

# Head of People

**Start Date:** ASAP

## **An Exciting Opportunity at The BRIT School: Head of People**

The BRIT School, renowned for nurturing some of the UK's most successful creative talent, is seeking an exceptional individual to join its team as Head of People. This is a pivotal role, working closely with the Leadership Team to shape and drive a people-focused strategy that supports the School's mission to deliver world-class education and creative excellence.



## **About the Role**

As Head of People, you will lead on all aspects of HR and people management, ensuring that The BRIT School continues to attract, retain, and support a diverse, talented, and passionate workforce. You'll be instrumental in fostering an inclusive, innovative, and collaborative culture where both staff and students can thrive.

## Key responsibilities include:

- Driving the School's People Strategy, aligning it with our creative and educational goals.
- Championing Equality, Diversity, and Inclusion across the organisation, embedding these principles into every aspect of our work.
- Leading and developing the HR team to deliver operational excellence and strategic initiatives.
- Supporting the recruitment, development, and wellbeing of staff at all levels.
- Collaborating with the Leadership Team and Board of Trustees to shape policies and processes that reflect the School's values and ambitions.

## The Team

The BRIT School team is passionate, experienced, and committed to delivering exceptional outcomes for students and staff alike. You'll work alongside a supportive Leadership Team, an engaged Board of Trustees, and dedicated colleagues across all departments.

## About You

This is a unique opportunity for an experienced HR professional with a strategic mindset, a collaborative approach, and a passion for creative education. You'll be able to:

- Bring vision and innovation to the School's HR and people management practices.
- Build relationships at all levels, inspiring trust and engagement.
- Balance strategic leadership with hands-on operational support.
- Demonstrate a commitment to fostering an inclusive, supportive environment where everyone feels valued.

Experience in the education or creative sectors is desirable but not essential. What matters most is your ability to align with the ethos and ambition of The BRIT School and to make a tangible impact on our people and culture.

## Why Join The BRIT School?

This is an exciting time to join The BRIT School team. As Head of People, you will play a central role in enabling our staff to deliver on the School's vision and ambitions. You'll have the autonomy, support, and resources to bring your creativity, expertise, and energy to the role, shaping the future of one of the UK's most unique educational institutions.

We welcome applicants from all backgrounds and are open to flexible working arrangements, including hybrid/home working. The BRIT School works a 5 term year, for more information please visit our website.

The BRIT School is committed to Equality, Diversity, and Inclusion, which are central to our ethos and values.

# Applicant Information Pack

**Closing date**  
**3rd February 2025 (9am)**

**Interview date**  
**14th February 2025**

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## A Message from the Principal



Creativity is crucial to the future of our economy and society. For over 30 years, The BRIT School has successfully nurtured creative skills in students from every type of background alongside a robust and full academic curriculum. And it does so for free.

Young people who choose to come here are given the tools to carve out their career, the space to think and the environment to be themselves. This is a playground with professional boundaries, where the raw talent of 14–19 year-olds meets the nurturing expertise of world-class teachers.

The BRIT School revolutionises the lives of its students; 98% of all students who have graduated find work in a huge range of creative industries, or enroll for higher education or training. We are proud to be a Croydon school and equally proud to have national and international friends who support the school with professional and unique opportunities. As the Good School Guide articulates, *“You’ll find BRIT graduates’ words, music, performance, directorial and backstage talents just about everywhere you look, from fashion shows to musicals, national theatre to community arts, in the UK and internationally.”* This is a hardworking, fun, passionate school packed with dedicated individuals who love the creative and performing arts and recognise the importance of a thorough and robust education in all subjects. We believe in developing well rounded, articulate, kind and dynamic young people.

A handwritten signature in black ink that reads "Stuart Worden". The signature is written in a cursive, flowing style.

**Stuart Worden**  
**Principal**

# Job Description

Job Title	Head of People
Department	People
Salary	Band 11 - Spine Point 48 - <b>£60,819</b>
Hours of Work	Full Time
Contract Type	Permanent
Responsible to	Chief Operating Officer
Responsible for	People Team - 1 other

## Job Overview

### Key Accountabilities

- Effective service delivery of day-to-day People management and oversight, including HR Policies, recruitment processes, performance management, staff surveys, pay and benefits and employee engagement/wellbeing.
- The development and management of a Learning and Development programme for support staff, working closely with the Vice Principal who leads on CPD across the school.
- Embedding EDI into all aspects of the management and development of people, to ensure we are able to attract, engage and retain a diverse and inclusive workforce which reflects the diversity of our community.
- Line manages the People Coordinator to deliver exceptional performance.

