



DIOCESE OF NOTTINGHAM

# DIRECTOR OF PEOPLE

## APPLICATION PACK



**OUR LADY  
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST



**St Ralph  
Sherwin**

Catholic Multi Academy Trust



**—ST THOMAS—  
AQUINAS**

CATHOLIC MULTI-ACADEMY TRUST

# Director of People

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## From the Director of Education

On behalf of Bishop Patrick McKinney and the Members of our diocesan Catholic Multi-Academy Trusts, I would like to welcome you to the Diocese of Nottingham!

I am delighted that you are considering this opportunity to join the Diocese of Nottingham at a pivotal time in the development of our Catholic Multi-Academy Trusts.

This role represents a significant opportunity to shape and deliver a diocesan-wide People strategy, supporting over 4,000 staff across 84 schools and ultimately improving outcomes for the children and young people we serve.

As we continue to strengthen collaboration across our CMATs, we are seeking a Director of People who can bring strategic leadership, clarity and consistency, whilst respecting the identity and strengths of each organisation.

**Our Lady of Lourdes**, covering Nottingham city, Nottinghamshire and all of Lincolnshire.

**St Ralph Sherwin**, covering Derby city, Derbyshire, Staffordshire and Stockport.

**St Thomas Aquinas**, covering Leicester city, Leicestershire and Rutland.

The Catholic Church teaches that we are all created in the image and likeness of a loving God. This means that all human beings – without exception – have great personal dignity. Catholic education is committed to the formation of the whole person – so their moral, physical, spiritual and emotional development is just as important as their academic development. Catholic schools are not just for Catholics, we welcome pupils and staff from all faiths and none. In our schools, each person is called to enter into a relationship with Our Lord Jesus Christ through prayer, liturgy and the celebration of Mass

Whilst being a Catholic is not a requirement for this post, the successful applicant must be willing to support the Catholic life and mission of our CMATs and schools and ensure that our values are reflected in leadership, decision-making and service delivery.

Please do take a close look at this application pack and feel free to contact us to find out more. I wish you every success with your application.



Peter Giorgio  
**Director of Education**

# Director of People

## From the Chief Executive Officers

Welcome to our diocese!

We enjoy a unique, highly-regarded, collaborative relationship as three sister CMATs within the Diocese of Nottingham. In 2018, we committed to retaining national terms and conditions for all of our employees.

We believe in the transformational power of Catholic education and the critical role our staff play in improving the life chances of our children and young people.

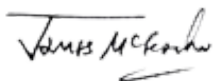
Following the retirement of our highly successful Director of People, we are seeking to appoint a Director of People. The Director of People will lead on the development and implementation of a diocesan wide, sector leading People strategy and drive the provision of a forward-thinking, responsive and progressive People function whilst ensuring that all CMATs are compliant with policies, procedures and best practice.

This is a senior strategic leadership opportunity, working across three Catholic Multi-Academy Trusts within a unique diocesan model.

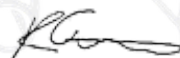
The Director of People will lead the development and delivery of a forward-thinking, high-impact People strategy, ensuring consistency, efficiency and continuous improvement across all CMATs.

We are seeking an individual who can operate confidently at Executive and Board level, lead through complexity, and build a modern, high-performing People function that supports both organisational performance and our values-led mission.

We look forward to working with you.



James McGeachie  
**CEO - Our Lady of Lourdes**



Kevin Gritton  
**CEO - St Ralph Sherwin**



Neil Lockyer  
**CEO - St Thomas Aquinas**



# Contractual DETAILS

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**Reporting to** Chief Executive Officers (CEOs) for the three Catholic Multi-Academy Trusts in the Diocese of Nottingham

**Responsible for** Head of HR/HR Manager(s), Head of People Operations

**Liaising with** The diocesan strategic HR advisory committee, the CMAT Boards, sub-committees of the CMAT Boards the CEOs, the Finance/Operations Directors, Headteachers, other colleagues, NRCDES, Directors, Governors, Trade Unions and suppliers

**Grade/Salary** E4 (Scale Points 71-77) £95,831 - £108,499 (pay award pending)

**Contract** This is a full-time, permanent post

**Hours of work** 37 hours per week (additional hours may be required to meet the requirements of the role)

## Why this ROLE?

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- Opportunity to lead People strategy across three established CMATs.
- Scale and impact: 84 schools, 4,000 staff, 29,000 pupils.
- Ability to shape and modernise a developing People function.
- Genuine influence at executive and board level.
- A values-led environment focused on improving outcomes for children and young people.

