

Recruitment Pack

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# EXECUTIVE DIRECTOR OF PEOPLE

# Executive Director of People



Welcome, and thank you for your interest in the position of Executive Director of People at HISP Multi Academy Trust

As CEO of HISP Multi Academy Trust, I am pleased to introduce this opportunity and to share a little about who we are and what we stand for.

At HISP, our people are at the heart of everything we do. We are a values-led organisation, committed to integrity, collaboration and a relentless focus on improving outcomes for children and young people. We believe that strong relationships, professional trust and a clear moral purpose enable our colleagues to thrive and, in turn, allow our pupils and communities to flourish.



This role represents a significant opportunity to shape and lead our People strategy at a Trust-wide level. As we continue to grow and evolve, the Executive Director of People will play a pivotal role in strengthening our culture, ensuring we remain inclusive, high-performing and true to our values. As a key member of the Executive Leadership Team, you will contribute not only to people strategy, but also to the broader direction, governance and long-term sustainability of the Trust.

We are looking for someone who brings deep professional expertise alongside clarity of vision, pragmatism and a collaborative spirit. This is a role for a leader who understands the transformative power of education, and who can navigate complexity with confidence, resilience and authenticity.



If you share our commitment to being a values-led organisation—where integrity, collaboration and a strong moral purpose guide our decisions—and are dedicated to continuous improvement, openness and doing what is right for children and staff, I warmly encourage you to apply.

Amanda Parry  
Chief Executive Officer  
HISP Multi Academy Trust





## The Trust

At HISP Multi Academy Trust, we are united by a clear moral purpose: to ensure every child, regardless of background or circumstance, receives an exceptional education. As a values-led organisation, we are guided by integrity, collaboration and a deep sense of stewardship—taking collective responsibility for the long-term success and sustainability of our schools, our people and the communities we serve.

Collaboration sits at the heart of HISP. We believe we are stronger together, and we intentionally create opportunities for colleagues to share expertise, challenge thinking and drive improvement across the Trust. Our leaders work collectively through a range of Trust-wide networks and forums, spanning Teaching and Learning, Safeguarding, Inclusion, Curriculum and Operations. This shared approach reflects our commitment to stewardship, ensuring that knowledge, capacity and leadership are developed and sustained across all our schools.

Each of our schools has its own unique identity, context and community, which we both respect and celebrate. What unites us is a shared commitment to high standards, inclusion and continuous improvement, underpinned by our values and a collective responsibility for one another's success.

As a Trust, we are committed to sustainable growth and thoughtful development, ensuring that expansion strengthens our ability to serve pupils and communities well. Our central team works in partnership with school leaders, offering both support and challenge, and ensuring that our approach remains rooted in our values and our responsibility as stewards of the Trust.

By joining HISP, you will become part of an organisation that invests in its people, values principled leadership and is driven by the belief that education has the power to transform lives.

# Executive Director of People Role Description



<b>Salary:</b>	£90,000 - £100,000
<b>Hours:</b>	Full Time
<b>Contract:</b>	Permanent
<b>Location:</b>	HISP Central Offices, Thornden School
<b>Responsible to:</b>	Chief Executive Officer
<b>Main Contacts and Relationships:</b>	<u>Internal:</u> Trust Board, Pay, People & Culture Committee, CEO and Executive Directors, Headteachers, school and Unit leaders, One Trust Services People team, local HR network, school union reps. <u>External:</u> Local and National HR networks, HR providers, regional union reps

## Job Purpose

The Executive Director, People plays a key role in delivering HISP's vision of transformative education by shaping a high-quality, values-led People strategy. Rooted in integrity, collaboration and stewardship, the role ensures our people, culture and systems enable a strong One Trust approach and long-term sustainability.

Working closely with the CEO and Executive Team, the postholder will contribute to strategic planning and lead the development and delivery of an effective, user-focused People service. This includes strengthening our HR model, embedding consistent and values-driven practices, and ensuring high-quality support across the Trust.

The role will also lead key people-focused initiatives that make HISP an employer of choice—supporting recruitment, development and retention—while fostering a culture where staff feel valued, supported and able to thrive. In doing so, the postholder will also provide expert leadership on complex HR and employee relations matters.

The Executive Director of People will:

- Lead a forward-looking People Strategy that strengthens culture, inclusion and sustainable growth, enabling improved outcomes for all pupils in line with HISP's values.
- Develop a high-quality, responsive People function that supports colleagues and schools to perform at their best in service of children and communities.
- Provide trusted, evidence-informed advice to the CEO and Board, ensuring people decisions align with educational priorities and values.
- Represent the Trust and deputise for the CEO on People matters, championing a values-led approach to achieving excellent outcomes for pupils.

