



**TAME RIVER
EDUCATIONAL
TRUST**

Trust Head of Human Resources

Candidate Information Pack

**Great schools in which to learn, teach and belong.
Welcome to Tame River Educational Trust**

Application Procedure

To apply for the role please forward a letter of application to the HR team, lphillips@tret.org.uk ensuring that it addresses the criteria within the job description.

In compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Advertised: 22nd June 2026 Closing date for Applications: 6th July at noon.

Interview Date: Will be held as soon as possible after the closing date, following shortlisting.

Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Job description	
The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	Trust Head of Human Resources
Start Date:	1 st September 2026
Reporting to:	Chief Operating Officer (COO)
Responsible for:	2 x HR Managers
Hours & Salary	The hours for this position are 36 hours per week, Monday to Friday, full year, although term time only plus 3 weeks, will be considered for the right candidate. The salary will be paid at a Grade I, point 35 – 39, currently £46,142 - £50,269, this will be pro-rated for term-time only working, there is a pay award of at least 3.3% pending.
Role Overview	<p>This is a pivotal senior leadership role within the Trust’s central team, offering a unique opportunity to shape and drive the future HR strategy during a period of significant organisational transformation. While the remit is Trust-wide, the postholder will initially be based at Hyde High School to provide focused HR leadership and stabilisation as the Trust progresses toward full centralisation.</p> <p>Working in close partnership with the Chief Operating Officer, the Trust Head of HR will lead the development and delivery of a cohesive, forward-looking people and talent strategy that supports the Trust’s long-term vision, workforce sustainability, and organisational effectiveness. The role will be instrumental in building a high-performing, centralised HR function, ensuring that systems, structures, and culture are aligned to enable a smooth and successful transition by September 2027.</p> <p>A key priority will be to modernise and strengthen the Trust’s HR framework, including the review and development of policies and practices that are compliant, consistent, and reflective of best practice. The postholder will play a leading role in embedding these across all schools, supporting leaders through change, and ensuring a strong focus on employee engagement, talent development, and retention.</p> <p>The role requires a visible and collaborative leader who will work across all Trust schools, fostering strong relationships and ensuring consistency of approach while responding to local context. Regular travel between sites will be an integral part of the post.</p>

	<p>This job description is written at a specific time and is subject to change as the demands of the Trust and school and the role develops. The role requires flexibility and adaptability, and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p>
<p>Child Protection and Safeguarding:</p>	<p>The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.</p>
<p>Main duties and responsibilities:</p>	<p>Managing HR at Hyde High School (Initial Focus)</p> <ol style="list-style-type: none"> 1. Provide visible, hands-on HR leadership at Hyde High School, ensuring high-quality, responsive HR support during a period of transition. 2. Act as the primary HR lead for the school, advising the Headteacher and senior leaders on all people-related matters, including employee relations, organisational change, and workforce planning. 3. Stabilise and strengthen HR practices, ensuring consistency, compliance, and alignment with emerging Trust-wide approaches. Lead on complex casework (e.g. disciplinary, grievance, absence management), ensuring risks are managed effectively and outcomes are legally compliant and fair. 4. Support recruitment, onboarding, and retention strategies to ensure the school is fully staffed with high-quality personnel. Build leadership capability at school level by coaching and supporting managers in effective people management. 5. Ensure accurate HR data, records, and reporting, supporting both local decision-making and Trust-wide oversight. Prepare the school for transition into the centralised HR model, embedding systems, processes, and cultural readiness. <p>2. Trust Head of HR and Talent (Strategic Leadership Across the Trust)</p> <ol style="list-style-type: none"> 1. Lead the development and delivery of a Trust-wide people and talent strategy aligned to the Trust's vision, growth plans, and educational priorities. 2. In conjunction with the COO, design and implement a centralised HR operating model, ensuring a smooth transition to full centralisation by September 2027. 3. In conjunction with the COO establish a strong culture of continuous professional development. 4. Establish a high-performing HR function that delivers consistent, efficient, and high-quality services across all Trust schools. Lead, manage, and develop the Trust HR team, establishing clear structures, accountability, and a high-performance culture. 5. In conjunction with the COO, lead workforce planning across the Trust, ensuring sustainable staffing models, effective succession planning, and a strong talent pipeline.

