



RATCLIFFE
COLLEGE

Appointment of

HEAD OF PEOPLE



**BEGIN HERE,
GO ANYWHERE.**

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HEADMASTER'S INTRODUCTION

Welcome to Ratcliffe College.

I am delighted that you are considering applying for a role at our wonderful school. First and foremost, Ratcliffe College is a fantastic place to work. We are blessed with a beautiful physical environment set in almost 200 acres of rolling Leicestershire countryside. Our staff, teaching and non-teaching, work in harness, daily, to provide a safe, secure, and nurturing environment for the children and young people to enjoy. Our collegiality is built on the foundations of the College's Catholic faith, which welcomes everyone with the same universality of warmth and respect, embracing difference and cultivating an authentic community which values everyone equally.

As a Catholic School with a proud Rosminian heritage which has endured since our Foundation in 1847, our aim is to help young people to achieve their greatest potential, guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others. Together, we aim to develop honest, confident, responsible, and compassionate members of society, based on the educational values of Blessed Antonio Rosmini, inspired by our school motto, *Legis Plenitudo Caritas* or Love is the fulfilment of the Law.

At Ratcliffe College, Christ is very much at the centre of all that we do. So, if our Mission resonates, and you believe you can be happy and thrive here, I encourage you to apply and join our team of staff as we fulfil our Mission.

I wish you all the very best of luck with your application.

Yours sincerely,

Kind regards,



Mr J. P. Reddin,
Headmaster.



BEGIN HERE, GO ANYWHERE.





OUR MISSION STATEMENT

“Learning and Growing in the Light of the Gospel.”

With Christ at the centre of our learning we:

- Help young people to achieve their greatest potential.
- Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others.
- Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini.

Our core Rosminian values:

1. Legis Plenitudo Charitas: Love is the Fulfilment of the Law.

Our community recognises each individual as a unique part of God’s creation, nurtures in each a sense of dignity and self-worth, and fosters supportive and caring relationships.

2. Rosminian Education pursues the perfection of both human nature and the human person.

Our students’ intellect and talents are formed by a broad and balanced curriculum, responsive to and supportive of students’ needs and aspirations. Our students’ moral integrity is developed through the teaching, celebration and the living of Christian faith.

3. Intellectual integrity leads us to the Truth.

God is the source of all truth. Our staff are encouraged to foster intellectual curiosity, honesty and achievement in their students and within themselves.

OUR VISION

To be a leading independent day and boarding school, which is financially secure.



SCAN THE CODE
3-YEAR STRATEGY
DEVELOPMENT PLAN
2025-2028.

ABOUT RATCLIFFE COLLEGE

Ratcliffe College is an Outstanding Roman Catholic, co-educational, day and boarding school for students aged between 3 and 18 years, founded in 1847 by the Institute of Charity (known as the Rosminians).

Whilst Ratcliffe operates as a Catholic school, children are welcomed from other denominations and faiths whose parents feel they can share in, and benefit from, the ethos and environment of the College. The majority of students at Ratcliffe are day students drawn from the local catchment area of Leicestershire, Nottinghamshire and Derbyshire.

The Senior Leadership Team comprises:

- **Headmaster**
Mr J Reddin, BSc, MSc, NPQH
- **Senior Deputy Head**
Mr K Ryce, BA, MSc
- **Deputy Head Pastoral**
Mr J Rainer, BA, MA
- **Director of Safeguarding**
Mr J Masterton
- **Assistant Head Academic**
Ms J Davis, BA, MSc
- **Assistant Head, Head of Sixth Form**
Mr B Harrison, BA
- **Head of Preparatory School**
Mrs S Minford, BA, MA
- **Deputy Head of Preparatory School**
Mrs M Markham, BMus
- **Director of Finance and Operations**
Mr C Bellamy, HND

Ratcliffe College Preparatory School

Ratcliffe College Preparatory School is a thriving and nurturing environment where children aged 3 to 11 are encouraged to develop a lifelong love of learning. As part of the wider Ratcliffe College community, the Prep School benefits from outstanding facilities, a beautiful campus setting, and access to specialist teaching, ensuring a seamless educational journey from Early Years through to Senior School.

Ratcliffe College Preparatory School provides a rich, well-rounded educational experience that nurtures each child's unique talents and potential. Our dedicated staff are committed to delivering a broad, balanced, and ambitious curriculum that supports academic excellence while nurturing creativity, confidence, and character. Alongside core subjects, pupils enjoy a wide range of specialist-led lessons including Music, French, Spanish, Latin, Drama, Physical Education and Games.

Small class sizes and a strong sense of community allow us to truly know each child and support their individual strengths and needs.

