



HEAD OF HUMAN RESOURCES

Issue Date: July 2026



Wellingborough School
Founded 1595

ABOUT WELLINGBOROUGH SCHOOL

Wellingborough School is a very special place. Our mission is to develop confident, rounded, and grounded young people, and the School has been doing that successfully throughout its extensive history.

Blessed with an enviable location, superb teaching and pastoral care, and a deeply embedded culture of kindness and ambition, Wellingborough delivers a first-class education within and beyond the classroom. Every day, our pupils demonstrate the qualities that we know will set them apart as the change-makers of the future – intellectual curiosity, courage, empathy, dedication, and humility, and all whilst retaining that most crucial element of a truly enriching education: a sense of fun.

At Wellingborough we value the individual, and recognise that each pupil has different needs, enthusiasms, and priorities. We are deeply committed to supporting our young people through the journey from young teenagers to young adults, and the process of growth and development that underpins their time at our school.

We are proud of our excellent results in public examinations, and in the success of our Sixth Form leavers in securing exciting and inspiring next steps including taking Oxbridge places, attending Russell Group institutions, or securing Degree Apprenticeships. Our value-added results provide strong evidence of the quality of Teaching and Learning across the School, and our pupils benefit from an increasingly diverse and innovative curriculum.

S a l u s i n A r d u i s





From Lent 2026 our pupils will begin enjoying Engineering, 3D Design, Computing, and Food Education lessons in our fantastic new teaching building, the second phase of which includes Sixth Form seminar spaces, a 250-seat lecture theatre and performance space, and new Health and Wellbeing facilities. This new building forms only one part of an ambitious 30-year site development plan, designed to ensure Wellingborough continues to offer first-class facilities for the pupils of the future.

Wellingborough has always been rightly proud of its excellent pastoral care, underpinned by our historic and much-loved Senior School Houses, superb Wellbeing team, and strong values lived out every day in school. Visitors often comment on the close-knit community feel of the School, and pupils feel known and valued as individuals.

In our most recent ISI inspection, our co-curricular provision was noted as being a significant strength of the school's provision, an accolade of which we are immensely proud. Pupils benefit from superb sporting and outdoor learning provision, and the standard of performing arts is remarkable. Developing character through engagement in the wider curriculum is central to everything we do at Wellingborough School.

Wellingborough is a school with a long and rich history, but it is also a school with a bright and exciting future. We look forward to welcoming a new member of staff into our community.

S a l u s i n A r d u i s

THE ROLE

Start Date: October 2026
(or as soon as practicable thereafter).

Contract type: Permanent

Salary: £55,000 - £63,000 p.a.
(depending upon experience)

Hours: Full Time, 37.5 hours per week, Annual

Reporting To: Bursar (Chief Operating Officer / Chief Financial Officer)

Direct Reports: HR Team (including HR Advisor, HR Administrator/SCR Officer, and Payroll & Pensions Officer)

Role Purpose

The Head of Human Resources is responsible for leading and delivering Wellingborough School's people strategy, leading on HR operations, business partnering, talent acquisition, reward and recognition, and people data.

As a key member of the Bursary Leadership Team, the post holder will work closely with senior leaders and colleagues across the organisation to ensure that our people services are connected, inclusive, and impactful.

Why Join Us

You will join a forward-thinking leadership team, in a warm, supportive, and ambitious School community, and an organisation committed to investing in people, culture, and organisational capability.





Principal responsibilities

Strategic Leadership

- Develop and deliver a forward-looking People Strategy aligned with organisational goals.
- Serve as a trusted adviser to the Executive Leadership Group, Senior Leadership Team, and Bursary Leadership Team, on all HR and people matters.
- Lead workforce planning initiatives to ensure the organisation has the capability and capacity required for future growth.
- Drive organisational development, culture change, and employee engagement initiatives.
- Champion diversity, equity, inclusion, wellbeing, and belonging across the organisation.
- Provide leadership on change management, restructuring, and transformation programmes.

People Management and Employee Relations

- Lead all employee relations matters, including disciplinary, grievance, capability, performance, and absence management.
- Support leaders in managing teams effectively and consistently.
- Develop strategies to enhance employee engagement, retention, and performance.
- Foster a culture of accountability, collaboration, and continuous improvement

Talent Acquisition and Development

- Oversee recruitment and onboarding activities to attract high-calibre talent.
- Ensure robust and compliant recruitment processes are in place.
- Develop succession planning and leadership development programmes.
- Lead learning and development strategies that build organisational capability.

Policy, Compliance and Governance

- Ensure compliance with employment legislation and regulatory requirements, including being the senior responsible owner (SRO) for the Single Central Register.
- Develop, review, and implement HR policies and procedures.
- Manage organisational risk associated with people practices.
- Maintain high standards of confidentiality, data protection, and governance.
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Reward and Performance

- With the Bursar, oversee compensation, benefits, and reward frameworks.
- Lead annual performance review processes.
- Provide people analytics and workforce metrics to support strategic decision-making.
- Benchmark HR practices against industry best practice.
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Operational Leadership

- Lead and develop the HR team to deliver an efficient, responsive, and customer-focused service.
- Oversee HR systems, processes, and reporting. Including payroll and pensions.
- Manage HR budgets and resources effectively.
- Ensure continuous improvement of HR operations and service delivery.



REVISION OF JOB DESCRIPTION

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

Benefits

- Generous pension scheme
- Free lunch available for all staff during term-time
- An employee wellbeing programme offering free and confidential support
- Free use of the School's fitness facilities, and subsidised use of our other facilities on an availability basis
- Free on-site parking
- Support for Government schemes (Cycle to Work etc)
- A warm and supportive working environment

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster.



PERSON SPECIFICATION

Qualifications	Essential	Desirable
CIPD Member (or equivalent professional qualification)	Yes	
Educated to degree-level (or equivalent)	Yes	
Evidence of ongoing Continuing Professional Development		Yes
Skills/Experience/Knowledge		
Significant experience in a senior HR leadership role	Yes	
Extensive experience of staff management	Yes	
Demonstrable success in developing and implementing people strategies	Yes	
Strong knowledge of employment law and HR best practice	Yes	
Experience leading organisational change and transformation initiatives	Yes	
Proven experience managing complex employee relations matters		Yes
Experience leading and developing HR teams		Yes
Experience in managing payroll and pension systems / processes		Yes
Familiarity with ISI inspection frameworks and KCSIE requirements		Yes
Personal Qualities		
Ability to demonstrate presence and credibility within the organisation	Yes	
High level of communication skills to establish good working relationships with managers, staff and external organisations	Yes	
Innovative thinker able to use initiative and work well under pressure	Yes	
Sensitive people skills: a high level of emotional intelligence; excellent interpersonal skills; a wide understanding of people issues	Yes	

Success Measures

The successful Head of HR will:

- Deliver a clear and measurable people strategy.
- Improve employee engagement and retention.
- Strengthen leadership capability across the organisation.
- Ensure full compliance with employment legislation and governance requirements.
- Build an inclusive, high-performing culture that supports organisational success.

THE PROCESS

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post.

Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, Head of HR, to recruitment@wellingboroughschool.org by **9am, Wednesday 12th August 2026**.

Interviews will take place **17/18th August 2026**.

[www.wellingboroughschool.org/useful-information/employment-opportunities/
recruitment@wellingboroughschool.org](http://www.wellingboroughschool.org/useful-information/employment-opportunities/recruitment@wellingboroughschool.org)
01933 222427



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