



Vacancy Pack

Trust HR Manager



Aletheia

Academies Trust





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## Our vision

Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting an ethos based on a belief in the value and potential of every student to achieve excellence academically and in their wider studies and become fully the best person they can be.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.
- Providing a sustainable model to support a self-improving school system.

## Our Schools



### Saint George's Church of England School

Number of pupils: 1146

[Click here for the Saint George's school website](#)



### Shorne Church of England Primary School

Number of pupils: 210

[Click here for the Shorne school website](#)



### St Botolph's Church of England School

Number of pupils: 449

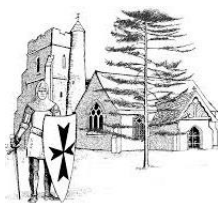
[Click here for the St Botolph's school website](#)



### Stone St Mary's Church of England Primary School

Number of pupils: 635

[Click here for the Stone St Mary's school website](#)



### Sutton-At-Hone Church of England Primary School

Number of pupils: 409

[Click here for the Sutton-At-Hone school website](#)



### Horton Kirby Church of England Primary School

Number of pupils: 264

[Click here for the Horton Kirby school website](#)



### Rosherville Church of England Primary School

Number of pupils: 143

[Click here for the Rosherville school website](#)



### Holy Trinity Church of England (VA) Primary School

Number of pupils: 488

[Click here for the Holy Trinity school website](#)



### Cliffe Woods Primary School

Number of pupils: 392

[Click here for the Cliffe Primary school website](#)



### Halling Primary School

Number of pupils: 344

[Click here for the Halling Primary school website](#)

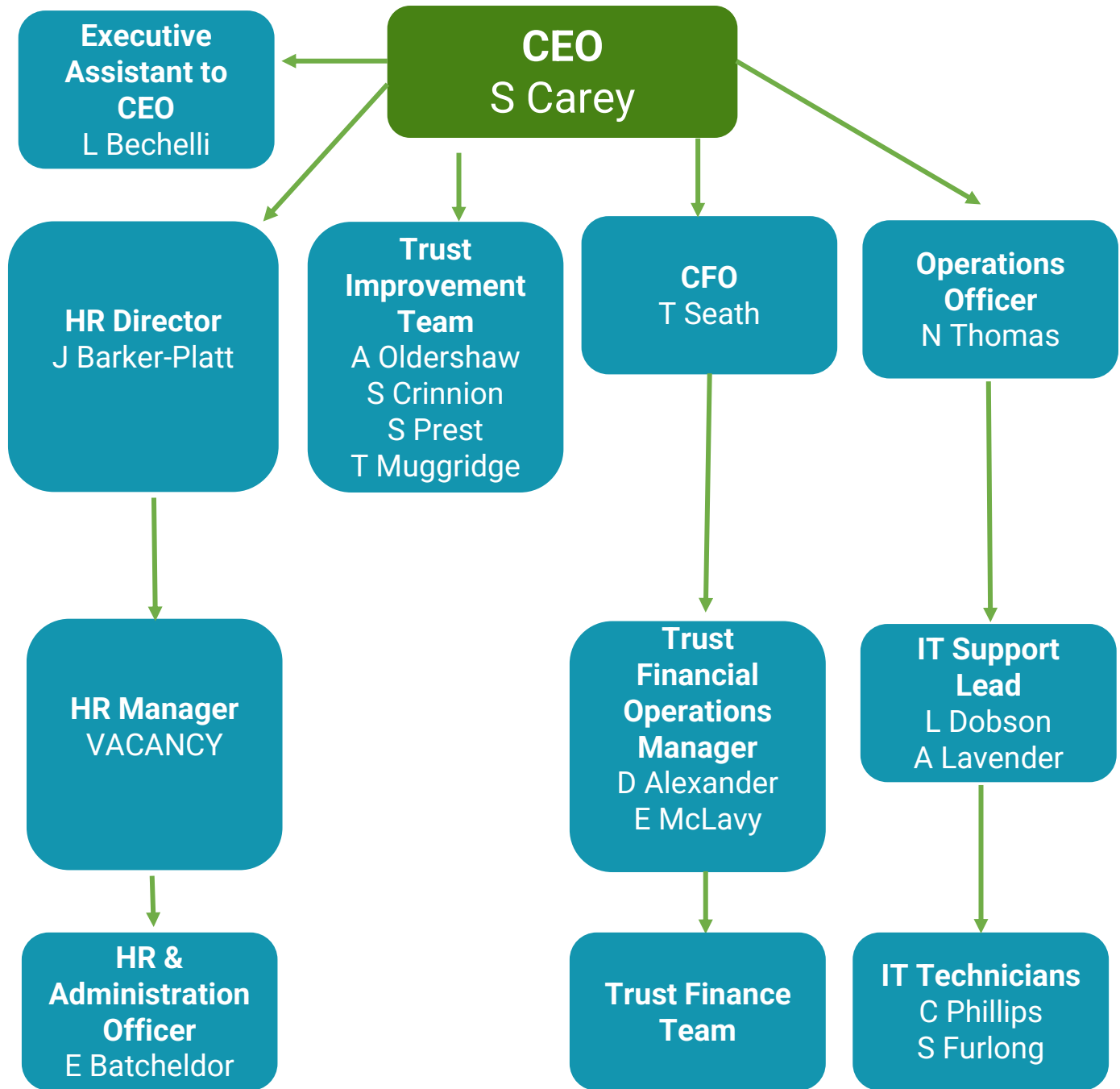


### Sedley's Church of England Primary School

Number of pupils: 94

[Click here for the Sedley's Primary school website](#)

## Our Central Team



# HR Manager - Job Description

**Salary:** KR9

**Contract type:** Permanent – 30 Hours a week

**Term Time + Development Day + 2 weeks (41 weeks per total)**

**Reporting to:** Director of HR

## Main purpose

With the support of the HR Director, be responsible for the provision of day-to-day effective Trust HR services including recruitment, contract management, compliance, and case management. Working with relevant staff to ensure that the Trust's payroll system is administered correctly, and associated tasks are completed in a timely manner. Ensure that accurate records are kept with a clear audit trail.

