A group of kids playing guitars

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Human Resources Assistant

Shaping Tomorrow’s Future Together

Valley Invicta Academies Trust is a dynamic, vibrant, multi-academy trust comprising of nine schools – five primary and four secondary – and Valley Invicta Teacher Training, all based in the Maidstone and Malling area of Kent.



The VIAT HR Team is a small team comprising of 5 HR professionals.

We have recently implemented a new HR system and are currently rolling out an on-line recruitment module and a learning management system. With the introduction and development of on-line systems and the growth of the Trust over recent years, we have created this additional post to assist with the delivery of our first class HR provision.

It’s an exciting time to be joining us!

Valley Invicta Academies Trust (VIAT) consists of an

exceptional cluster of five primary and four secondary schools at the heart of the local community. Four of our five primary schools have KCC Commissioned Specialist Resource Provisions (SRPs) for pupils with EHCP's and a primary need of Autism. We put the children at the very centre of all we do. Our staff are equally at the heart of our schools.

We are now recruiting for an HR Assistant to join our busy Central team providing support to all schools within the Trust.

Welcome

Application Process Process

Vacancy

**Position HR Assistant**

**Location VIAT Business Centre, currently located within SST Maidstone**

**Responsible to HR Administration Manager / HR Manager**

**Basis Full time or part time hours will be considered**

**Commencement January 2023**

**Salary £22,017 - £24,011 FTE**

**Who are we looking for?**

We are looking for an enthusiastic, dedicated and passionate team player to join us in the Central HR Team.

This is a busy and varied role providing guidance and support to our schools and prospective employees of the Trust.

Are you are organised, adaptable and happy to ‘roll up your sleeves’ to drive tasks to completion?

Are you co-operative, helpful and work with a sense of fun?

If you enjoy working collaboratively with colleagues to challenge and question practices to create and deliver an efficient and effective HR service we would love to hear from you.

**Closing Date for**

**Applications 28 November 2022**

**Interviews Week commencing 28 November 2022**

**Closing date for applications**

Wednesday 19 October 2022

**Interviews and assessment activities**

Week commencing 7 November 2022

When ready to apply, interested candidates are invited to complete an online application detailing why they are suitable for the role. This can be submitted via the following link:

[**www.viat.org.uk/630/current-vacancies**](http://www.viat.org.uk/630/current-vacancies)

The academy is committed to safeguarding

children and successful candidates will be subject to an Enhanced DBS check.

Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Position**

**Location Responsible to**

Executive Headteacher

Valley Park School

CEO, Valley Invicta Academies Trust

Permanent, full-time September 2022

£115,000 - £130,000

per annum

**Basis Commencement**

**Salary**

*Valley Invicta Academies Trust Mission Statement*

*“We aim to achieve our*

*vision by bringing together a family of local schools - each with their own context, ethos, strengths and areas for development - to work together to enable every single child, and every member of our team, to be the very best they can be.”*

Week commencing 7 November 2022

**Interviews and assessment activities**

**Closing date for applications**

Wednesday 19 October 2022

Interviews are proposed to be held week commencing **7 November 2022**.

**Friday 21 October 2022.**

For more information about the School of

Science and Technology Maidstone,,

please visit

Closing date for applications is **Wednesday 19 October 2022.**

**Responsible to:** HR Administration Manager / HR Manager

**Accountable to:** Business Manager

**Summary of Role**

To provide HR, recruitment and general administrative support to all of our schools.

**Key Working Relationships**

* HR Colleagues
* Business Manager
* Headteachers
* Teachers
* Support Staff
* External agencies

**Key Accountabilities**

The HR Assistant will be supported to develop the skills and knowledge to be able to:

* Undertake administrative duties associated with recruitment, including, but not limited to: drafting adverts, collating applications, supporting with the interview process and carrying out all pre-employment checks.
* Prepare conditional offers of employment and subsequent contracts of employment and other official documentation.
* Monitor the completion and receipt of all recruitment checks and documentation to ensure compliance with statutory and Trust guidelines.
* Maintain both electronic and paper-based employee records, ensuring accuracy and compliance with legislative and Trust requirements.
* Maintain the Single Central Record (SCR) for all schools ensuring compliance with Safer Recruitment guidelines.
* Ensure staff sickness, absence and holiday records are complete and up to date.
* Enter data onto the Trust HR system to facilitate the monthly payroll run.
* Answer pension enquiries and support with pension returns.
* Support the submission of the School Workforce Census and other statistical returns.
* Respond to HR enquiries in a timely manner referring more complex matters to the appropriate HR Manager.
* Liaise with external agencies as needed.

