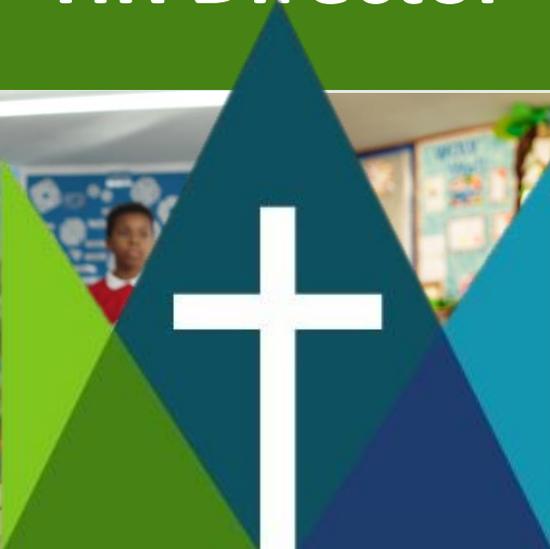




Vacancy Pack
HR Director



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

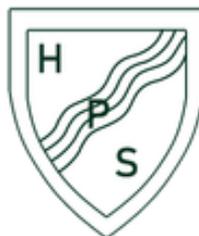
[Click here for the Holy Trinity school website](#)



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](#)