## Specific Areas of Responsibility

### **Strategy and Delivery**

- Lead a high-quality, values-led People service that strengthens a One Trust culture and improves outcomes for pupils.
- Ensure alignment with Trust priorities through strong stewardship, clear accountability and effective systems.
- Attract, develop and retain excellent staff, supporting schools and colleagues to thrive.
- Lead change and growth with integrity, collaboration and a focus on sustainability.
- Champion inclusion, equity and ensure practice reflects HISP's values.



### **People Partnership**

- Provide expert, values-led advice and support to leaders, ensuring compliance, safeguarding and strong educational outcomes.
- Build trusted relationships and strengthen leadership capacity across the Trust.
- Use insight, reporting and feedback to continually improve the People service.

### **Operations**

- Deliver an efficient, consistent and high-quality People service and operating model.
- Ensure clear, compliant policies and effective systems that support schools and units.
- Oversee complex people matters with professionalism and care.
- Support workforce planning, budgeting and positive union relationships.

### **Leadership and Development**

- Lead and develop the One Trust People team to deliver high-quality support.
- Promote continuous development, accountability and a culture rooted in HISP's values.

## **Candidate Profile**

### **Knowledge and Qualifications**

#### Essential

- CIPD qualified (or equivalent experience) with up-to-date professional knowledge, including employment law.
- Strong understanding of HR best practice, organisational development and change management.
- Knowledge of safeguarding and safer recruitment.
- Able to apply knowledge pragmatically and think creatively at a strategic level.

#### Desirable

- Degree or equivalent.
- Understanding of education sector employment frameworks and legislation.

### **Experience**

#### Essential

- Senior leadership experience leading a People/HR function in a complex organisation.
- Experience of delivering high-quality People services across multiple sites.
- Proven track record of leading teams, organisational change and culture development.
- Experience of employee relations, including trade unions and complex casework.
- Experience of workforce planning, HR systems and budget management.

#### Desirable

- Experience within the education sector.

### **Skills and Personal Qualities**

- Able to lead change collaboratively and deliver impact.
- Strong understanding of EDI, wellbeing and people practice.
- Builds strong relationships and communicates effectively.
- Strategic, analytical and well-organised.
- Influences with professionalism, integrity and emotional intelligence.
- Committed to improving outcomes for children and young people.
- Confident using core IT systems.

## Our offer to you

Working for HISP delivers all the benefits you would expect from a values-led and supportive employer, including:

- Generous annual leave and flexible working arrangements
- Entry into the Local Government Pension Scheme
- Continuous Service Commitment - New employees can keep their service related benefits when moving between a whole host of public sector organisations which include: Councils, NHS, Fire and Rescue, and many others.
- Access to Wellbeing Services provided by [Schools Advisory Service](#) (SAS) including physiotherapy, counselling, diet, and fitness.
- On going professional development and opportunities to grow your career within the Trust
- Free onsite Parking
- Exclusive perks and discounts from local and national retailers .

## Next Steps

If you are inspired by this opportunity and believe you have the experience, vision and leadership to make a significant impact at HISP Multi Academy Trust, we would be delighted to hear from you.

For an informal discussion about the role, please contact Amanda Parry CEO ([a.parry@hispmat.org](mailto:a.parry@hispmat.org)).

To apply please download and complete the Support Staff Application form available on the HISP website [HISP Multi Academy Trust - Vacancies](#), and submit to [HR@hispmat.org](mailto:HR@hispmat.org). The application will require you to include a supporting statement outlining your suitability for the role, and the completion of an online [Equalities Monitoring Form](#).

**Closing date:** 12 Noon Wednesday 15<sup>th</sup> April 2026

**Interview date(s):** W/B 20<sup>th</sup> April 2026 (provisional)

We reserve the right to close this vacancy early should we receive a high volume of suitable applications, so we encourage you to apply promptly.

We will not be accepting applications from agencies, and CV's or incomplete application forms will not be considered.

If you require any adjustments to support with the application process, please contact [HR@hispmat.org](mailto:HR@hispmat.org).

## Safeguarding

HISP Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. All appointments will be subject to appropriate pre-employment checks, including an enhanced DBS check and satisfactory references.

Please be aware overseas checks will be required if you have lived or worked abroad for 12 months or more, continuously or in total over the last 5 years whilst aged 18 or over.

Further details can be found in our [Safer Recruitment Policy](#).