



VALLEY INVICTA  
ACADEMIES TRUST

# HR 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.



# Welcome

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 looking for a highly effective HR Assistant to support the HR Team, delivering an efficient and proactive HR service to all schools within the Trust.

This is a great opportunity for an enthusiastic candidate who is keen to develop their HR skill set in a successful Trust.

The role will be varied, and the successful candidate will need to be hardworking with excellent organisational, communication and administrative skills.

This post will assist with the day-to-day operations of the HR functions and support the HR Manager with employee relations.

This post would suit candidates with previous HR experience at Assistant level. Previous experience in an education setting would be an advantage.

In the HR team, creativity and new perspectives are encouraged to continually improve the service it provides for the Trust.

# Vacancy

## Who are we looking for?

The VIAT HR Department are seeking someone who enjoys working in a team who is focussed on delivering an excellent HR service for its dedicated workforce of teachers and support staff.

The role will work alongside the HR Manager and other members of the HR Team.

You will have worked as an HR Assistant or similar, in a busy team before, with demonstrable experience of working with HR processes and dealing with lower-level HR casework including absence management, and minor concerns.

We are looking for someone who is well organised, has excellent attention to detail and great initiative. You should be pragmatic and have a solution focussed approach to working. Having excellent communication skills and sound judgement is also key to the success of this role.

Position	HR Assistant
Location	School of Science & Technology, Maidstone
Responsible to	HR Manager
Basis	All year round; Full time and part time hours considered. Flexible working options available.
Commencement	ASAP
Salary	Up to £26,520 FTE (increased salary possible depending on experience)

# Application Process

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.

Closing Date for Applications	9 August 2024
Interviews	TBC

*“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.”*

*Valley Invicta Academies Trust Mission Statement*

# Job Description

**Responsible to:** HR Manager

**Accountable to:** Business Manager

## Summary of Role

To support the HR function across a range of areas with the focus on employee relations and associated HR processes.

## Key Working Relationships

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

## Key Accountabilities

The HR Assistant will:

- Assist with the day-to-day operations of the HR department
- Respond to HR queries from employees and Headteachers/Senior Leaders in a timely manner, referring more complex matters to the HR Manager
- Undertake a range of HR administrative duties, including writing to individual employees regarding queries and requests
- Ensure HR Systems are maintained and updated and assist in the processing and filing of electronic and paper-based documents
- Support the HR Manager on projects and processes to enhance employee relations and employee welfare
- Working with the HR Manager to ensure schools are compliant with HR and recruitment processes
- Assist with general administration including notetaking in relevant meetings such as disciplinary and grievance meetings

- Supporting the administration of the online Learning Management System
- Support the HR Manager in absence management processes, including tracking employee absences, identifying patterns, conducting absence review meetings
- Provide guidance and support to Headteachers and employees on absence-related issues, including sick leave entitlements, company policies, and return-to-work arrangements
- Act as a point of contact for low-level employee relations issues, such as minor conflicts or performance concerns, and escalate more complex cases to the HR Manager as appropriate
- Assist in managing family leave requests, including flexible working and maternity leave
- Working with the HR Manager to ensure schools are compliant with employment law and Trust processes
- Assisting other members of the HR team during busy periods, such as recruitment and data input
- To carry out other duties as may be reasonably required by the HR Manager

# Person Specification

## Qualifications

### Essential

- Good standard of education to GCSE grade C and above in English
- A commitment to continuing personal development
- Previous HR Assistant experience
- Employee relations exposure/experience

### Desirable

- Level 3 CIPD
- Educated to A Level
- Experience of working with computerised HR systems

### Desirable

- Previous experience of working in education HR and/or with unions
- Knowledge and awareness of safer recruitment processes
- Knowledge of Teachers terms and conditions
- Diplomacy and the ability to deal with situations that are stressful to others

## Experience, skills and knowledge

### Essential

- An understanding of basic employment law, regulations and best practice
- Familiar with HR processes
- A good level of computer skills; familiarity with Microsoft applications, including word, excel, outlook
- Effective organisational skills
- Team working and interpersonal skills
- Good attention to detail
- Excellent oral and written communication skills
- Ability to form working relationships with people at all levels
- The ability to drive and access to your own transport



# Benefits at Valley Invicta Academies Trust

VIAT is a dynamic organisation with 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 discussion regarding your learning needs throughout your career
- Opportunities for career progression
- Core skills training

## Financial:

- A competitive salary where pay progression is reviewed on an annual basis.
- Access to an attractive pension plan

## Facilities:

- A great working environment on an attractive campus
- Free car parking
- On-site catering, reasonably priced for staff

## Health & Wellbeing:

- Access to the Trusts health cash plan – Medicash – an App to support employees physically and mentally. Benefits include instant access to guidance, relating to: -

Family Care  
Stress  
Work Life Balance  
Health & Wellbeing tools

- Medicash discounted extras such as: -

Routine dental care  
Virtual GP & prescription service  
Complementary/alternative therapies  
Travel & holiday savings  
Cinema tickets





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 lifetime of influence beyond.





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