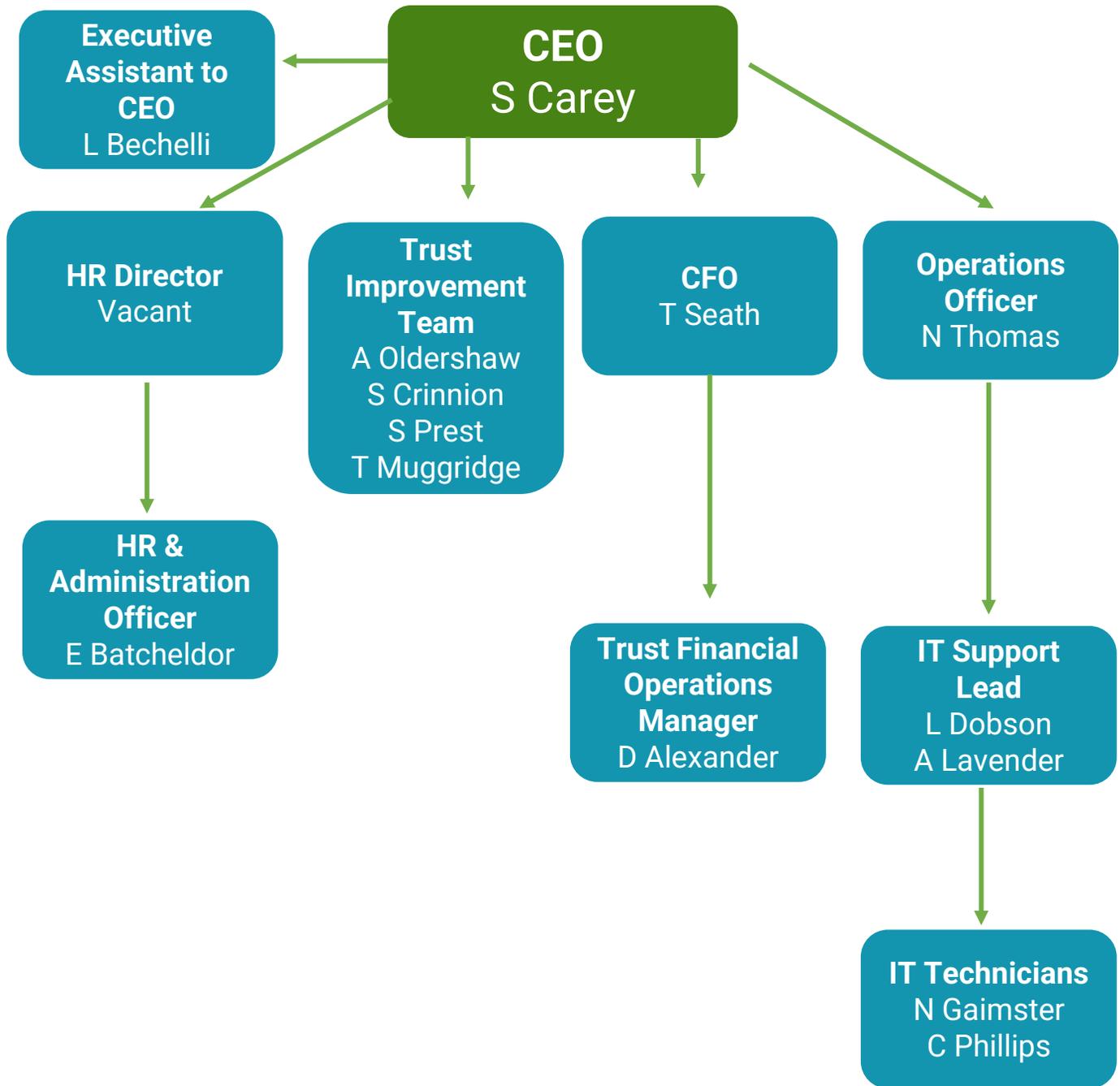


Sedley's Church of England Primary School

Number of pupils: 94

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

Our Central Team



Job Description

Grade:	KR12
Working pattern:	37 hours per week, 52 weeks per year
Responsible to:	CEO
Location:	Saint George's CE School (Trust wide)

Role description

To lead on Trust HR strategy and practices and provide expert guidance and support to Trustees, governors, senior leaders and line managers in all areas of HR including recruitment, employment law, employee relations casework, employee attendance and engagement, restructures and redundancies, contractual terms and conditions, reward and retention, annual appraisal procedures and performance management, diversity and inclusion, policy development and HR compliance.

The postholder will have full responsibility for the day-to-day management of HR operations, developing and implementing HR processes, procedures and systems and directly contributing to the long-term strategic objectives of the Trust,

Human Resource Management

- To work with the CEO to develop and implement a Trust People Strategy.
- To work with the CEO, Trust Senior Leadership Teams and Line Managers, assisting in the understanding and implementation of policies and procedures, the interpretation of terms and conditions of service, and appropriate intervention and communication with staff members on various employment of personal issues to ensure consistent and effective people management practices.
- To work closely with the CEO to create a sustainable staffing model that includes succession planning.
- To work closely with the central team to ensure that there is a structure which enables access to effective CPD for all Trust staff.
- In conjunction with the CEO and Senior Leadership Teams, ensure that staffing issues are identified and addressed in accordance with good practice, employment law and Trust policy, referring to other staff and outside agencies (e.g. External HR provider and Occupational Health) where appropriate.
- In liaison with the Trust's External HR provider, provide pragmatic, risk assessed advice to the CEO and Senior Leaders in our schools on complex employee relations cases, ensuring compliance with the regulatory framework within which the Trust and its schools operate.
- To support the CEO and Senior Leaders with staffing reviews, restructures and TUPE transfers, advising on and ensuring policy and legal compliance.
- To lead on the review and development of contractual and policy frameworks in line with legislation and best practice changes.
- To lead on recruitment and retention practices across the Trust, ensuring safer recruitment is followed at all stages of the process from advertisement to induction.
- To oversee the induction process of new employees, ensuring that suitable training plans are in place for new staff and probationary periods are monitored.
- To support various initiatives or projects that have staffing/HR requirements, as required; including secondments, sabbaticals, training initiatives and restructuring programmes etc.
- To attend relevant meetings to present and discuss relevant HR matters including Trust Management Board meetings, Trust Executive meetings and Trustees/Governors meetings as required.
- Actively keep abreast of developments within both Education and Employment Law and ensure stakeholders are fully aware of any developments.

- To manage the annual salary review process, including implementation of any annual salary increase on to the relevant Trust/school pay scales, as approved by Trustees.
- To develop and deliver training to managers to ensure understanding of and compliance with HR related policies and good people management practices in conjunction with the senior leaders responsible for staff development and CPD.
- To liaise with the Chief Finance Officer, Finance Team and external payroll provider on all pay-related issues including new appointments, contract changes, leavers, maternity/paternity pay, sick pay etc to ensure that relevant and authorised paperwork is provided in accordance with payroll deadlines.
- To ensure that systems are in place for accurate confidential record keeping and administration to support the HR function within schools and the Trust overall.
- To ensure that statutory returns are completed and submitted for the DfE and other Bodies accurately and on time (including Gender Pay Gap Report, Trade Union Facilities Time Reporting, School Workforce Census or other as appropriate).
- To provide regular analysis of statistics for HR indicators (including recruitment and retention data, equality data etc) for the CEO, Trust Executive Team, Trustees and other relevant committees.
- To seek and make use of specialist expertise in relation to HR/legal issue where required.

