



Head of People

Full Time, 37.5 hours per week

£65-£70k

The Head of People is responsible for managing the People function which covers the end to end employee lifecycle. The People team comprises People Partnering, People Operations (including Payroll), and Recruitment. It also has accountability for Wellbeing and Learning & Development. To be successful in this role you'll need to have operated in a similar role in a medium sized business or at Senior HR Business Partner level in a larger organisation. We're looking for candidates who bring creative thinking to the HR service and have a keen eye for candidate and employee experience: who know "what good looks like" and can continually bring new ideas and concepts.

The role holder is required to operate at pace and have experience of managing and directing multiple priorities at any one time. Senior stakeholder management is key to this role. The role sits on several committees including the People Executive Committee and Joint Consultation & Negotiation Committee (JCNC) and forms part of the Corporate Services and College Senior Leadership Teams.

The ideal candidate will have relevant qualification, knowledge and skill in Human Resources and an appreciation of the importance of Safeguarding in an educational setting. Candidates should have the authority and ability to lead and motivate. Strong relationship management skills with the ability to engage and influence colleagues at all levels are critical to the role.

About Us

Clifton College is a leading independent day and boarding school educating over 1,200 pupils aged 3 to 18. Founded in 1862, the College provides an all-round education in a rich heritage setting with modern state-of-the-art facilities. Located in the beautiful suburb of Clifton, we lead the way as one of the best independent schools in the country.



What you'll be doing (objectives)

- Lead a Safer Recruitment culture cross-College ensuring the Single Central Record is compliant and recruitment activity is inspection-ready throughout the year
- Own the Colleague pillar of the Clifton College Education Group Strategy to 2030 and work closely with the Chief Operating Officer to develop annual People Plans for the Colleague pillar
- Manage the delivery of the 2023-2024 People Plan in line with the College Strategic Plan
- Lead the People Plan build and delivery for 2024 and beyond
- Develop annual plans to deliver strategic outcomes across the themes of Wellbeing, Talent Acquisition, Talent Development and HR Operations
- People Partner with Head of College, Chief Operating Officer, and Director of Corporate Services
- Embed a People Partner model across the academic, support and commercial areas of the College
- Drive operational effectiveness of the HR service including a culture of continuous improvement
- Take overall accountability for People policies and processes, ensuring that policies are aligned and updated with the College annual review and KCSIE requirements
- Build confidence and credibility in the HR Service
- Manage employment risk by providing assurance that employment legislation and appropriate risk management is considered within decision making. This includes drawing on employment legislation, ACAS guidance and advice from the College's external employment lawyers
- Provide reporting on the People Plan and management information on KPIs on a monthly basis
- Work collaboratively with leaders across the College to adopt best HR practice
- Drive effective employee relations, ensuring that governance and frameworks are in place to record and manage Employee Relations cases
- Work with the Director of Corporate Services and Head of Finance to ensure annual pay award and Pay Principles are embedded
- Oversee the management of training records
- Procure, implement and manage service providers supporting Wellbeing, Recruitment and Talent Development
- Manage the People, Training and Wellbeing budget



About You

You'll have experience of a similar role or have worked as a senior HR Business Partner in a large organisation. You'll bring experience across all areas of the employee lifecycle and be skilled in prioritising and deprioritising across the HR service. You'll have experience working in a complex setting with a range of stakeholders with varying employment needs. You'll have experience of delivering outcomes through others to make best use of the available resources within the People Team.

Required Qualifications & experience

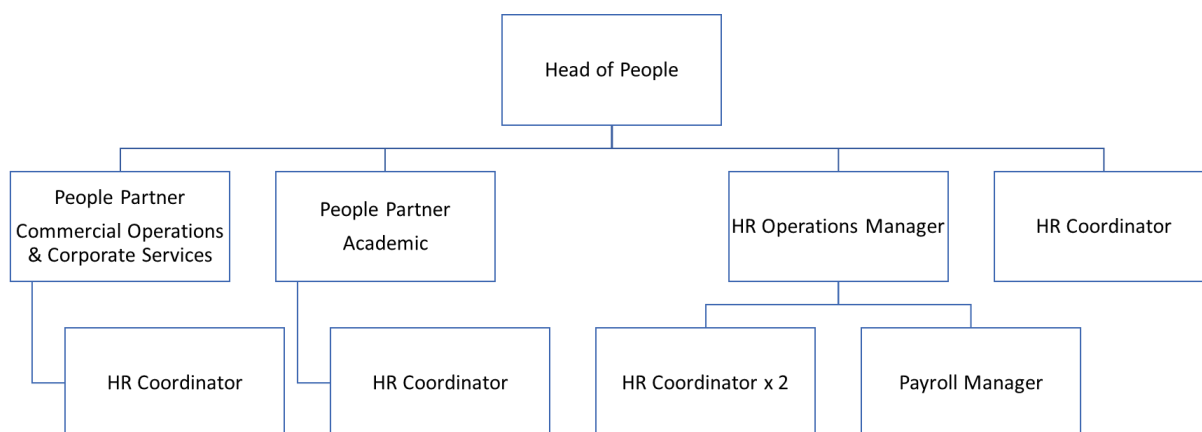
- CIPD Level 7 qualification or equivalent experience
- Experience of managing a multi-disciplinary team
- Passion for delivering great service
- Experience of managing to a budget
- Strong employment legislation knowledge

Required Skills

- Business and organisational awareness including understanding the responsibilities and tensions at leadership level
- Leadership capability and understanding of your own leadership style
- High level of demonstrable interpersonal skills, communication and stakeholder management capability
- Clear thinker, able to articulate, persuade and influence
- Ability to project manage and plan the People Plan outcomes
- Role model leadership behaviours
- Self awareness and understanding of your own impact and ability to influence



Your Team



How we Recruit and our commitment to Safeguarding

Clifton College is committed to Safeguarding and Keeping Children Safe in Education (KCSIE). That's why we apply stringent selection principles to our recruitment. If you're invited to an interview, you'll be asked to complete an application form (but it's OK if you want to send us your CV too). Although not all the roles at Clifton College are pupil-facing, we treat all roles as regulated activity. This means we can be safe in the knowledge that we have applied the most stringent recruitment checks to safeguard our pupils.

If you join us, we'll expect you to maintain an up-to-date knowledge of Safeguarding legislation, and our safeguarding policies and procedures. We'll also ask you to maintain an up-to-date knowledge of Equality and Diversity legislation and associated policies, as well as Health and Safety legislation. But don't worry because we'll provide training to do this.

What's in it for you

£65-£70k salary • 26 days annual leave plus bank holidays • Free Holiday Club for children up to Year 8 • Free lunch • Onsite gym membership with swimming pool • Pension scheme & Life Assurance • Cycle to



work scheme • Confidential counselling • Employee Assistance • Opportunities for career development
• Pop Up Bicycle Servicing • Wellbeing Programme

How to apply

In the first instance, send us your CV. If you're invited to an interview, we'll ask you to complete an application form which is a key requirement of Safer Recruitment within Keeping Children Safe in Education (KCSIE)

Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups.

Clifton College is committed to safeguarding and promoting the welfare of children and young people, all staff and volunteers are required to share this commitment. Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening. As a regulated sector we are required to ask for references prior to interview. By applying for this role you are consenting for us to contact your referees. This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.

Equal Opportunities

Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups. Clifton College is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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