## Duties and responsibilities

- To work in close collaboration with the HR Director and Central Trust Team, providing high quality support for all elements of the employee life cycle
- To ensure all records and information relating to employees are correctly maintained and accurate, including personnel files (paper and/or electronic), spreadsheets and databases
- To ensure that the Single Central Register (SCR) is accurate and up to date, completing checks and seeking information where appropriate, and complete a regular audit of all Trust school SCRs.
- To work with the HR Administrator to ensure an effective recruitment process (in accordance with keeping Children Safe in Education), including:
  - Ensuring vacancies are advertised with all safeguarding statements
  - Receiving and logging application forms
  - Supporting with short-listing processes
  - Arranging and coordinating interviews
  - Preparing and issuing contracts
- To work with the HR Administrator to ensure an accurate and compliant new starter processes (in accordance with Keeping Children Safe in Education) including:
  - Completion of pre-employment checks such as references, DBS, eligibility to work in the UK etc.
  - Ensuring offer letters and contracts are issued on completion of New Starter Forms
  - Issuing training links relevant to the role
- To provide a support service to staff the across the Trust, dealing with staff concerns and grievances in accordance with the Trust policy.
- To act as the point of contact between the Academy and the external HR service providers, referring to the professional HR service provider for support and advice when required.
- To assist the HR Director and senior leaders with the disciplinary procedure in accordance with the Trust policy
- To work with senior leaders to support any re-structuring and organisational change projects in accordance with the Trust policy
- To ensure that HR administration processes such as leavers, contract changes, maternity, paternity, and probation are completed in accordance with policies and procedures in place
- To issue contracts and variations to contract letters on receipt of staff amendment forms
- To deal with Flexible Working requests in a timely manner
- To work closely with the Trust Finance Team to keep them updated on staff changes and anything affecting pay
- To maintain employee training records and log certificates on database.
- To keep accurate records and monitor annual leave for the Trust Central Team
- To ensure accurate records of absence are maintained with regular monitoring and reporting

## HR Manager - Job Description

- To ensure accurate records of absence are maintained with regular monitoring and reporting
- To project-manage the transition of personnel files to an electronic filing system and undertake new personnel file scanning.
- To undertake personnel filing and to archive staff files in accordance with the Trust Retention Policy
- To undertake any other administration duties to provide a professional HR service
- To prioritise work to meet conflicting deadlines.
- To work as part of the wider team, attending staff training days and offering support to colleagues

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the executive headteacher will conduct. The postholder may be required to do other duties appropriate to the level of the role.*

# Person Specification

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• Will hold a GCSE English &amp; Math's grade C or above (or equivalent qualification)</li><li>• A higher qualification in education and/or management is desirable</li><li>• CIPD LEVEL 3 or above or HR Qualification</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working in a school-based environment is desirable</li><li>• Can demonstrate substantial experience of leading and managing people</li><li>• Competent at using Microsoft Office packages, skilled and regular user of Word and Excel to produce office work,</li><li>• Experience using School MIS System</li><li>• Previous experience of using HR systems is desirable</li><li>• Skilled in the presentation of documents for professional audiences</li></ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"><li>• Has keen organisational skills and the ability to multitask, work under pressure and manage a diverse workload</li><li>• Will demonstrate high level communication and literacy skills</li><li>• Ability to think on your feet, react quickly and effectively in sensitive situations</li><li>• Ability to use initiative on a continuous basis to communicate confidently and effectively with all stakeholders</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Confident and effective when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy</li><li>• A strong team player who will contribute to the wider development of the Trust</li><li>• Is a 'can do' person who works positively and collaboratively</li><li>• Will be able to always demonstrate professionalism and confidentiality</li><li>• Commitment to safeguarding and promoting the welfare of children and young people</li></ul>

The Trust's Child Protection Policy can be viewed at <https://aat.uk/about/policies/>

The Trust's Policy Statement on the Recruitment of Ex-Offenders can be viewed at <https://aat.uk/recruitment/>



# The Application process:

## HR Manager

**30 hours per week**

**Term Time + Development Day + 2 weeks (41 weeks per total)**

**Kent Range 9 - £22,650 - £25,776 (FTE £30,485 - £34,693 per annum)**

**Required to start as soon as possible**

Aletheia Academies Trust is looking to appoint a HR Manager to join our central team.

This is a great opportunity for a professional with HR experience in a similar role. Reporting to the HR Director.

With the support of the HR Director, the HR Manager will be responsible for the provision of day-to-day effective Trust HR services including recruitment, contract management, compliance, and case management. Working with relevant staff to ensure that the Trust's payroll system is administered correctly, and associated tasks are completed in a timely manner. Ensure that accurate records are kept with a clear audit trail.

Aletheia Academies Trust comprises of Saint George's all-through school and 10 primary schools across North Kent and Medway. Our schools have an existing reputation for high quality education with a relentless focus upon high expectations and aspirations. We are a friendly, dynamic and innovative group of schools and pride ourselves on our commitment to ensuring all children progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

**Please download a vacancy pack and application form below or at <https://aat.uk/recruitment/> and return your application by e-mail to the HR Team at Aletheia Academies Trust [hr@aletheiatrust.org.uk](mailto:hr@aletheiatrust.org.uk)**

**Closing Date: [Monday 28<sup>th</sup> November 2022 – 5pm](#)**

**Interview Date: [To be confirmed.](#)**

Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

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