

WORKING AT ALETHEIA ACADEMIES TRUST

Join our Team



**For Appointment of:
People and Culture Manager**



Aletheia
Academies Trust

Welcome from the CEO

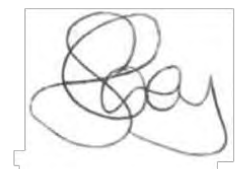
Thank you for your interest in Aletheia Academies Trust



Aletheia Academies Trust is a non-profit making charity whose vision is rooted in a determination to improve the life chances of local children. Since our beginning, the Trust has adopted an operational model based upon the notion of a family of schools, understanding that like any family member, each school and each community that it serves is unique. Schools are encouraged to celebrate and explore this dimension. The role of the Trust is to act in a parental capacity; to ensure that each school is well-supported and individual strengths are shared to improve the outcomes of all; to provide wider experiences to Trust pupils beyond the capabilities of any individual school; to develop and share staff expertise; to provide expert leadership and governance.

Aletheia has grown with devotion to a principle of geographical proximity; knowing, caring for, and understanding the areas we operate in are important to us. The Trust has grown from a single academy trust to a multi-academy trust of eleven primary schools, one all-through school, and another all-through school and community sports provision in the heart of Ebbsfleet Garden City which is planned to open in 2025.

Steve Carey
Chief Executive Officer



Why Aletheia Trust?

At Aletheia Academies Trust, we aim to provide an inclusive nature of high-quality leadership to continually provide educational excellence.

At the heart of Aletheia is 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 everyone has the ability to develop and thrive intellectually, socially, culturally and spiritually.

Our growing family of academies give multiple possibilities for our staff to create a career that **improves the life chances for local children**. We aim to grow our staff to extract the best in everyone to consistently deliver outstanding education while having the freedom to create environments based on unique diverse backgrounds, experiences, perspectives and ideas.

Aletheia is committed to sustaining high-quality academies as well as supporting those in need of specific improvement. Our focus is to provide school improvement services that draw on the wealth of practice from across our Trust, broaden the expertise available to schools through flexible working arrangements and increase our capacity to respond quickly to the needs of individual schools. Pedagogical excellence is at the heart of all we do, with a sustained focus on collaborative and mastery learning.



Our Schools



Saint George's C of E
All-Through School



Shorne C of E
Primary School



St Botolph's C of E
Primary School



Stone St. Mary's C of E
Primary School



Sutton-at-Hone C of E
Primary School



Horton Kirby C of E
Primary School



Rosherville C of E
Academy



Holy Trinity C of E
Primary School



Cliffe Woods
Primary School



Halling
Primary School



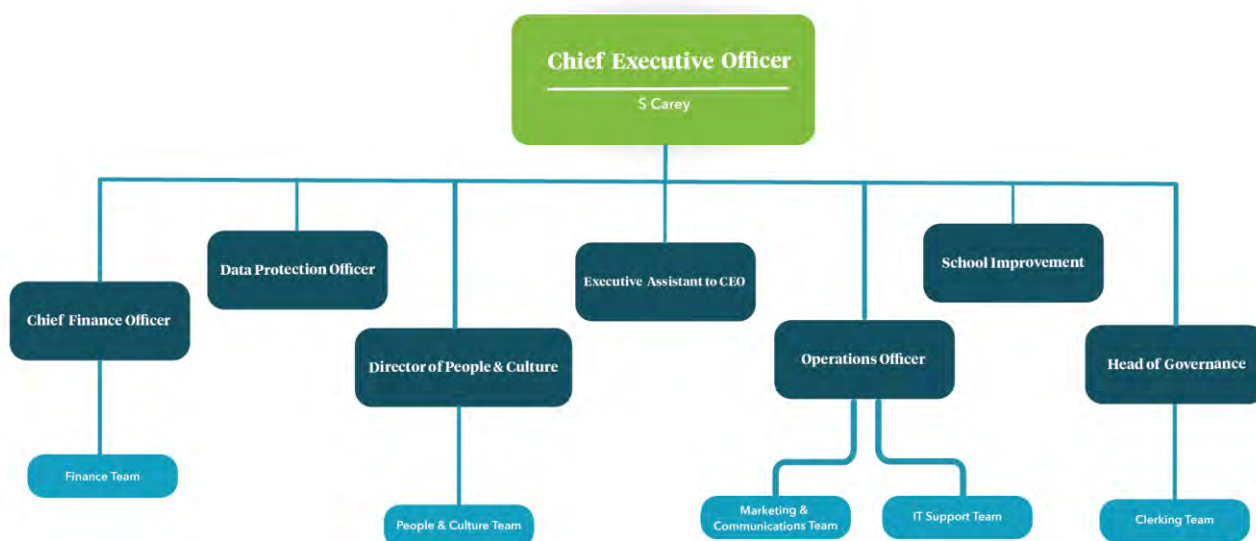
Sedley's C of E
Primary School



Ditton C of E
Junior School

Trust Structure

Aletheia Academies Trust's ambition is to support our family of academies in every aspect. Our executive leadership team works closely with school leaders to establish development priorities to shape and drive school improvement initiatives and help deliver outstanding outcomes throughout. Aspiring to achieve educational excellence is at the heart of what we do.



"Staff within the Trust have frequent opportunities to collaborate and develop professionally with others within the Aletheia family, including an expert team of School Improvement Officers."

Holy Trinity CofE Academy (Joined 2019)



Job Description

Job Title	People and Culture Manager
Location	Gravesend, Kent
Duration	Permanent - Full Time (Flexible working and Term Time considered)
Work Hours	37 hours per week
Reporting to	Director of People and Culture
Salary	KR9 - KR10 (£32,485 - £43,011) Dependant on Experience
Pension	Local Government Pension Scheme (22.5% employer contributions)



About the Role

With the support of the Director of People and Culture, drive forward the People Strategies for the trust and continuously develop the Trust's HR processes. Be responsible for the provision of day-to-day effective Trust HR services including recruitment, pensions, compliance, and case management.

