



BRYANSTON

A woman with glasses and a blue lanyard, wearing a green and black academic gown, is seated on a brown leather sofa. She is gesturing with her hands while talking to a young man in a blue sweater. They are in a well-lit room with a large stone pillar and a large green plant in the background.

# *Director of People & Culture*

Candidate Information Pack



# Foreword

*from - Richard Jones, Head*



*Thank you for your interest in joining Bryanston.*

With nearly a century of tradition behind it, Bryanston is guided by a founding principle that champions each pupil as an individual. Here, every talent is recognised, every skill nurtured, and every learner supported. Our entire community collaborates to create an environment in which pupils grow into confident, curious, self-reliant, open-minded, and well-rounded young adults. We focus on how they learn, not just what they learn, understanding that each child's worth extends far beyond exam results. Ultimately, our goal is for every Bryanston pupil to leave us prepared to make a meaningful contribution to the world and ready to pursue their own unique path.

At the heart of Bryanston are its people. Our dedicated staff form the engine room of the school, driving its future and shaping the lives of our young people every day. If you join us, you become part of a high-performing, transformational team with the opportunity to help architect Bryanston's next chapter. You



will be supported in your ideas, future development, and inspired by passionate colleagues. You will also have the opportunity to work in one of Dorset's most beautiful locations, with access to facilities that stand among the best in the independent school sector.

If you believe you can fulfil this role and feel that Bryanston is the place where you can make a true difference, I look forward to meeting you soon.

*Bryanston School is a renowned co-educational boarding and day school for pupils aged 3 to 18. Founded in 1928, the school is celebrated for its distinctive 'Bryanston Method,' which emphasises independent learning, self-discipline, and creativity. Set on a beautiful 400-acre estate, Bryanston has approximately 700 pupils and a staff of about 500. It is a warm, welcoming, and supportive community committed to delivering a high-quality educational experience.*



# Director of People & Culture

*No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time.*

📍 Bryanston School, Blandford,  
Dorset. DT11 0PX



## *Role Description*

We are seeking a Director of People & Culture to join our Senior Management and Executive Team (ExCo). This is a generalist HR leadership position where you will offer strategic and operational guidance on all staffing matters. You will work closely with the Head and ExCo to develop a robust people strategy, ensure excellent HR service delivery, and align HR initiatives with the school's broader objectives.

Reporting to the Head, the Director of People & Culture leads the HR team and oversees all HR functions, including recruitment, talent management, employee relations, and policy development. You will bring strong leadership, change-management expertise, and the ability to nurture a high-performance culture. While prior experience in a school setting is not essential, empathy for and an understanding of the unique environment of a full-boarding educational institution is crucial.

A CIPD Level 7 qualification (or equivalent) is desired.

- **Strategic Planning & Delivery:** The successful implementation of our comprehensive HR strategy and the ongoing development of this, aligned with Bryanston's educational aims and long-term ambitions.
- **High-Performance Culture:** Champion a collaborative, engaging, and innovative environment that reflects the school's values.
- **Expert Advice:** Provide professional guidance on HR and employment law matters to the Head, ExCo, and Governors.
- **Organisational Design:** Advise senior managers on structure, workforce planning, and the application of HR policies, ensuring compliance with legislative requirements.
- **Policy & Contract Review:** Regularly review and update HR policies and employment contracts to keep them accurate, relevant, and fully compliant.
- **Systems & Processes:** Oversee the development and maintenance of HR, payroll, benefits, and pensions systems, ensuring data integrity and security.
- **Safer Recruitment:** Ensure compliance with safer recruitment regulations and statutory guidance, maintaining up-to-date processes and reporting.
- **Data Protection:** Guarantee that HR data is stored, managed, and analysed in accordance with data protection laws.

## *2. Reporting and Communication*

- **Workforce Reporting:** Maintain regular reporting to the ExCo on people-





## *Main responsibilities cont...*

related matters, such as workforce planning, talent development, and overall organisational health.

- **Strategic Communication:** Provide transparent and timely updates and recommendations on HR initiatives, ensuring alignment with the school's strategic plans.

### ***3. Recruitment and Selection***

- **Attracting Talent:** Design and lead a comprehensive recruitment strategy to attract high-calibre staff and maintain Bryanston's reputation as an employer of choice.
- **Recruitment Management:** Oversee all recruitment processes and materials, promoting best practice and compliance.
- **Pay & Policy Advice:** Advise senior leaders on pay structures, contractual matters, grading, and conditions of service.
- **Employment Practice:** Promote good employment practice throughout the school; monitor and report on compliance as necessary.
- **Change Management:** Manage any internal structural or organisational changes, supporting managers and staff through the transition.

