

HEAD OF HUMAN RESOURCES (UST)

PO8 (5 – 8)

Permanent, Full Time

The University Schools Trust (UST) is a partnership of schools, universities, and public and private sector bodies. We are uniquely placed to change the educational landscape for the pupils, staff, parents and wider communities whom we serve.

Established in September 2016, the UST currently comprises three member schools located in two London Boroughs:

St Paul's Way Trust School (SPWT) 3 - 18 all-through school in Tower Hamlets

Royal Greenwich Trust School (RGTS) 11 - 18 secondary school in Greenwich

Cyril Jackson Primary School (CJPS) 3 - 11 primary school in Tower Hamlets

At present we are a group of schools, with strong, mutually impactful relationships - which is key to our success.

We are committed to empowering communities, improving social justice and breaking barriers for social mobility, and have a particular focus on reducing the attainment gap for those who are amongst the most disadvantaged in our society.

UST is a trust with a proud record of strong school improvement, one that is in a strong financial position and an appetite to grow beyond its current size. This makes the Trust the perfect place for those looking to explore new opportunities and build a varied career.

We are seeking to appoint a suitably experienced and skilled HR Director to work across the Trust to:

- Lead and develop the strategic and operational function of HR
- Ensure the HR Service function delivers excellent, streamlined, efficient and responsive HR support to all schools

Specific key accountabilities will include:

- Creating and leading a consolidated HR function across the Trust that enables the delivery of a proactive strategic and operational HR service which ensures excellent services are provided to all schools
- Ensure that a quality and highly responsive advisory service is provided to our schools and the central Trust
- Develop and implement employment policies and procedures that reflect legislative, best practice requirements and an employee centred culture

If you would like to play your part in building and delivering an outstanding finance service for our Trust we would very much like to hear from you.

To apply, please follow the link below:

<https://ats-ust.igp.co.uk/vacancies/>

Please note, we do not accept CVs alone

Application closing date: Monday 17th April 2023 | 12pm

Interview date: W/B 1st May 2023

The University Schools Trust, East London, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be required to undergo an enhanced DBS Check. [\(UST Safeguarding and child protection policy\)](#)

University Schools Trust, East London is a charitable company limited by guarantee registered in England and Wales (registered number 7742547)
Registered office: UST House, Limehouse Causeway, London E14 8AQ