# Job DESCRIPTION

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## Core Purpose

- To lead and communicate the diocesan people strategy and to work with CEOs to ensure that the diocesan people strategy is reflected in CMAT strategic plans and people strategies ensuring sustainability of the centralised People function to support the aspirations for all Catholic academies to become outstanding.
- To serve on the executive leadership teams, supporting the integration of the wider people strategy into individual CMAT strategic plans and providing an effective and efficient workforce to meet the CMATs' goals.
- To lead on the provision of a forward thinking, responsive and professional People function; ensuring all the CMATs and academies remain compliant with employment law, aspects of health and safety, national/regional/local conditions of service, policies/procedures, Bishops' Memoranda and best practice.



## Organisational Development and Transformation

- Lead the development of a modern, data-informed People function, using insight and workforce metrics to inform decision-making.
- Drive consistency of People processes and standards across the three CMATs, reducing duplication and improving efficiency.
- Identify and deliver opportunities to streamline systems, processes and service delivery models.
- Ensure the People function operates as a strategic partner to school and CMAT leadership, not solely an operational service.
- Lead workforce planning to ensure alignment between staffing, financial sustainability and educational priorities.

# Job DESCRIPTION

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## **Specific areas of responsibility and key tasks**

### ***Strategic HR Leadership***

- To shape, align and deliver the overall people strategy to ensure the effective implementation of the plan for all three Catholic Multi-Academy Trusts and Catholic academies in the Diocese of Nottingham.
- To direct and successfully develop the strategic and innovative use of leadership, teaching and support staff resources, to deliver agreed objectives and maximise financial performance.
- To deliver continuous improvement of standards/efficient HR processes and added value initiatives across the three regional CMATs.
- To embed a clear interpretation of employment and other legislation, Bishops' Memoranda, CES policies/procedures and regional conditions of service, to ensure these are reflected in the people strategy and implemented in policies, procedures and practices to support the vision for all Catholic academies.
- Leading the analysis of employee feedback and data with the aim of creating a better working environment and engaged culture, such as developing and implementing CMAT wellbeing and health policies and initiatives.

### ***Continuous Improvement***

- To champion a culture of continuous improvement by shaping and influencing people strategy. To raise awareness of the need for change to ensure academies operate at optimal efficiency in the disciplines of recruitment, retention, talent, induction, culture change, performance management, etc.
- To ensure the outcomes of HR initiatives and programmes are delivered on time and within defined costings.
- To ensure that HR issues are anticipated and identified at an early stage and are considered as part of ongoing plans, to ensure the 'right people, right time, right place, right cost' aim is met.
- To perform a leadership role by successfully transforming the HR brand, image and function in the three CMATs.

# Job DESCRIPTION

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- To ensure Catholic Education Service (CES) contracts and the national/regional/local policies and procedures are compliant with relevant employment law/legislation, equality law, best practice and Bishops' Memoranda.
- To pro-actively drive related HR projects where development and positive change will bring additional benefits to all Catholic academies in the CMATs.
- To act as a change agent and champion of HR initiatives across the three regions gaining buy-in from key stakeholders.
- To challenge and coach leadership on how to effectively engage teaching and support staff and build people capabilities across Catholic academies in the Diocese of Nottingham.
- To provide a Trust level impact and risk assessment to positively influence and ensure the joint review of HR policy and procedures.
- To ensure HR solutions are lean, embedded, consistent and compliant.
- To work closely with the Head of Payroll and Pensions and the Chief Operating Officer (at the Our Lady of Lourdes CMAT) to support the effective delivery of the Payroll and Pensions service.

## ***HR Performance and Customer Satisfaction***

- To ensure the Service Level Agreements (SLA) with all CMATs are delivered in line with agreed targets and ensure customer satisfaction with the People function is consistently excellent.
- To provide robust Key Performance Indicators and performance reports to the CMAT Boards and CEOs.
- To ensure regional pay and innovative reward strategies are consistently embedded to support positive employee engagement and improve retention.



# Job DESCRIPTION

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## ***Employee Relations***

- To co-ordinate advice to the CEOs, NRCDES, HR Manager(s) and lawyers with regard to highly complex and sensitive employment negotiations and/or terminations, such as risk assessment, appeals and employment tribunals.
- To develop a constructive relationship with all recognised Trade Unions and Professional Associations through effective consultation, facilities time arrangements and negotiation channels.
- To protect the interests of the CMATs, academies and the NRCDES in accordance with HR policies, the Academy Trust Handbook, safeguarding responsibilities, governance, education laws and regulations.

