

Job Description & Person Specification

People Director

Job Title:	People Director
Scale:	Scale 13
Responsible to:	CFOO
Responsible for:	HR Team management

Job Purpose:	<ul style="list-style-type: none"> To develop and implement effective HR strategies and services to meet all the HR the needs of Bridge Academy Trust.
Duties & Responsibilities:	<p>Strategic</p> <ul style="list-style-type: none"> Develop and implement the long-term vision and strategy for the Trust's HR services, ensuring they meet the needs of the Trust as it grows and develops. Make the Trust a 'destination employer' within the education sector through an innovative and proactive approach to the entire HR cycle. Develop and implement a workforce plan for the Trust, including identifying skills gaps and modelling staff deployment options. Lead the development and implementation of an effective Apprenticeship Programme to achieve the Public Sector target. Contribute to the Trust's strategic planning and risk management exercises, including implementing remedial strategies where necessary. <p>Day to day management</p> <ul style="list-style-type: none"> Ensure sustainable, robust and effective working practices across the Trust. Ensure the executive operates as a multi-disciplinary team following a first among equals approach that is adopted and modelled throughout the Trust. Ensure academies and central office are supported by effective and efficient HR advice and guidance. Develop Trust and strong professional relationships with Academy Headteachers and senior members of staff. Provide advice to Trust leaders on all aspects of HR practice, developments and legislation, ensuring the Trust adheres to best practice and operates within the law, co-ordinating appropriate external legal or professional advice where required. Supervise/manage the in-house monthly payroll process, ensuring that all reports reconcile, and are passed for authorisation in a timely manner. Support the Trust's due diligence exercises for joining schools.



	<ul style="list-style-type: none"> • Lead on the Trust’s approach to organisational change, such as restructuring, redundancy and TUPE. • Provide support to academies on strategic and contentious HR issues as a designated HR representative during disciplinary, grievance, absence/welfare and other such policy application processes. • Procure and quality assure the HR services outsourced by the Trust. • Monitor and analyse workforce statistics and report on these to other senior Trust leaders. • Lead and develop the Trust’s HR team, taking responsibility for the team’s professional development. <p>Professional Development</p> <ul style="list-style-type: none"> • Be responsible for continuing self-development, undertaking training as appropriate. • Understand the nature of this role and ensure confidentiality. • Build the HR capacity within the Trust, helping Trust leaders to develop their knowledge and skills related to managing their staff. • Lead continual improvement in the HR service provision. • Undertake other duties appropriate to the grading of the post as required.
<p>General:</p>	<ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust’s Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths. First Aid Qualification. CIPD Qualified.	E D E

Knowledge & Experience	Recent experience of working in an educational setting.	E
	Experience with managing a team.	E
	Strong generalist HR experience.	E
	In-depth knowledge of UK employment law and HR best practice.	E
	Experience supporting employee relations cases (e.g. disciplinarys, grievances, absence management).	E
	Understanding of safeguarding principles and safer recruitment practices.	E
Skills and attributes	Empathetic and neutral communication skills.	E
	Excellent interpersonal and relationship-building skills with stakeholders at all levels.	E
	Ability to provide clear, pragmatic HR advice in a fast-paced environment.	E
	Strong organisational skills with the ability to manage multiple priorities.	E
	Effective problem-solving and decision-making capability.	E
	High level of confidentiality and professional integrity.	E
	Strong strategic skills and the ability to act as a visionary for a company.	E
	Strong leadership qualities to lead an HR team and fulfil an executive function.	E
	Strong business and financial skills, including financial planning, budgeting and financial reporting.	E
	The ability to remain calm in stressful situations and deal well with conflict.	E
Excellent organisational skills and the ability to multitask.	E	
Personal qualities	Resilient and adaptable, with a proactive approach.	E
	Strong commitment to supporting a positive organisational culture.	E
	Ability to work independently as well as part of a team.	E
	Strong morals and ethics and sound judgement.	E
Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated July 2026.