An extensive co-curricular programme, regular trips, and enrichment opportunities further enhance pupils' experiences, helping to develop well-rounded individuals prepared for the next stage of their education. The Preparatory School is an exciting and rewarding place to work. Staff are valued members of a collaborative and forward-thinking team, playing an active role in shaping the character and culture of the school.

Boarding Community

Ratcliffe benefits from a vibrant, warm and welcoming boarding community that has long been part of the School's history. All students are encouraged to participate in boarding during their years at school – as full, weekly, part-time or occasional boarders. Its close-knit community of friends and teachers' is a supportive environment where our young people thrive.

Our boarding community comprises students from both the UK and overseas, including those who join through our partnership with the Academy at Leicester City Football Club.

The College also offers several short-term international boarding programmes throughout the year, including 3–4 immersion taster experiences and an annual International Summer School, all delivered by Ratcliffe staff.

Boarders benefit from a strong pastoral framework. Each student is supported by a Form Tutor who monitors their academic progress and personal development, alongside the care and guidance provided by a dedicated and experienced boarding team.



Rosmini Sixth Form Centre



ACADEMIC EXCELLENCE

Ratcliffe students enjoy an excellent all-round balanced education, underpinned by the College's core Rosminian Catholic ethos.

While students at Ratcliffe have a broad range of ability, academic success is strongly encouraged, valued and recognised; indeed, the greatly improved academic standards in recent years have proved popular both with parents and prospective parents, as reflected in the numbers of students applying to join the College.

Ratcliffe College has repeatedly ranked in the top 10% nationally for value added results at A Level.

A Level results achieved in 2025:

- 45% of A Level grades A*/A
- 71% grade B or above.
- Ten percent of students achieved A*/A*/A or better.
- One in four students achieved A Level or BTEC grades equivalent to A/A/A or higher.

Over 90% of students typically achieve their first choice pathway for life after School. This includes students taking up places at Oxford, Cambridge, and other highly selective Russell Group universities; for Medicine, Dentistry and Veterinary Science; and at universities abroad.

Ratcliffe College has been judged 'Excellent' in all areas (ISI Inspection, 2022).

Read the full Inspection Report [here](#).

THE BENEFITS OF WORKING AT RATCLIFFE COLLEGE



SCAN THE CODE
VIRTUAL CAMPUS
TOUR.



Free lunch and refreshments



Free parking on-site



**TPS or Defined Contributions
Pension Scheme**



**Professional Developmental
opportunities**



Staff Wellbeing

- Staff Wellbeing Committee
- Free staff social events
- Access to on-site Medical Care
- Ratcliffe College Community Committee
- Access to the School Counsellor
- Free health line for staff and their families



Sport and Leisure

- Free use of the on-site gym (at specified times)
- Leicestershire County Cricket Club family tickets (limited)



VACANCY

HEAD OF PEOPLE - FULL TIME

Ratcliffe College, one of the UK's leading Independent Catholic Day and Boarding Schools, is seeking an experienced and proactive Head of People to join our team. This is a rare and exceptional opportunity to play a strategic role in a highly successful educational institution, supporting over 300 staff, and contributing to the ongoing success of the College.

Leading the Human Resources (HR) Department, you will be a strategic partner, supporting managers and staff in all aspects of HR. You will provide high level employment advice and best practice, oversee all recruitment and champion a positive work environment throughout the College.

Our ideal Head of People will:

- Have a minimum of 5 years of high-level HR experience
- Hold a CIPD Level 7 qualification or have equivalent experience
- Be able to give timely and accurate high-level employment law advice to managers
- Be confident in developing effective recruitment strategies for a variety of roles
- Work efficiently and thrive in a fast-paced environment
- Excel at communication and collaboration, building strong relationships with colleagues
- Handle people related issues with the utmost tact, diplomacy and sensitivity.

Background Information

The successful applicant will be expected to carry out a review of all aspects of the HR department, to ensure it is fit for purpose, make recommendations for improvement and implement the necessary organisational change. The College has recognised the need to select and implement a bespoke HR Information System which will be a key task for the new postholder.

The role is varied with many employees working across a wide range of disciplines including teaching, catering, estates, etc. As such the position benefits from involvement in all College departments which makes this a unique proposition within the organisation.

The Head of People will line-manage and be supported by a full time HR Advisor and part time HR Assistant. The post reports directly to the Director of Finance and Operations.

This post is full-time and based at the College, due to the 100% onsite nature of the business, flexible working arrangements such as remote working are not offered.

The core hours are expected to be from 8.30am to 5.00pm, with one hour for lunch. However, due to the nature of this position the post holder will be reasonably expected to work such hours as shall be necessary to fulfil the duties and responsibilities efficiently and effectively. Such hours will be deemed to be included in the Job Description.

Salary: Circa £50,000, Dependent upon experience

Pension: Attractive defined contribution scheme with employer contributions of 8.6%.