## ***Leadership and Management Engagement***

- To lead and present at regular consultation forums/groups covering a wide range of topical HR subjects, often where large audiences are present and where strong influencing skills will be required.

## ***HR Training and Development***

- To ensure the professional development needs of the People team are met and aligned to the overall HR capability requirements and high standards.
- To devise and implement an effective succession strategy for the People teams.

## ***Compliance***

- To ensure any relevant legal, regulatory, ethical and social requirements are compliant and consistently applied.



# Job DESCRIPTION

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## ***Additional Requirements***

- To attend meetings as required.
- To take action to improve outcomes for young people and to support all academies in the Trust to be outstanding.
- To be respectful of and support the development of the Catholic ethos of the Diocese of Nottingham and the three CMATs.

*The Diocese of Nottingham Catholic Multi-Academy Trusts are committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to appropriate safeguarding checks, including an enhanced DBS check.*

*The Trusts will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*



# Person SPECIFICATION

**Key: E = essential criteria and D = desirable criteria**

## CRITERIA

<b>TRAINING AND QUALIFICATIONS</b>	
Educated to A Level or above, including a minimum of GCSE (or equivalent) grade C in maths and English	<b>E</b>
Educated to degree level 2:1 or above in a relevant subject or equivalent professional qualification	<b>D</b>
CIPD qualified at level 7 or equivalent experience at senior HR level	<b>E</b>
CIPD membership at Fellow level	<b>D</b>
Management training or post graduate qualification	<b>D</b>
Evidence of commitment to continuing professional and personal development of self and others	<b>E</b>
<b>EXPERIENCE</b>	
Experience of operating at executive and/or board level	<b>E</b>
Experience of leading strategic change across complex or multi-site organisations	<b>E</b>
Experience of delivering service transformation and organisational improvement	<b>E</b>
Significant senior HR People experience, such as Business Partner and/or Director of People level capability	<b>E</b>
A proven track record in the successful delivery of HR solutions in a challenging environment	<b>E</b>
Strong knowledge and / or experience of the education sector	<b>E</b>
Excellent relationship management skills up to board level	<b>E</b>
Experience of implementing HR and people strategies that address specific requirements that are fully supportive of educational needs and expectations	<b>E</b>

# Person SPECIFICATION

**Key: E = essential criteria and D = desirable criteria**

## CRITERIA

<b>EXPERIENCE</b>	
Experience of working within a complex matrix organisation	<b>E</b>
Strong experience of employment law and governance legislation relating to the sector	<b>E</b>
Experience of delivering positive change within a centralised People function	<b>D</b>
Familiarity with operating Catholic Education Service (CES) policies/procedures and national conditions of service	<b>D</b>
Excellent project management, planning and execution skills	<b>E</b>
Familiarity with presenting to and influencing large audiences and leading consultation groups, such as trade unions and head teacher forums	<b>E</b>
Strong financial capability and diagnostic skills with the ability to monitor and interpret workforce trends/issues via metrics to support the case for HR initiatives and translate these into people solutions that deliver agreed plans/goals for the three CMATs	<b>E</b>
<b>PROFESSIONAL KNOWLEDGE AND SKILLS</b>	
Evidence of continual professional development	<b>E</b>
Proven ability to translate strategy into delivery, balancing organisational priorities, workforce needs and financial constraints, with the ability to innovate and use initiative	<b>E</b>
Ability to engage stakeholders and secure support for HR ideas and policies to enable effective execution and solutions	<b>E</b>
Excellent influencing skills, able to communicate sensitively and robustly with HR issues to ensure the best outcome for young people	<b>E</b>
Able to understand different cultures and expectations whilst not losing sight of the imperative for organisational development and proactively support CMAT priorities	<b>E</b>
Team player, understanding the need to work with all levels of influence and seniority	<b>E</b>

# Person SPECIFICATION

**Key: E = essential criteria and D = desirable criteria**

## CRITERIA

<b>PROFESSIONAL KNOWLEDGE AND SKILLS</b>	
Able to formulate concise, relevant KPIs and performance measures within a complex environment	<b>E</b>
Excellent personal and team time-management capabilities	<b>D</b>
Ability to simplify complexity and provide clear direction	<b>E</b>
Experience of leading through ambiguity and organisational change	<b>E</b>
<b>PERSONAL ATTRIBUTES</b>	
Willingness to support the Catholic life and mission of the CMATs and academies	<b>E</b>
Ability to command credibility and respect	<b>E</b>
Emotional resilience	<b>E</b>
Ability to self-evaluate and reflect	<b>E</b>
Able to adapt to changing circumstances and new ideas	<b>E</b>
Attention to detail	<b>E</b>
Positive attitude and solution-focused approach	<b>E</b>
Ability to be respectful and promote inclusion and diversity	<b>E</b>
Good analytical and diagnostic skills	<b>E</b>

