



MAKE AN IMPACT THAT WILL LAST A LIFETIME.

Join our team.

Recruitment Pack

Director of Human Resources

Director of Human Resources

Areté Learning Trust

Areté Learning Trust has an exciting opportunity to appoint a Trust Director of Human Resources to provide strategic leadership and deliver a high-quality, centralised HR service for our schools across North Yorkshire.

The successful candidate will be an experienced and proactive HR professional who shares the Trust's commitment to excellence. They will bring strong operational expertise, exceptional interpersonal skills and the ability to build effective, trusted relationships with Headteachers, senior leaders, key stakeholders and colleagues across the Trust.

This is a multifaceted role where your expertise will be valued, and your leadership will help shape a consistent and supportive HR service. The postholder will play a key part in strengthening our people strategy, ensuring best practice, and supporting our schools to create positive, thriving working environments.

The Director of Human Resources will be based at the Trust Head Office at Stokesley School, with flexibility to work from other Trust sites or from home where appropriate. As part of the central School Support Services team, you will work collaboratively to ensure school leaders can focus on driving educational excellence, supported by a reliable and expert HR provision.

If you are ready for the next step in your career and you feel that your skill set makes you a good fit for this very exciting opportunity, then we look forward to receiving your application.

If you would like an informal conversation about the role with our CEO/ CFOO or to visit the Trust, please contact Beth Reilly, Exec PA, via email at breilly@arete.uk.

A Message from the CEO

Thank you for your interest in the Director of Human Resources position at Arété Learning Trust.

At Arété, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in our mission.

We are a values driven trust and bring this to life every day through our commitment to excellence, equity and integrity. We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential through 'Striving for Excellence'.

To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our schools align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally.

We aim to instil a passion for lifelong learning and continual improvement among our schools, staff and students, empowering them to pursue their aspirations and ambitions.

Our goal is to create a family of schools that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining Arété Learning Trust.



Mark McCandless

Chief Executive Officer, Arété Learning Trust



About the Trust

Areté Learning Trust currently has 11 schools and educates over 7,000 young people in and around North Yorkshire from ages 2-18. Our learners are at the heart of everything we do.

At Arété Learning Trust we work together and collaborate to ensure that all of our learners and our staff team have the chance to reach their potential.

Our Trust is committed to promoting:

- Health, happiness and wellbeing
- A safe, disciplined and supportive environment
- A love of learning through a passionate and committed approach
- High standards and expectations
- Integrity, kindness and good manners
- Respect for individuality and difference
- Collaborative working to secure excellence

To realise our aspiration for every child to be the best they can be, we need to ensure that as a Trust we are **'Striving for Excellence'**.

Why work for us?

We want everyone who works within ALT to feel valued and see how their work fits into the bigger picture.

We seek employees who are prepared to take personal responsibility and constantly challenge the norm to improve performance.

In return, we are committed to providing an empowering and supportive learning environment for all staff.

Areté Learning Trust is committed to being the 'Employer of Choice'.

Essentially this means that we want our schools and our central team to be great places to work. We want our staff development opportunities to be first class and we want to enable staff who are ambitious to grow their careers with us. To give our learners the best education and opportunities we are committed to recruiting and retaining the very best people in all areas of our organisation.

Regardless of role, we seek staff who:

- Have high expectations of themselves and the people they work with.
- Are committed to our Trust values.
- Show initiative and are responsive to change.
- Have strong interpersonal skills with the ability to inspire and motivate others.
- Are creative in their approach to problem solving.
- Are able to influence effectively, whatever their role.
- Are team players.

About the Role

Job Title	Director of Human Resources
Start Date	September 2026, or sooner subject to candidate availability
Contract	22.5 Hours Per Week (A flexible term-time plus arrangement will be considered)
Salary	Grade SM1 SCP 45-49 (FTE £58,239 - £67,029)

We are looking to recruit an outstanding **Director of Human Resources** to join our Central Team and bring a fresh perspective to developments. This post will give the successful candidate the opportunity to work alongside a range of key stakeholders, Trustees, the Executive Team, Heads and Senior Leaders within the Trust.