### Key Responsibilities

#### Talent Management

- Ensure that recruitment processes are effective and fair; focus on recruiting the best candidates from diverse candidate pools.
- To support the Vice Principal who leads CPD to create a world class Teacher training and development function, and be guided by them as subject matter experts, to provide the support they need to run and administer training initiatives and ultimately maintain world-class teaching standards and outcomes.

#### Performance Management

- Support line managers to effectively manage performance; supporting managers to address poor performance and continually recognise excellent performance.
- Support the Senior Leadership team and work alongside the Principal to encourage collaboration and high performance across the school.

#### Finance Management

- Ensure the timely and accurate processing of payroll and benefits administration.
- Effectively benchmark roles and share information to support key decisions, annual reviews and remain up to date with published pay scales and changes.

- Continue to develop BRIT's reward strategy and introduce cost effective additional incentives to motivate and support People.

### Reporting & Management Information

- Maintain Sam People and processes effectively to generate relevant and accurate data and reporting as required.
- Improve performance for agreed KPIs of the People team.
- Contribute to effective budget management, planning and respond to requests for information in a timely and accurate way.

### Change Management

- Act as a Business Partner to Directors and line managers across the school.
- Support line managers to challenge and evolve structures, people and processes to maximise efficiency, add value and develop staff capabilities across BRIT.
- Support change management as necessary with robust and compliant processes and ensure all candidates, employees and managers at BRIT feel appropriately supported.
- Manage and participate in key projects as required.

### Employee Relations

- Ensure that BRIT's employment policies and practices are updated regularly and reflect current employment legislation.
- Provide sound and accurate advice to mitigate financial, legal, and reputational risks and support line managers to effectively deal with workplace issues as they arise.
- Ensure compliance processes and training are maintained and reviewed on a regular basis in line with the policies in place.

### Team

- Day to day management of the People team.

### Learning and Development

- Ensure that all mandatory training is completed and recorded accurately on SamPeople and any other systems requiring this data.
- Work closely with VPs and Directors to further develop training for support staff and their development opportunities.
- Assist in the development of INSET days.

Undertake any other duties or one-off tasks at the reasonable request of the Principal/COO.

*This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.*

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training for each of the criteria below.

Criteria	Description	Essential / Desirable
<b>Education &amp; Training</b>	CIPD Level 7 or equivalent	E
	Safer Recruitment trained	D
<b>Experience</b>	Experience of providing HR services to the education sector.	E
	Extensive experience of managing HR functions in a complex organisation	E
	Excellent knowledge and understanding of HR issues and procedures.	E
	Experience of implementing information systems and processes	E
<b>Knowledge, Skills and Qualities</b>	Strong leadership and management skills	E
	Experience of implementing information systems and processes	E
	Strong IT Skills	E
	Strong negotiating and influencing skills	E
<b>Personal Qualities</b>	High standards of integrity and approachability	E
	Passion for the Arts and young people	D
	Flexible and collaborative.	E
	A commitment to the School's mission, ethos and equal opportunities policy, together with high standards of education, care and behaviour.	E

## Terms and Conditions

Availability	To start ASAP
Contract Type	Permanent
Hours of Work	35 hours a week
Annual Leaver	Annual Leaver runs 1st January - 31st December. Annual Leave entitlement is 28 days 3 of which must be taken at Christmas shut down. Pro Rata will apply.
Salary	Band 11 - Spine Point 48 - <b>£60,819</b>  Payday is the 26th of each month or the last working day before this should the 26th fall on a weekend or bank holiday.
Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role in which The BRIT School sponsors a visa application.
DBS Check	The appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).
Probation	The post has a six months' probationary period.
Notice Period	This appointment may be terminated by the staff member giving the Principal notice or the Principal giving the staff member notice of 3 months.
Pension	Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.



