



MARK
Education
Trust

Head of Human Resources

Information for applicants
February 2026



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Welcome to MARK Education Trust

MARK Education Trust aims to create successful schools with their own unique identities, led by experts who provide high quality, inclusive curriculums within inspiring, happy and safe learning environments. Within our culture of collaboration, we seek to know and serve our communities well, delivering whole school improvement by learning from ourselves and from others.

Our schools are **ambitious for excellence** and benefit from working in partnership, forming a community of best practice and sharing expertise to improve outcomes for children and young people.

Across our East Sussex secondary schools and our primary school, we work collectively to strengthen teaching, leadership, professional development, culture and wider opportunities. Along with our young people, our staff are our greatest asset, and we prioritise their wellbeing, career progression and professional growth.

Our Mission Statement

MARK Education Trust provides the best possible education for our students, preparing them for life, so they can stand equally alongside their peers, locally, nationally and globally.

Our Vision

1. Schools with their own identity underpinned and connected by shared values. These values are known, understood, modelled and led by expert teaching and non-teaching staff who provide and support our high quality, inclusive curriculums in inspiring, ambitious, happy and safe learning environments that foster a sense of belonging, enabling our young people to gain the knowledge and skills that they require to further their education and thrive in adult life.
2. A culture of championing collaboration and delivering on whole school improvement by learning from ourselves and others via extensive collaboration and research locally, nationally and globally.
3. A successful, sustainable and highly effective trust that is fully accountable to its stakeholders.

Working for MARK Education Trust

As part of our team, you will join a supportive, forward-thinking group of professionals who are committed to continuous improvement. We invest in our people, support flexible working where possible, and ensure all staff have access to meaningful development opportunities at every stage of their career.

Our MARK Education Trust Values

Our trust name reflects the principles that guide everything we do.

These are the values that underpin the strategic direction of MARK Education Trust.

M - Motivated	A - Ambitious	R - Resourceful	K - Knowledgeable
Creating exceptional, caring and safe educational establishments.	Holding high expectations for all staff and students.	Working efficiently and ensuring value for money.	Valuing learning for life and professional growth.

How MARK Values Are Lived in Our Schools

Each school builds on these guiding values to shape daily culture and expectations for all members of our community, across all aspects of school life.

How will **you** make your **MARK?**

- Manners**
- Acceptance**
- Respect**
- Kindness**



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- Motivated**
- Articulate**
- Resilient**
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Message from the Executive Headteacher and Chief Executive Officer, Anna Robinson



As the Executive Headteacher (EHT) and Chief Executive Officer (CEO) of **MARK Education Trust**, I am proud to lead three schools in East Sussex: **Beacon Academy** in Crowborough, **Uplands Academy** in Wadhurst, and **Hailsham Academy**, an all-through 2–19 school in Hailsham.

Together, we are driven by a clear mission:

To provide the best possible education for our students, preparing them for life so they can stand equally alongside their peers locally, nationally, and globally.

We were delighted to welcome **Hailsham Community College** into **MARK Education Trust** in **September 2025**. Now known as **Hailsham Academy**, the school encompasses both the primary and secondary phases.

Having begun my teaching career at Hailsham Community College in 1996, which ultimately led to my role as Head of School before my appointment to the same position at Beacon Academy in 2012, I am especially proud to see Hailsham join the trust. Since I began working with the school again in an advisory capacity in 2023, I have greatly enjoyed reconnecting with a school so close to my heart and building strong relationships with its leadership team and wider school community.

Our Journey

I was appointed Headteacher of Beacon Academy in 2015 and became Executive Headteacher of MARK Education Trust in September 2022.

During my tenure at **Beacon Academy**, we embarked on a transformational journey. In 2019, we celebrated record-breaking A-Level and GCSE results, with our Progress 8 measure making Beacon the **top-performing school in East Sussex for three consecutive years**. We also ranked **first across Sussex and within the top 1.8% of schools nationally**. Beacon's results continue to reflect academic excellence. Our sixth form students consistently achieve highly, with the vast majority of students securing their first-choice destinations – whether that be university, apprenticeship, or employment.

Continued overleaf...

In 2024, following a rigorous Ofsted inspection, Beacon Academy was judged to be *Outstanding* in all categories.

In September 2022, we welcomed **Uplands Academy** (formerly Uplands Community College) into MARK Education Trust. Located in Wadhurst, East Sussex, Uplands is a good school with vast potential, driven by an inspiring student body and a dedicated team of staff. We are proud of the excellent relationships that have developed between staff and students, underpinned by high expectations and a relentless commitment to ensuring that the focus is on each child as an individual.