We are looking for an individual with the expertise and commitment to lead and enhance our Trust-wide HR provision, ensuring a consistent, high-quality service across all schools. You will provide strategic and operational HR leadership, oversee day-to-day HR operations, support policy development and implementation, and play a key role in driving positive people practices across the Trust.

If you have the desire to make a difference to the lives of young people then we would love to hear from you.

A flexible term-time-plus working arrangement may be considered for an exceptional candidate.

We are committed to providing an empowering and supportive learning environment for all staff where they can develop as exemplary professionals. In addition we offer recognition of previous service with other schools, academies and local government, CPD, training courses and webinars, expenses and travel costs in addition to a full range of employee benefits.

The closing date for applications is **Tuesday 26th May 2026 at 9am**.

Interviews will take place **as soon after the closing date as possible**.

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

Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants. In accordance with our statutory obligations under Keeping Children Safe in Education Arété Learning Trust is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Arété Learning Trust might want to explore with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Job Description

Job Title	Director of Human Resources
Grade	Grade SM1 SCP 45-49 (FTE £58,239 - £67,029)
Responsible to	CEO / CFOO
Staff Managed	HR Team
Job Family	Central Team (HR)
Contract	22.5 Hours Per Week (A flexible term-time plus arrangement will be considered)
Job Purpose	<p>To provide strategic leadership for all people functions across Areté Learning Trust, ensuring the development of a high quality, inclusive and wellbeing focused workforce that supports excellent outcomes for pupils.</p> <p>As a member of the Executive Leadership Team, the post-holder will lead on the Trust's People Strategy, oversee all HR operations and compliance, and ensure leaders are supported to build strong, engaged and resilient teams. Working closely with Leaders, Headteachers and Trustees, to deliver expert HR advice, strengthen organisational capability, and ensure the Trust attracts, develops and retains high quality staff.</p>
Job Context	The primary base will be the Areté Learning Trust (ALT) Head Office at Stokesley School; however, the Trust offers flexibility for the post holder to work from other locations or from home where appropriate, alongside travel to sites as required to meet business needs.

Accountabilities / Main Responsibilities

	<ul style="list-style-type: none"> • Lead the development and implementation of the Trust's People Strategy, ensuring alignment with the Trust's vision and supporting school leaders to translate strategic priorities into actions that deliver positive outcomes for all employees. • Provide strategic leadership, guidance and oversight of the Trust's HR function, encompassing employee relations, staff wellbeing, workforce resourcing, and the effective management of pay and conditions of service. • Drive the Trust-wide integration of a coherent staff wellbeing strategy, ensuring wellbeing principles are embedded within school strategic planning, leadership decision-making and workforce development. • Promote and embed equality, diversity and inclusion across the Trust through the development of policies, practices and leadership behaviours that support fairness, eliminate discrimination and enable all staff to feel valued and included. • Offer timely, expert advice and guidance to Headteachers, managers and employees on all aspects of operational HR, fostering constructive, positive and productive working relationships across the Trust. • Lead, manage and professionally supervise the Central HR Team, supporting the development of their skills, knowledge and professional practice. • Provide high-level support and guidance to leaders on complex employee relations matters, including dispute resolution, disciplinary and grievance processes, investigations, capability procedures and attendance management.
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**Accountabilities
/ Main
Responsibilities
(Cont'd)**