## Staff Benefits

Annual Season Ticket/ Travelcard Loan	The school offers an annual loan for those staff who wish to make use of the reduced annual prices.
Events	All staff receive complimentary tickets on a first come first serve basis for any BRIT School show of their choice.
Eye Tests & Glasses	For staff who use computer screens regularly in their role, the school will pay for their eye test and also up to £100 for new glasses if required for the purposes of seeing the computer screen.
Cycle Scheme	The School is a member of cyclescheme <a href="http://www.cyclescheme.co.uk">www.cyclescheme.co.uk</a>
Pension	Support Staff are automatically enrolled in the Croydon Council Pension Scheme.
Employee Assistance Program (EAP)	The BRIT School offers an employee assistant program which includes a free counselling service and financial advice.
Local Discounts	Staff are entitled to a discount at the Croydon Better Leisure Centres. These are located in South Norwood, Thornton Heath, Purley, New Addington and Waddon.
School Facilities	<b>Library</b> – The School has a very well stocked library with not only books, but magazine, journals, music and DVD's which staff are very welcome to utilise.

# About Us

## School Overview

The BRIT School is the leading Performing and Creative Arts school in the UK and completely FREE to attend. It provides a unique education for over 1,400 pupils aged between 14 and 19 in the fields of music, film, digital design, community arts, visual arts and design, production and performing arts as well as a full academic programme of GCSEs and A Levels.

The BRIT School has produced many successful singers, musicians, dancers, technicians, film-makers, performers, designers, games-makers, set-makers, community arts practitioners, DJs, actors, stuntmen, producers, authors and a whole lot more.

Former Students have so far won 12 BRIT Awards, 19 Grammys, 2 BAFTAS and 2 Oscars, a Laurence Olivier Award, a UK Theatre Award and 2 London Evening Standard Awards.

## Our Mission

To prepare young people for careers in the creative and performing arts.

## Our Values

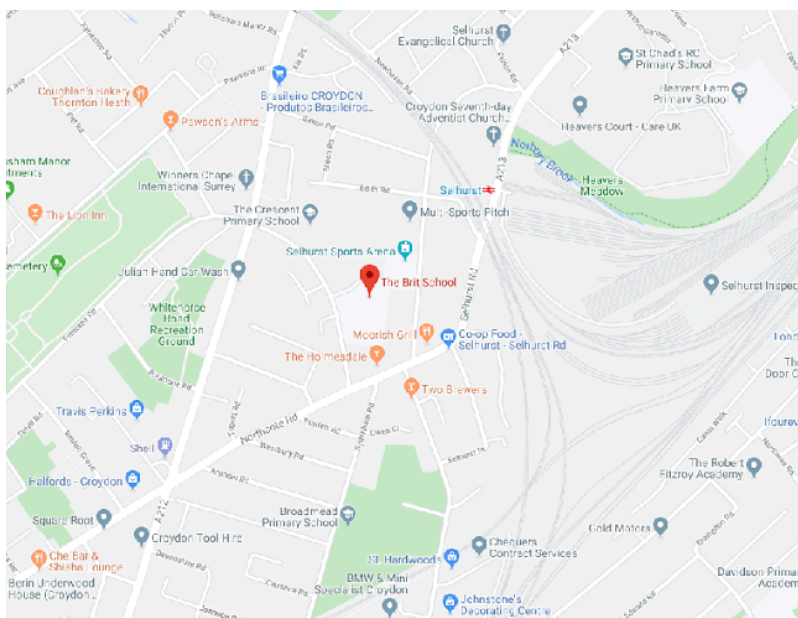
- Original
- Responsible
- Ambitious
- Inclusive
- Kind



## Location

The BRIT School is located in Selhurst, Croydon (Greater London).

60 The Crescent, Croydon CR0 2HN



## How to Apply

To apply, please complete our [Application Form](#) available on our website in the 'Work for Us' Section.

CV's without an application form cannot be accepted.

**Closing date**  
**3rd February 2025 (9am)**

**Interview date**  
**14th February 2025**

The interview will consist of 3 parts, a formal Interview, a role related test and a tour of the school.

Prior to taking up the post an enhanced DBS clearance will be required.

The BRIT School is an Equal Opportunities Employer and an educational non-profit making registered charity. Roll: 1400 14 – 19 year old students Britain's leading state-funded school for the performing arts.

The BRIT School is committed to Equality, Diversity and Inclusion.

For more information visit our website [www.brit.croydon.sch.uk](http://www.brit.croydon.sch.uk)