Our collective drive and ambition for continuous improvement was recognised and validated in January 2025, when Ofsted confirmed that Uplands is a *Good* school in all categories.

About MARK Education Trust

Together, we make a strong, unified team focused on delivering whole school improvement. Centralised business services support our schools to develop and sustain excellence in every classroom. Our trust's schools remain oversubscribed across year groups - a testament to our committed team's dedication to our mission.

Guided by our [MARK Education Trust values](#), we are growing responsibly and with care. Our growth strategy is implemented thoughtfully to ensure that each of our schools retains its unique identity while connected by our shared vision and continuously striving for excellence through collaboration.

Join Us

As we look to the future, we are excited to grow our community responsibly and drive our shared vision forward. We warmly invite you to find out more about who we are and what we stand for by visiting our [MARK Education Trust website](#).



Anna Robinson
Executive Headteacher and Chief Executive Officer

Job Description

JOB TITLE	Head of Human Resources
PAY SCALE	Local Management Grade 3, points 13-16, currently £58,377 - £63,598 full time equivalent
JOB PURPOSE	<p>The Head of HR provides strategic leadership and direction for the trust's people strategy, ensuring that HR drives organisational effectiveness, staff wellbeing and a high-performance culture. The postholder leads the HR function across all schools and central teams, shaping workforce design, guiding senior leaders through organisational change, and ensuring that people practice is aligned to the trust's long-term mission, vision and values.</p> <p>This role acts as the trust's lead professional for HR, providing authoritative advice to the CEO, CFO, Headteachers and Executive Team, and ensuring consistent, legally compliant and values-led decision-making across the organisation.</p>
ACCOUNTABLE TO	Executive Headteacher and Chief Executive Officer

Key Responsibilities:

Strategic HR Leadership

- Lead the development and delivery of a trust-wide people strategy that strengthens organisational capability, culture and performance.
- Drive workforce planning, analysing staffing structures, demographic data, and future needs to ensure the trust remains sustainable and financially efficient.
- Lead strategic HR initiatives that support organisational development, talent management, leadership capacity building and succession planning.
- Act as the senior HR advisor to the CEO, Executive Team and Headteachers, ensuring people implications are fully considered in trust-wide planning and decision-making.

Organisational Change and Workforce Efficiency

- Lead and manage organisational change projects, including restructures, staffing redesign, TUPE processes and transformation programmes.
- Ensure change management processes are fair, legally compliant and aligned with trust values.
- Identify and implement opportunities for workforce efficiencies, improved deployment of staff and strengthened financial stewardship of staffing budgets.
- Support leaders to communicate, implement and embed change in a way that maintains morale, clarity and operational continuity.

Job Description cont.

Leadership of HR Operations

- Oversee the delivery of a high-quality, consistent HR service across all schools and central functions.
- Ensure efficient and compliant recruitment processes that attract, select and retain high-quality staff, aligned with safer recruitment expectations.
- Ensure HR systems, data and reporting processes are robust, accurate and support strategic analysis and planning.
- Oversee high-quality induction, onboarding and probation processes to strengthen early staff experience and retention.

Employee Relations and People Management

- Provide senior leadership to complex and sensitive ER casework, ensuring resolution is fair, timely and legally compliant.
- Build capability and confidence in leaders to manage people effectively, consistently and in line with trust values.
- Quality-assure the application of HR policy across schools to ensure fairness, alignment and compliance.

Policy, Governance and Compliance

- Lead the development, review and implementation of trust-wide HR policies that reflect best practice and enable effective and consistent leadership.
- Ensure full compliance with employment law, safeguarding requirements, safer recruitment, GDPR and equality legislation.
- Provide strategic oversight of staff wellbeing, workload and culture, ensuring HR policies support a positive and healthy working environment.

Professional Leadership and Trust Wide Influence

- Build strong, open and effective working relationships with leaders across all schools.
- Provide training, coaching and guidance on HR leadership, organisational change, policy implementation and people management.
- Represent the trust at external networks, professional forums or regulatory interactions where HR expertise is required.
- Travel between trust schools as needed (mileage reimbursed in line with trust policy).