Job Description

A picture containing person

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**Qualifications**

**Essential**

* Good standard of education (GCSEs or equivalent including pass grades in English and Maths);
* A commitment to continuing personal development.

**Desirable**

* Education to A Level standard;
* Level 3 CIPD.

**Experience, skills and knowledge**

**Essential**

* Previous experience of working in a busy office environment.
* Proven ability to multi-task and have a flexible approach to your working day.
* Be able to demonstrate experience of working with defined systems and processes.
* Knowledge and awareness of HR processes and challenges.
* Excellent interpersonal and communication skills.
* Ability to work both independently and as part of a team.
* Good IT skills including use of Word and Excel.
* Excellent customer service skills, with the ability to use discretion, patience, tact and respect for confidentiality.
* Be flexible, use your initiative and maintain a positive calm approach.
* Ability to work to deadlines ensuring accuracy is maintained at all times.
* Work collaboratively with colleagues to continually drive improvement.
* Ability to manage self and time well.
* Be a helpful, caring and positive team player.
* Maintain a sense of fun.

**Desirable**

* Experience of working with and maintaining databases.
* Previous experience working in a HR role.
* Previous experience of working in the education sector.

Person Specification

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Benefits at Valley Invicta Academies Trust

VIAT is a dynamic organisation with many career

opportunities for new and existing staff. Here are just some of the benefits the Trust offers:

* An open and collaborative working environment.
* A career in an organisation that values individuality and diversity.

**Professional development opportunities:**

* Regular training and access to a range of internal and external programmes tailored to your learning needs throughout your career;
* Opportunities for career progression across our family of schools;
* Subsidised training opportunities with local and national universities;
* Coaching and Mentoring Programmes;
* Core skills training.

**Financial:**

* A competitive salary whereby pay progression is possible on an annual basis, following successful performance;
* Access to an attractive pension plan;
* Access to a range of benefits and discounts through Kent Rewards.

**Facilities:**

* A great working environment;
* Free car parking;
* On-site catering, reasonably priced for staff;
* Social networking opportunities across the Trust to create new relationships both inside and outside the work setting.
* VIAT also offers access to a range of health, wellbeing and personal support.

**Closing date for applications**

Monday 28 February, midday

**Interviews and assessment activities**

Wednesday 16 and

Thursday 17 March 2022

Closing date for applications is **Monday 28**

**February, midday.**

Interviews are proposed to be held on

**Wednesday 16 and Thursday 17 March 2022.**

For more information about Valley Park School,

please visit [**www.valleypark.viat.org.uk**](http://www.valleypark.viat.org.uk/)

For more information about Valley Invicta

Academies Trust, please visit [**www.viat.org.uk**](http://www.viat.org.uk/)



VIAT believes in the benefits of cross-phase education whereby all pupils,

regardless of background, are taught a broad curriculum by specialist teachers across all ages; thereby enabling them to master the knowledge and skills they need to achieve their full educational and personal potential.

Our team work tirelessly to ensure that every child can be the best they can be

along with providing an innovative and interactive curriculum based on the arts and academia; we aim to be at the forefront of developing new approaches to learning, embedding the ‘mastery’ approach to teaching and learning; securing the very best outcomes for pupils. Our children only get one chance in their education and it is our responsibility to provide the very best for them.

All our schools have a strong and cohesive outlook, reflecting our inclusive

vision; staff and pupils are inspired to embed the values of respect and resilience, while developing personal character through additional wider curriculum activities and opportunities which motivate and enable them to grow in confidence, while cultivating thinking skills, and creative potential beyond typical expectations.

This secure foundation ensures an ambitious and aspirational approach,

as well as a broader commitment to, and proactive engagement in, wider society; enabling our pupils to be fully ready – academically and personally

– for their transition from primary into secondary school and a life-time of influence beyond.





**Valley Invicta Academies Trust**

Huntsman Lane Maidstone Kent

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[**www.viat.org.uk**](http://www.viat.org.uk/)