	<p>6. Develop and implement strategies to attract, develop, and retain high-quality staff, with a focus on leadership development and organisational capability.</p> <p>7. Oversee the review, development, and implementation of HR policies and procedures, ensuring compliance with current legislation and alignment with best practice.</p> <p>8. Provide expert advice and assurance to the Headteachers and wider leadership teams on all HR, organisational development, and people-related risks.</p> <p>9. Lead on organisational change programmes, including restructuring and cultural development, ensuring effective engagement and delivery.</p> <p>10. Embed a positive, inclusive, and high-performance culture across the Trust, promoting staff wellbeing, engagement, and accountability.</p> <p>11. Develop HR systems, data, and analytics to inform strategic decision-making and improve organisational performance.</p> <p>12. Oversee and assure the effective management of employee relations casework across the Trust, setting clear standards, ensuring consistency, and minimising risk.</p> <p>13. Build strong relationships with Headteachers and senior leaders, ensuring a collaborative and consistent approach to people management across the Trust.</p> <p>14. Ensure the Trust meets all statutory and regulatory requirements in relation to employment practice and safer recruitment.</p> <p>As a member of staff, you are expected:</p> <ol style="list-style-type: none"> 1. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere. 2. To follow and uphold all school policies and be an excellent ambassador for the Trust and its schools. 3. To have a responsible and diplomatic approach to matters of a confidential nature. 4. To ensure awareness of what is happening in and around the Trust; checking and responding, where necessary, to emails regularly and at least once every working day. 5. To develop yourself through engaging with CPD, including ICT training, to maximise effective use of all school systems. 6. To undertake any other duties that might be reasonably requested, by the CEO, COO and Headteacher. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.
<p>Health and Safety:</p>	<p>The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the Trust's and its Schools' policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues.</p> <p>All Trust schools are non-smoking sites.</p>



General:

This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Trust's professional development programme and to participate in appropriate staff training and development activities.

Person Specification			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • CIPD Level 5 or above, or a willingness to work towards a suitable qualification 	<ul style="list-style-type: none"> • CIPD Level 7 	<ul style="list-style-type: none"> • Production of the applicant's original certificates
Experience	<ul style="list-style-type: none"> • Broad experience of undertaking complex HR professional work within the education sector • Experience leading a team 	<ul style="list-style-type: none"> • Experience of TUPE • Experience of organisational change management • Experience of working across schools in a multi-academy trust 	<ul style="list-style-type: none"> • Contents of the application form. • Interview • Professional references
Skills and Knowledge	<ul style="list-style-type: none"> • Expertise in a breadth of areas relevant to employment in the education sector, e.g. frameworks for staff pay and benefits, conditions of employment, staff representation and professional conduct • Thorough practical knowledge of UK employment law and proven experience of applying the implications of developing legislation (e.g. through developing policies and procedures and delivering training) 	<ul style="list-style-type: none"> • Ability to facilitate training sessions 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Personal competencies and qualities	<ul style="list-style-type: none"> • Ability to analyse complex documents, drawing accurate conclusions • Ability to identify key issues and develop workable solutions for these • Ability to successfully address strategic challenges through applying innovative thinking combined with a 		<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



	<p>pragmatic and commercially sound approach</p> <ul style="list-style-type: none">• Ability to plan and prioritise work over a significant period as well as deliver ad-hoc project work, meeting and managing competing deadlines• Proven ability to successfully manage a wide breadth of complex HR casework and demonstrate resilience to enable delivery of appropriate outcomes in challenging contexts• Trustworthiness and integrity• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Ability to engender confidence in young people• A warm, friendly, and patient manner• Excellent discipline and time management skills• A belief in the value of others• A willingness to learn new skills and approaches and to share experiences with others• A sense of humour		
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Employee Acknowledgement

I have received a copy of my job description.

I have read and understand the duties of my job.

I confirm that I can fulfil the requirements of the role of Trust Head of HR

Signed:

Date: