

Job Description and Person Specification

DATE	SIGNATURE

Role

Head of HR
Beckfoot Trust
Salary/Grade: Special Grade C
Reporting to: Deputy CEO



JOB DESCRIPTION

Key Duties and Responsibilities

- Lead and deliver a high-quality, centralised HR function across our Trust, ensuring consistent, compliant and people-centred practice.
- Responsible for helping shape and execute our people strategy, overseeing HR operations, and ensuring compliance with employment law.
- Provide high quality professional HR advisory services to Executive Leaders, Headteachers, Senior Leaders and Cluster Business Managers, advising on employment practices, legal and best practice and pay and conditions of service regarding employment law and statutory requirements.
- Effectively lead a team of HR Business Partners to provide advisory services to our schools.
- Line manages the HR Manager and has overall responsibility for the HR function.
- Support in the design and delivery of HR training to meet the needs of the HR function.
- Effectively gather, analyse and report on HR data to underpin effective HR Management and planning including providing detailed analysis and evaluation for the completion of mandatory returns such as Gender Pay Gap.
- Support the development, implementation and monitoring of HR strategies and policy and procedures.
- Support in the development and quality assurance of policies, operating procedures, toolkits and templates.
- Attend all relevant HR meetings to support the development of the HR function, share best practice and maintain compliance and consistency of service to create a remarkable HR function.
- Keep the DCEO regularly apprised of HR issues arising in a timely manner.
- Undertake HR projects as required by the DCEO.
- Create, encourage and drive a culture where our staff are motivated and developed to achieve their best.
- Work collaboratively with internal and external stakeholders as required to ensure a co-ordinated approach to HR service delivery across Beckfoot Trust to support the facilitation of change, resolve conflict and promote a positive working environment.
- Respond to all queries in a timely, accurate and professional manner.
- Undertake any relevant research and review trends as required.
- Keep up to date with developments in employment legislation and HR best practice.
- Be outward focussed, learning from best practice.
- Manage own workload and the workload of others where necessary.
- Take seriously the duty to safeguard all young people.
- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- Always maintain confidentiality e.g. access to staff/student/parent and carers files.

Corporate Responsibilities

- To lead and uphold an individual and organisational commitment to safeguarding and promoting the wellbeing of children.
- Carry out the responsibilities of the role in line with our mission and organisational values.
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust
- Adhere to the principles of alignment in the One Trust Contract
- Contribute to a culture of relentless improvement, where feedback is a gift
- Comply with policies and procedures relating to Child Protection; being vigilant for signs that children may be being abused and reporting any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher.
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our scheme of delegation.
- Be accountable to and carry out any reasonable request from the Line Manager.
- Carry out any reasonable duties as requested by members of the ELT.
- Contribute to a culture of continuous improvement, where feedback is a gift.
- Live our mission and values every day.

JOB DESCRIPTION

Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent service delivery and knowledge in role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Advanced Threshold Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.

Date: March 2026

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

PERSON SPECIFICATION

Head of HR

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> • Minimum of English and maths GCSE (A-C/4+) or equivalent e.g., Adult Literacy/Numeracy at level 2 • Degree level or equivalent with relevant professional qualification • Member/Fellow of CIPD • Evidence of ongoing relevant CPD activities 		<ul style="list-style-type: none"> • Application • Certificates
Experience	<ul style="list-style-type: none"> • Significant, proven HR advisory experience • Proven track record of leading on complex HR issues • Education HR experience • Using Management Information Systems to improve service delivery • Experience of conducting and advising at hearing including disciplinary, grievance and redundancy • Experience of leading a HR team 	<ul style="list-style-type: none"> • Dealing with HR in a multi-site organisation • Experience of working in a centralised HR model 	<ul style="list-style-type: none"> • Application • Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> • Strong knowledge of UK employment law • Ability to lead and work constructively as a part of a team • Ability to interpret information and to devise policy/practices • Ability to set priorities to enable work to be done effectively under pressure and to meet deadlines • Effective IT skills • Ability to communicate convincingly and with confidence • Ability to relate well and work effectively with children and adults. • In depth knowledge of HR policies and procedures including but not limited to: dismissals, redundancies, 	<ul style="list-style-type: none"> • Knowledge of School Teachers Pay and Conditions 	<ul style="list-style-type: none"> • Application • Interview • Assessment

PERSON SPECIFICATION

	Essential Requirements	Desirable Requirements	How Identified
	maternity/paternity conditions, contractual and non-contractual changes and absence management		
Character/ Values	<ul style="list-style-type: none"> • High commitment to safeguarding and promoting the welfare of children • A belief in education and commitment to high levels of service to make a difference for young people • Commitment to the Trust agenda for inclusion, diversity and equality • Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership • Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know' • Emotionally intelligent: know when to direct and when to challenge • Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example • Understand the importance of work/ life balance • Resilient, flexible and hardworking 		<ul style="list-style-type: none"> • Application • Interview
Personal Circumstances	<ul style="list-style-type: none"> • Regular independent travel across all our schools is required • Legally entitled to work in the UK • Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 • Flexible to support out of hours activity on occasion 		<ul style="list-style-type: none"> • References • Interview

PERSON SPECIFICATION

Essential Requirements	Desirable Requirements	How Identified
<ul style="list-style-type: none">A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.		