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time-to-time to undertake other duties within the trust as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

Person Specification

Essential Criteria	Desirable Criteria
<p>Qualifications & Knowledge</p> <ul style="list-style-type: none"> • CIPD Level 7 (or equivalent) • Strong expert knowledge of employment law, HR compliance and safer recruitment • Understanding of safeguarding, GDPR and equality legislation • Strong understanding of organisational change, workforce planning and HR-driven financial efficiencies 	<p>Qualifications & Knowledge</p> <ul style="list-style-type: none"> • Additional HR, change-management or leadership qualifications • Knowledge of HR practice within a Multi-Academy Trust
<p>Experience</p> <ul style="list-style-type: none"> • Significant experience leading complex HR casework at senior level • Proven experience delivering or leading organisational change (e.g., restructures, staffing redesign, workforce efficiency projects) • Experience advising senior leaders and influencing strategic decision-making • Experience improving HR systems, processes or structures to deliver efficiency and value for money • Experience overseeing recruitment and safer-recruitment compliant pre-employment processes • Experience drafting, reviewing and embedding HR policies across multiple schools or sites 	<p>Experience</p> <ul style="list-style-type: none"> • Experience in education, MAT or public-sector HR • Experience leading trust-wide organisational change • Experience using HRMIS and producing strategic HR analytics • Experience designing and delivering HR or leadership training
<p>Skills & Competencies</p> <ul style="list-style-type: none"> • Highly effective communicator with senior-level influencing skills • Strong analytical skills with the ability to use HR data to inform strategic planning • Skilled in creating efficient, scalable people processes • Excellent organisational skills and professional judgement • Confident in leading complex or sensitive conversations, including during change processes 	
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Strategic, proactive and solutions-focused • Resilient, adaptable and calm under pressure • Motivated to improve organisational culture and efficiency • Ambitious for future professional progression • Fully aligned with trust values and commitment to staff wellbeing 	

Why work for MARK Education Trust

At MARK Education Trust, our staff are at the heart of everything we do. We are committed to creating a supportive, ambitious and people-centred environment where every colleague feels valued and able to thrive. As part of our dedication to staff wellbeing, professional development and work-life balance, we offer a comprehensive range of employee benefits.

Flexible Working

We offer a flexible working approach wherever possible, supporting colleagues to balance professional responsibilities with personal commitments.

Staff Recognition

We celebrate the contributions and achievements of our staff through trust-wide and school level recognition initiatives.

Pension Schemes

All staff are eligible to join:

- Local Government Pension Scheme (support staff)
- Teachers' Pension Scheme (teaching staff)

Generous Annual Leave

Support staff benefit from a generous holiday entitlement.

Wellbeing Support

All colleagues have access to our Employee Assistance Programme, which includes:

- Free, confidential telephone support
- Face-to-face counselling
- Wellbeing resources and guidance

Staff Voice

We actively seek and value feedback through regular staff surveys and staff forums, to help shape trust policy.

Discounts and Perks

- Eligibility for the Blue Light Card, offering a wide range of national and local discounts.
- Discounted gym membership and exercise classes at Uplands Academy.
- Free parking on site or within close proximity at all trust schools.

Join Our Team

At MARK Education Trust, you will be part of a collaborative, forward-thinking community that is motivated, ambitious, resourceful and knowledgeable - united in supporting the success and wellbeing of our students.



Our Employee Benefits:

- Flexible Working
- Staff Recognition
- Pension Schemes
- Generous Annual Leave
- Wellbeing Support
- Staff Voice
- Discounts
- Free on-site parking



Staff Testimonials

Beacon Academy is an amazing place to work because of the friendly and helpful staff, there is a strong culture of collaboration and support that allows everyone to develop their practice. The strong focus upon CPD provides everyone the opportunity to learn the latest cutting-edge developments in education and this is a major benefit for anyone wishing to further develop their practice. Our facilities and new technology allow us to provide engaging lessons to provide our learners with the perfect learning environment.

I would recommend Beacon Academy to anyone wanting to teach in a school that favours aspirational ethics and outstanding practice, because there are so many opportunities for ambitious staff who are keen to collaborate, develop and share best practice in order to progress in their career.

Senior Deputy Headteacher

I have thoroughly enjoyed coming to work at Beacon Academy. The commitment and dedication from the staff to ensure students are achieving, and going above in and out of lessons is amazing to see. As an NQT I received so much support from other members of staff and feel like I can ask anyone for help. The commitment and extra time given to the students is what makes Beacon such a good school to work in.

Teacher of Mathematics

How to Apply

Once again, thank you for your interest in the post of Head of Human Resources.

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all students in a trust with a culture of high expectations and ambition, please ensure you:

1. Complete the statutory application form. Applications for this post should be made through [My New Term](#)
2. Provide Information to support your application, paying particular attention to the Person Specification. Please include any achievement data that is applicable to the role you are applying for.
3. Provide two references, one of whom must be from your most recent significant employer.

The trust recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. Please refer to our Recruitment Policy which supports our statutory obligation to comply with Keeping Children Safe in Education 2025.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our Trust Recruitment Officer on:

01892 603000, or email cburgess@markeducationtrust.org