DIS Benefit: Excellent death in service benefit of 4 times annual salary.

Holidays: 25 days, plus Christmas shut-down, plus bank holidays.

JOB DESCRIPTION

THE ROLE

As Head of People, you will act as a strategic partner, providing expert advice and guidance to staff and managers across all aspects of HR. You will:

- Lead recruitment programs and develop effective strategies for attracting high quality staff.
- Champion a positive, inclusive, and supportive work environment.
- Manage employee relations, staff wellbeing initiatives, and change management
- Support the Director Finance and Operations in implementing HR strategies and driving continuous improvement in our HR operations.
- Support the Headmaster and Senior Deputy Head in all aspects of HR

KEY RESPONSIBILITIES

- Ensure compliance with statutory safeguarding requirements, to ensure the College's Single Central Register is up to date and accurate for all categories of staff, volunteers, proprietors, etc.
- Provide high level advice to SLT members and other department heads on the management of employee relations; including disputes, grievances, disciplinaries, and absence management.
- Consult with College legal advisors on employment law matters when necessary.
- Ensure all HR policies remain compliant with the latest employment law and reflect best practice within the Independent Schools sector.
- Manage all aspects of the recruitment of new staff to the College, to ensure that the College is best placed to recruit high quality staff to any new position across all departments. Including the management of appropriate new staff induction training.
- Maintain staff handbooks for all College staff and update the whole College organisation charts with changes as necessary.
- Collaborate with the Finance department, to ensure accurate monthly payroll processes and all new appointments or other changes to payroll are communicated timely and accurately. Produce annual salary letters in collaboration with the payroll function to inform all employees of annual pay awards or any other changes to salary.
- Lead on College staff absence management and ensure accurate records are maintained.
- Lead on whole College staff wellbeing, promote equality, diversity, and inclusion strategies.
- Select and implement an appropriate new HR IS.
- Prepare HR metrics and reports on staff turnover, absence, and workforce demographics.
- Manage whole College staff appraisal for all employees and ensure appropriate records are kept.
- Attend termly Joint Consultative Committee meetings with teaching staff trade unions.
- As a key member of the Health and Safety Committee and the Staff Wellbeing Committee, attend termly meetings.
- Manage the College off boarding process, including exit interviews, access to IT systems and the return of all College equipment.

The postholder can reasonably be expected to carry out any other duties relevant to the role as directed by the Headmaster or Director of Finance and Operations.

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Education/ Qualifications	• CIPD Level 7 • 5 years Generalist HR Experience	Degree in HR or equivalent Professional Qualification	Application form/Interview
Skills / knowledge	• Excellent communication skills • Up to date, confident and accurate use of IT • Up to date knowledge of Employment legislation • Strong advisory skills • Decision-making skills and the ability to solve problems, prioritise workload and work on own initiative • Good organisational ability with a systematic and methodical approach • High standard of literacy and accuracy • Tact, diplomacy and ability to maintain confidentiality • Fine attention to detail	Familiarity with SIMs database	Application form
Experience of:	• HR Manager role • Managing a team • Project Management • Working with trade unions	• Experience of working in an education environment • Experience of an HR IS	Application form
Personal qualities	• Confident • Professional • Positive work attitude • Ability to implement change • Commitment to the ethos of the College • Committed to promoting equality, diversity and inclusion • Enjoys challenges • Have creative energy • Flexible approach to work • Ability to work under pressure • Outgoing personality		Application form/ Interview

HOW TO APPLY

1

COMPLETE AN ONLINE APPLICATION FORM

[Visit our vacancies page.](#)

Please follow the link above to visit the main vacancies page on our school website. Search for the vacancy you wish to apply for, complete the online application form in full and submit it to us before the closing date.

2

INVITED TO INTERVIEW

If you do not hear anything further within two weeks of the closing date, please assume that you have not been successful on this occasion.

Ratcliffe College reserves the right to interview and appoint ahead of the closing date.



RATCLIFFE TERMS

Child Protection

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This role is exempt from the Rehabilitation of Offenders Act 1974, and applicants are required to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules), in order to assess their suitability to work with children.

For further information, please see the [Recruitment, Selection and Disclosures Policy](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) and <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

The College is also registered for the processing of personal data in accordance with the Data Protection Act 1998. Such checks are required in accordance with the Recruitment, Selection and Disclosures policy and the Data Protection policy. Copies of these policies may be obtained from the Director of Finance and Operations upon request.

The appointment is subject to satisfactory:

- References, of which one must be from a current or most recent employer if not currently in employment
- Disclosure and Barring Service check (including children’s barred list check if appropriate)
- Open source check
- Proof of identity
- Right to work check
- Qualifications check
- Health screening





EST. 1847

RATCLIFFE
COLLEGE

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