Continuous Development and HR Administration

- ▶ To work in close collaboration with the Director of People and Culture to drive forward the People and Culture strategies, goals and 180-day plan.
- ▶ Continuous development of the Trust's HR administration processes.
- ▶ Work closely with the Director of People and Culture on People Strategy Projects.
- ▶ Working with the Trust Central team to organise key events including, Recruitment Fair and our Trust day.
- ▶ Complete and authorise payroll updates working with the Finance Team to ensure a smooth payroll run.
- ▶ Co-ordination of Salary uplifts for Teacher and Support staff.
- ▶ Line manage the People and Culture Officers to keep accurate records and monitor annual leave for the Trust Central Team.
- ▶ To undertake any other administration duties to provide a professional HR service to our schools.
- ▶ Ensure our Performance management process is efficient and effective, including promoting clear career paths within the trust.

Key Responsibilities

Compliance and Reporting

- ▶ Work with the Head of Governance ensuring all people related policies are updated inline with current employment law.
- ▶ To ensure all records and information relating to employees are audited on a regular basis and are correctly maintained and accurate, including managing the process for all personnel files to be moved to SharePoint.
- ▶ Oversight of the Trust Single Central Register (SCR) to ensure it is accurate and up to date, completing checks and seeking information where appropriate.
- ▶ To work with the HR Officers to ensure an accurate and compliant new starter processes (in accordance with Keeping Children Safe in Education) including, the completion of pre-employment checks such as references, DBS, Right to work etc. Sponsorship for overseas employees and ensuring offer letters and contracts are issued.
- ▶ Update Trust's People KPI data for all schools on a monthly basis, producing reports twice a year for the Trust's People and Remuneration Committee.
- ▶ Produce reports for Senior Leadership when asked.
- ▶ Reporting and bench marking of salaries.



Key Responsibilities

Employee Relations and Support

- ▶ 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.
- ▶ Support all staff across the Trust advising on staff concerns and providing guidance and advice on all employee relations inline with Trust Policies and Employment law. i.e. Staff Absences, Disciplinarys, Grievances, Flexible Working requests and Capability.
- ▶ Provide Strategic HR and Employee Relations support to Headteachers.
- ▶ To work with senior leaders to support any re-structuring and organisational change projects in accordance with the Trust policy.
- ▶ Support School Office teams with all HR administration process and answer enquires in a timely manner.
- ▶ Manage and co-ordinate Occupational Health Assessments for all staff across the Trust.
- ▶ Train new school staff on Recruitment platform, MIS, Payroll and SCR.
- ▶ Oversight of the HR helpdesk ensuring a speedy response in a professional manner.
- ▶ To work as part of the wider team, attending staff training days and offering support to colleagues.





Recruitment and Benefits

- ▶ Complete Safer Recruitment Training and ensure relevant staff are trained.
- ▶ Work closely with recruiting managers to oversee interview process from start to finish including vacancy packs, shortlisting matrix's, interview questions, inviting to interview and being part of the interview panel, when required.
- ▶ To work with the HR Officers to ensure an effective end to end recruitment process (in accordance with keeping Children Safe in Education).
- ▶ 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 offer letters and contracts.
- ▶ Work with schools and CPD lead to manage the onboarding process.
- ▶ Co-ordinate and manage administration of pensions for Local Government Pension Scheme and Teachers Pensions for all staff across the Trust.
- ▶ Manage the launch of our new staff Wellbeing Package.
- ▶ Continuously review and improve our Aletheia staff benefits and drive and promote our wellbeing and benefits package to our schools.



"Staff responsible for each subject access high-quality training within the multi-academy Trust networks." - **Ofsted 2023**

Person Specification



Job Summary

	E	D
Qualifications and Experience		
GCSE English and Maths Grade C or Equivalent and above	X	
CIPD level 3 or equivalent qualification	X	
CIPD level 5 or equivalent qualification (or working towards)		X
Experience of working in a school		X
Experience managing a team		X
Experience working with senior members of staff		X
Two years' HR experience		X
Skills and Knowledge		
Has keen organisational skills and the ability to multitask, work under pressure and manage a diverse workload	X	
Experience of managing projects	X	
Excellent communication skills and style, both verbally and in writing	X	
Able to communicate effectively across all levels and to a varied range of Stakeholders	X	
Ability to think on your feet, react quickly and effectively in sensitive situations	X	
Good understanding of customer service requirements and the ability to consistently deliver to and beyond expectations	X	
Effective time management and prioritisation skills with the ability to work to deadlines	X	
Competent in Microsoft Office and Excel	X	
Ability to use initiative on a continuous basis to communicate confidently and effectively with all stakeholders	X	
Excellent attention to detail		

Personal Qualities		
Confident and effective when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy		
Willingness to attend training and development as required.		
'Can do' attitude.		
A strong team player who will contribute to the wider development of the Trust		
Will be able to always demonstrate professionalism and confidentiality		
Commitment to safeguarding and promoting the welfare of children and young people		
Ability to motivate others		

How to Apply

If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

Jo Barker-Platt, Director of People and Culture

HR@aletheiastrust.org.uk

01 474 533 082

[Apply here](#)



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.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Contact Us

Aletheia Academies Trust
Meadow Road,
Gravesend,
DA11 8LS

Company Number:
07801612



Aletheia
Academies Trust

Telephone:
01474 531 481

Website:
aletheiatruster.org.uk

Email:
HR@aletheiatruster.org.uk