- **External Arrangements:** Ensure all HR implications in external business arrangements are managed efficiently and legally.

### ***4. Staff Capability and Development***

- **Training & CPD:** Collaborate with the Head, ExCo, and staff to develop training, induction, and continuous professional development (CPD) programmes that drive excellence.
- **Performance Management:** Oversee the appraisal and development system so that staff performance is reviewed regularly, and development needs are well supported.
- **Induction:** Ensure new staff are fully integrated and receive the necessary guidance to excel in their roles.
- **Employee Relations:** Manage disciplinary and grievance processes, offer counsel on employment tribunal issues, and liaise with legal advisers where necessary.

All staff must operate in accordance with the school's policies and procedures as detailed on the school's website and intranet and as set out in the Staff Handbook and elsewhere, ensuring compliance with the school's Code of Conduct, the Safeguarding Policy and Child Protection procedures, the school's Health and Safety policy and the Health and Safety at Work Act.





# *Requirements*

## *Qualifications*

- Educated to degree level (or equivalent professional qualification).
- CIPD qualified to Level 7 (or equivalent) is desirable.

## *Experience*

- Senior HR leadership in a comparably sized or larger organisation, ideally as part of a leadership team.
- Able to drive organisational change and building a high-performance culture.
- An understanding of how to align people strategies with broader organisational goals.
- Hands-on experience in managing and developing HR teams.
- Experience in process improvement and/or HR systems implementation.

## *Skills & Knowledge*

- Ability to shape, deliver, and evolve a strategic people plan, with agility to adapt as priorities shift.
- Strong relationship-building skills at all levels, with the ability to influence and advise senior leaders and Governors.
- Strategic vision combined with a proactive, hands-on approach to HR operations.
- Proven ability to maintain confidentiality and integrity while championing best practice in HR compliance.
- Excellent negotiation skills and the capacity to influence decision-making.
- Clear understanding of safeguarding and child welfare responsibilities in an educational context.

## *Behavioural Competencies and Qualities*

- Personal and professional integrity, discretion, and confidentiality.
- Driven, ambitious, and collaborative, with a commitment to high standards.
- Empathetic leadership style; supportive yet clear on performance expectations.
- Strategic thinker who communicates ideas confidently and constructively.
- Flexibility to handle changing priorities.
- Genuine passion for education and the development of young people.
- Detail-oriented, resilient, and motivated to learn and improve.
- Confident operating at both strategic and operational levels.

## *Desirable*

- Prior experience from an educational setting, such as a school or university, is preferred and all candidates will need to demonstrate a genuine desire and interest in a full-boarding education environment and bring the aptitude to get rapidly to grips with what is a unique environment.



## ***Diversity and Inclusion***

*Bryanston celebrates diversity and is committed to a culture of open-mindedness and inclusion. We respect and value individuals of all backgrounds, including different ages, gender identities, faiths, family structures, sexual orientations, cultural heritages, and abilities. We stand firmly against discrimination and actively promote fundamental British values including democracy, the rule of law, individual liberty, and mutual respect and tolerance.*

## ***Safeguarding and Child Protection***

At Bryanston, safeguarding and promoting the welfare of children and young people is paramount. All staff and volunteers share in this responsibility. As the Chief People Officer, you will hold a significant role in ensuring that safeguarding practices are upheld at all times. This position involves regulated activity, and you will be required to observe and enforce robust safeguarding procedures.

All successful applicants will undergo thorough child protection screening, including references from previous employers and a DBS check. In accordance with Keeping Children Safe in Education guidance, Bryanston conducts online searches for candidates reaching the interview stage as part of our due diligence checks.

This job description is not exhaustive; responsibilities may evolve and adapt over time. The postholder will be expected to operate in line with the school's policies and procedures, including the Code of Conduct, Safeguarding Policy, Child Protection protocols, and Health & Safety guidelines.

We look forward to welcoming a dynamic, forward-thinking Chief People Officer to our community at Bryanston School.



# *How to apply*

Saxton Bampfylde Ltd is acting as an employment agency advisor to Bryanston School on this appointment. For further information about the role, including details about how to apply, please visit [roles.saxbam.com](https://roles.saxbam.com) using reference **TBSSB2**. For a confidential conversation, please contact Jo Ogilvy on [jo.ogilvy@saxbam.com](mailto:jo.ogilvy@saxbam.com) Applications should be received by noon on **Tuesday 14 April**.

## *Data Protection*

According to GDPR guidelines, Saxton Bampfylde Ltd are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

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