the setting of the annual budget.



THE INDIVIDUAL

PERSON SPECIFICATION

Skills and knowledge

- An existing Director of HR looking to step up to Group level
- Ability to think strategically and develop strategies and processes to benefit the Group
- Proven experience in developing and delivering a data-driven approach to HR
- Ability to analyse complex data sets, translate metrics into strategic narratives, and present findings
- Ability to clearly and concisely communicate goals, tasks and other organisational needs
- Ability to make crucial decisions, sometimes with little time
- Encourages innovation and a creative culture of continuous improvement
- Ability to work equally effectively as part of a high-performing team and as an individual.

Personal qualities

- Takes an innovative approach to problem-solving
- Sets high standards of self and others
- Keeps abreast of sector developments and anticipates the need for change
- Resilient with the ability to manage competing and changing priorities
- Reflective, evaluates development and learning of improvement strategies
- Takes accountability and ownership for decisions and outcomes in own area of responsibility

Qualifications

- Educated to degree level or equivalent
- CIPD Level 7 or equivalent HR qualification





PROFESSIONAL ATTRIBUTES

- A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School's safeguarding policy.
- Contribute positively to the overall ethos, objectives and aims of the Group

HOW TO APPLY

St Albans Education Group welcomes applications for the role of Group HR Director.

The closing date for applications is **09.00 on Friday 13 March 2026**

The St Albans Education Group is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

First-round interviews will take place **on Tuesday 17 March 2026**. Shortlisted candidates will be invited to attend a final interview on **Friday 27 March 2026**.

In order to apply, please submit a personal statement which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria along with an application via MyNewTerm. Please include current salary details and the names and addresses of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

All applications will receive an automated response.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form which will be found at the end of the application process. This will assist the client in monitoring selection decisions to assess whether equality of opportunity is being achieved. Any information collated from the Equal Opportunities Monitoring Forms will not be used as part of the selection process and will be treated as strictly confidential.

For an initial discussion, please contact:

Mike Lewis: +44 1727 853 800
C00@STAEG.org.uk

PERSONAL DATA

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

STAEG is a group of vibrant schools supported by a diverse and enthusiastic community of governors, staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.



ST ALBANS
EDUCATION GROUP

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