- Develop, implement and maintain robust HR policies and procedures that comply with employment legislation and best practice, ensuring leaders and managers are equipped and supported to apply them consistently.
- Oversee recruitment and selection processes, ensuring the use of effective attraction strategies to secure high-quality staff and maintaining full compliance with safer recruitment requirements and employment legislation.
- Ensure the Trust and its schools operate effective onboarding, induction and probation processes that support new employees to make a strong start and contribute to long-term retention.
- Maintain constructive and collaborative relationships with recognised Trade Unions, ensuring effective communication, consultation and engagement through regular JCC meetings.
- Monitor and develop the use of technology and systems to streamline HR administrative processes, advance the production of HR data and improve employee communications
- Ensure all HR processes fully comply with safeguarding requirements set out in Keeping Children Safe in Education, including safer recruitment, allegations management, and the accurate maintenance of school-level and Trust-wide Single Central Records.
- Monitor, analyse and interpret workforce data to evaluate the effectiveness of HR processes, identify emerging trends or issues, and provide clear reporting to key stakeholders, including the completion of statutory returns.
- Prepare, produce and present high-quality reports on HR matters to the Trust Board and its committees, and provide informed HR advice to Governors and Trustees as required.
- Secure best value and high-quality service delivery from all HR-related service level agreements, including payroll, pensions administration and recruitment advertising platforms.
- Provide strategic oversight of the Trust's pay and reward frameworks to ensure they remain competitive and aligned with local and sector-wide labour market conditions.
- Support executive leaders and Trustees in developing effective talent management and succession planning approaches to ensure strong and sustainable leadership capacity across the Trust.
- Lead and advise on the effective management of organisational change, including restructures, redundancies and TUPE processes, ensuring compliance with best practice and safeguarding employee wellbeing throughout.
- Commitment to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
- Ensure all HR practices comply with data protection legislation and Trust policies, maintaining the highest standards of confidentiality and secure handling of employee information.
- Be aware of and fulfil health and safety responsibilities as an employee, and where applicable, any additional specialist or managerial duties as outlined in the Trust's Health and Safety policy and procedures.
- Undertake any other responsibilities that are reasonable, appropriate and commensurate with the seniority and scope of the role, as required to support the effective operation of the Trust.

Person Specification

Director of Human Resources		
Knowledge	Essential	Desirable
Good working knowledge and understanding of employment legislation and demonstrable practical experience of applying this	X	
Good understanding of application of HR policies/procedures in practice to result in required outcomes	X	
Knowledge of National, Local Authority and other relevant Terms & Conditions of Service		X
Experience	Essential	Desirable
Significant and proven working knowledge, experience and understanding of HR in Education, preferably within a school or MAT environment	X	
Experience of managing high level of varied and complex HR casework within a unionised environment	X	
Experience of leading an HR team and service (including recruitment, HR administration and HR advisory services)	X	
Experience and understanding of safeguarding within Education HR	X	
Experience and understanding of various terms and conditions of employment within a school environment.	X	
Proven and effective experience in supporting change management programmes including TUPE transfers	X	
Experience of developing, maintaining and continuously reviewing HR policies, procedures and training in line with employment law and education policies	X	
Experience of coaching and developing School Leaders		X
Experience of managing a number of HR related SLAs including occupational health, employee benefits, recruitment advertising, payroll and pensions		X
Experience of delivering briefings and training to School Leaders		X
Occupational Skills	Essential	Desirable
A knowledge and understanding of reward strategies and their impact upon the recruitment and retention of staff	X	
Ability to develop positive and effective professional relationships with stakeholders at all levels	X	
Effective inter personal skills including tact, diplomacy and negotiation	X	
Evidence based decision making skills and solution focused perspective	X	
Well developed verbal and written communication skills	X	
Efficient in the use of ICT with ability to interpret and analyse data	X	
Time management skills	X	
Strong commitment to the Trust's values and ethos	X	

High level of personal effectiveness including managing competing priorities and working successfully to deadlines	X	
Ability to work successfully both as a member of the Central and the wider Trust Team	X	
Coaching/ mentoring		X
Qualifications	Essential	Desirable
Level 5 CIPD	X	
Educated to degree level or equivalent	X	
Level 7 CIPD		X
Membership of CIPD or eligibility with equivalent experience		X
Safer Recruitment Training		X
Other Requirements	Essential	Desirable
Enhanced DBS clearance	X	
Ability to work outside normal academy hours on occasion	X	
Commitment to Equal Opportunities	X	
Capable of independent and efficient travel between school sites	X	

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES.

The successful applicant will be subject to relevant vetting, health and reference checks, including online checks and a satisfactory enhanced disclosure before an offer of appointment is confirmed. *If you have not been contacted within one week of the closing date, please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.*