# Person SPECIFICATION

**Key: E = essential criteria and D = desirable criteria**

## CRITERIA

### SAFEGUARDING

Understanding of responsibilities of the Trust and academies in ensuring compliance with all relevant safeguarding legislation

**E**



# Our SCHOOLS



<i>Primary Schools</i>	
Blessed Robert Widmerpool, Clifton	St Joseph's, Langwith Junction
Good Shepherd, Arnold	St Joseph's, New Ollerton
Holy Cross, Hucknall	St Margaret Clitherow, Bestwood
Holy Trinity, Newark	St Mary's, Boston
Our Lady of Good Counsel, Sleaford	St Mary's, Brigg
Our Lady and St Edward's, Nottingham	St Mary's, Grantham
Our Lady of Lincoln, Lincoln	St Mary's, Grimsby
Our Lady of Perpetual Succour, Bulwell	St Mary's, Hyson Green
Sacred Heart, Carlton	St Norbert's, Crowle
St Augustine's, Nottingham	St Norbert's, Spalding
St Augustine Webster, Scunthorpe	St Patrick's, Mansfield
St Bernadette's, Scunthorpe	St Patrick's, Wilford
St Edmund Campion, West Bridgford	St Philip Neri, Mansfield
St Hugh's, Lincoln	St Teresa's, Aspley
St Joseph's, Cleethorpes	

# Our SCHOOLS



<i>Secondary Schools</i>	
All Saints', Mansfield	St Peter and St Paul, Lincoln
Christ the King, Arnold	The Becket, West Bridgford
St Bede's, Scunthorpe	The Trinity, Nottingham



# Our SCHOOLS



<i>Primary Schools</i>	
All Saints', Glossop	St John Fisher, Derby
Christ the King, Alfreton	St Joseph's, Derby
English Martyrs', Long Eaton	St Joseph's, Matlock
Holy Rosary, Burton	St Margaret's, Gamesley
St Alban's, Derby	St Mary's, Derby
St Anne's, Buxton	St Mary's, Glossop
St Charles', Hadfield	St Mary's, Marple Bridge
St Edward's, Swadlincote	St Mary's, New Mills
St Elizabeth's, Belper	St Thomas', Ilkeston
St George's, Derby	The Priory, Eastwood

<i>Secondary Schools</i>	
Blessed Robert Sutton, Burton	St Philip Howard, Glossop
St Benedict, Derby	St Thomas More, Buxton
St John Houghton, Ilkeston	

# Our SCHOOLS



<i>Primary Schools</i>	
Bishop Ellis, Leicester	St John Fisher, Wigton
Christ the King, Leicester	St Joseph's, Leicester
English Martyrs', Oakham	St Joseph's, Market Harborough
Holy Cross, Leicester	St Mary's, Loughborough
Holy Cross, Whitwick	St Patrick's, Leicester
Sacred Heart, Leicester	St Peter's, Earl Shilton
Sacred Heart, Loughborough	St Peter's, Hinckley
St Charles', Measham	St Thomas More, Leicester
St Clare's, Coalville	St Winefride's, Shepshed
St Francis, Melton Mowbray	

<i>Secondary Schools</i>	
De Lisle, Loughborough	St Paul's, Leicester
English Martyrs', Leicester	St Martin's, Stoke Golding

# Recruitment PROCESS

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For an informal discussion about the role, please contact the Director of Education by emailing [peter.giorgio@nottingham-des.org.uk](mailto:peter.giorgio@nottingham-des.org.uk)

**Closing Date:** Sunday 31 May 2026 (midnight)

**Shortlisting:** Week commencing Monday 1 June 2026

**Stage 1 Interviews:** Tuesday 9 June 2026

**Stage 2 Interviews:** Wednesday 10 June 2026  
(including presentation)

**Candidates will be asked to prepare a short presentation.**

Please ensure that the personal statement within the application form details how you meet the requirements of the role.

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post*

**Peter Giorgio** (Director of Education)

Nottingham Roman Catholic Diocesan Education Service  
The Diocesan Centre  
Mornington Crescent  
Mackworth  
Derby  
DE22 4BD