Safeguarding Children and Young People

- To contribute to safeguarding and promoting the wellbeing of children and young people through robust HR practices, including Safer Recruitment and managing allegations against staff, and ensuring that all areas of the HR function comply with statutory requirements, including Keeping Children Safe in Education.
- To ensure, establish and maintain a culture of “it could happen here” from recruitment, selection and induction of staff, through to supporting line managers with low level concerns or allegations against staff and retention of appropriate records in line with data protection and safeguarding legislation.
- To monitor and challenge the Single Central Records for all Trust schools to ensure that they include all appropriate checks under the Safeguarding Children requirements and remain up-to-date and Ofsted-ready at all times.

General responsibilities

- Build and maintain good working relationships with all Trust colleagues
- Assist as necessary in other Trust areas at peak times
- Work at all times towards the aims and goals of the Trust and any individual objectives/targets you may have agreed
- Act in accordance with GDPR and Data Protection Policy at all times
- Adhere at all times to Trust policies and procedures
- Take responsibility for own Health and Safety

This role profile is not necessarily comprehensive, and the position holder will be required to carry out such other duties as may be reasonably required within the general scope of the post.

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.

Person Specification

Qualifications and knowledge	Essential	Desirable
Level 5 CIPD qualification (level 7 preferred)		X
Educated to degree level		X
Strong evidence of HR technical skills	X	
Strong understanding of employment law		X
Evidence of continuing personal and professional development	X	
Skills & Experience	Essential	Desirable
Substantial HR experience	X	
Previous experience in a similar role, including managing a team	X	
Extensive experience in managing a range of complex ER casework through to conclusion, including restructures	X	
Experience in successfully maintaining a Single Central Record with a school environment	X	
Excellent IT skills, including HR reporting systems and comfortable producing management information	X	
Good knowledge and understanding of GDPR requirements	X	
Ability to build and maintain positive working relationships	X	
Able to support managers of all levels and experience, giving advice and/or coaching as necessary	X	
Possess an excellent eye for detail	X	
Able to undertake the role of "critical friend" with all levels of management including SLT	X	
Initiative, common sense, and creative problem-solving skills	X	
Ability to prioritise and manage a varied workload and work quickly and calmly whilst under pressure	X	
Possesses a high level of tact and diplomacy	X	
Excellent communication skills both verbal and written	X	
Strong data analytical skills	X	
Actively keep abreast of developments within both Education and Employment Law and ensure stakeholders are fully aware of any developments	X	
Experience in the education sector, or wider public sector		X
Experience of working within a Multi Academy Trust	X	
Knowledge of Primary/Secondary Education		X
Personal qualities	Essential	Desirable
High personal standards in terms of attendance, punctuality, and meeting deadlines	X	
Professional in their approach to dealing with issues and employees	X	
Ability to work effectively during intensive periods of pressure and being flexible in approach to work to ensure service levels and deadlines are met	X	
Enthusiasm	X	
Initiative and self-motivation	X	
Ability to be reflective	X	
Resilience	X	

Vacancy Information

HR Director

37 hours per week (all year round)

Kent Range 12 - £47,435 - £55,280 per annum

Required to start as soon as possible

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

This is a great opportunity for a professional with HR experience in a similar role. Reporting to the CEO, you will have full responsibility for the day-to-day management of HR operations, developing and implementing HR processes, procedures and systems and directly contributing to the long-term strategic objectives of the Trust,

You will lead on Trust HR strategy and practices and provide expert guidance and support to Trustees, Governors, Senior Leaders, and Line Managers in all areas of HR including recruitment, employment law, employee relations casework, employee attendance and engagement, restructures and redundancies, contractual terms and conditions, reward and retention, annual appraisal procedures and performance management, diversity and inclusion, policy development and HR compliance.

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.

The Application process:

Please download a vacancy pack and application form below and return your application by e-mail to Laura Bechelli, Executive Assistant to the CEO at BEHELLIL@aletheiastrust.org.uk .

Closing date: Wednesday 27th July 2022 at 12 noon.

Interview date: W/c 1st August 2022 (date to be confirmed).

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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/>