



*St Francis Catholic  
Multi Academy Trust*

**Recruitment Pack**  
**Director of People**

Contact us:

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The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN



**Job Title:** Director of People

**Salary/Grade:** NJC PO 18 52-55 £66,285 - £70,785

**Actual Salary Range:** £63,222 - £68,335 (Term Time plus 3 Weeks)

**Hours:** 37

**Contract Type:** Permanent

**Working Weeks:** 52 weeks although Term Time plus 3 Weeks would be considered.

**Location:** Central Trust Headquarters with travel across our academies

**Closing Date:** 9am on Monday 13<sup>th</sup> July 2026

**Interview Date:** W/C Monday 13<sup>th</sup> July 2026

**Start Date:** 1<sup>st</sup> September 2026

St Francis Catholic Multi Academy Trust, currently serves our family of 14 schools across Rotherham, Doncaster and Nottinghamshire and is on a growth strategy to accommodate 24 schools in line with the Bishop's vision for education. Guided by Gospel values, we are seeking a visionary Director of People to spearhead our overarching workforce strategy.

As a key member of our Director Leadership Team, you will transition our HR functions from operational delivery to a proactive, strategic powerhouse. You will champion a culture where staff development, wellbeing, talent management, and spiritual ethos are deeply intertwined, resulting in a workforce that is not only exceptional but sought after as a professional community.

While you do not need to be a practicing Catholic, you must be deeply committed to upholding and enriching our distinctive Catholic ethos, ensuring equity, care, and professional flourishing for our colleagues.

Whilst on its journey of growth, the Trust is seeking to appoint a candidate who has the vision, skills and experience to build our People Strategy from the ground up. We are excited to welcome a director who can inspire, create and lead alongside an exceptional team dedicated to nurturing our Trust to be a trailblazer in education.

#### What we offer:

- A highly supportive executive team and an ambitious Trust Board.
- The unique opportunity and trust to shape a newly formed People strategy from the ground up.
- A strong commitment to your personal professional development.
- An energetic and ambitious Central Team who are committed to the success of all.
- A wonderful community of school leaders who protect and develop each other in the name of the common good.

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#### How to Apply

If you would like to have discussion about the role and speak with either Siobhan Kent, CEO or Sarah Graham, CFOO, please contact [recruitment@stfranciscmat.com](mailto:recruitment@stfranciscmat.com)

Applications close at **9am on Monday 13<sup>th</sup> July 2026** and should be submitted [online via Teaching Vacancies online](#)





## Job Description

### Purpose of the Role

The Director of People will provide strategic direction and operational oversight for all human resources, talent development, and workforce planning across the CMAT. You will ensure the workforce is agile, engaged, and structurally aligned to deliver the highest standards of Catholic education.

## Key Responsibilities

### 1. Strategic Workforce Leadership & Culture

- **Vision & Strategy:** Lead the development of an overarching workforce strategy that reflects the values of the Gospel, the Trust vision and values, and contemporary best practices in Human Resources.
- **Ethos Alignment:** Ensure that all people policies, recruitment frameworks, and employee relations emphasise dignity, equity, fairness, and the pastoral care of our workforce.
- **Trust Centralisation:** Drive the ongoing harmonisation and centralisation of HR processes across all academies, ensuring consistency while respecting individual school contexts.
- **Executive Advisory:** Act as the chief expert to the Trust Board of Directors, the Executive Team and our schools leaders on complex matters including employment law, structural reorganisations, and executive succession planning.

### 2. Talent Acquisition, Retention & Workforce Planning

- **Employer Value Proposition:** Shape a compelling brand identity for St Francis CMAT to successfully attract high-calibre teaching and support staff in a competitive labor market.
- **Recruitment Pipelines:** Standardise and modernise recruitment and onboarding systems across the CMAT to minimise vacancy rates and significantly reduce reliance on expensive supply/agency staff.
- **Succession & Development:** Partner with the School Improvement Team and school leaders to map out clear professional growth pathways, ensuring robust internal talent pipelines for future school leaders.

### 3. Employee Relations, Policy & Compliance

- **Union Consultation:** Build and maintain mature, highly collaborative relationships with local and national trade unions and professional associations through our Joint Consultative and Negotiating Committee (JCNC) frameworks.
- **Policy Harmonisation:** Consolidate and update employment policies across all schools, ensuring strict compliance with UK employment legislation, the *School Teachers' Pay and Conditions Document (STPCD)*, the Burgundy Book, and local government Green Books.
- **Complex Case Management:** Oversee the resolution of high-risk or complex employee relations cases, including tribunal claims, severe grievances, disciplinaries, and capability procedures.





#### 4. Wellbeing, Engagement & Performance

- **Workforce Wellbeing:** Establish a holistic employee wellbeing and mental health strategy that addresses workload issues, boosts morale, and measurably reduces staff absence rates.
- **Performance Development:** Evolve traditional appraisal processes into a growth-oriented performance development framework that motivates staff and drives up educational outcomes.
- **Data-Driven Insights:** Implement trust-wide HR metrics and analytics (covering turnover, absence, diversity, and engagement surveys) to provide actionable insights directly to the Executive Team and Trust Board.

#### 5. Financial Management & Governance

- **Budget Oversight:** Manage the central HR department budget effectively, ensuring maximum value from external legal advisors, occupational health providers, and payroll systems.
- **Due Diligence:** Lead the HR due diligence, TUPE processes, and workforce integration for any new schools expanding into the Trust.





## Person Specification

Criteria	Essential/Desirable
<b>Faith, Mission &amp; Ethos</b>	
A deep commitment to the Catholic mission, ethos, and values of the Trust.	Essential
<b>Qualifications &amp; Professional Development</b>	
Higher Education qualification such as CIPD Level 7 (Advanced Diploma) or equivalent senior-level HR experience.	Essential
Evidence of continuous professional development (CPD) in employment law, safer recruitment, or organisational design.	Essential
<b>Professional Experience</b>	
Proven track record of operating at a strategic HR leadership level within a complex, multi-site organisation.	Essential
Significant experience managing complex TUPE transfers, organisational restructures, and change management projects.	Essential
Comprehensive experience dealing with complex Employee Relations (ER) casework, including high-level grievances and tribunals.	Essential
Experience working within the education sector (ideally a MAT) and a strong understanding of school-specific terms and conditions (e.g., Burgundy Book, Green Book).	Desirable
Direct experience working with Catholic Education Service (CES) employment contracts and policies, and working alongside trade unions.	Desirable
<b>Knowledge &amp; Skills</b>	
Expert, up-to-date knowledge of UK employment law and its practical application in the workplace.	Essential
Deep understanding of statutory safeguarding requirements, including Keeping Children Safe in Education (KCSIE) and Safer Recruitment practices.	Essential
Ability to use HR data, metrics, and workforce analytics to identify trends, mitigate risks, and inform Executive Board decisions.	Essential
Highly developed emotional intelligence, with the ability to navigate sensitive personnel issues with compassion and professional candor.	Essential
<b>Personal Attributes</b>	
A collaborative leader who models integrity, equity, and the gospel values of respect and dignity for all individuals.	Essential
Resilience and adaptability to guide a growing central team through the evolving landscape of educational policy.	Essential

