



Swale
ACADEMIES
TRUST

HR Business Partner
Central Support Services
Information

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Welcome

Welcome to Swale Academies Trust

A message from Gavin Bailey, Chief Finance and Operations Officer (Interim):

Thank you in your interest in this role within the Central Support Services Team at Swale Academies Trust.

The central team is pivotal to the successful running of the organisation and is focused on supporting the improvement of educational standards in all of our schools. All of the work carried out by the Central Support Services Team is in relation to the non-teaching and learning aspects of running a school. The vital work your new role entails allows Headteachers and school-based staff to focus on teaching and learning and improving student outcomes.

As CFOO, my role is to provide strategic oversight of operational services across all of our schools. The central team is well-established with an excellent track record of delivering improvement and value for money, and we continue to develop new ways of working to ensure we can effectively respond to the needs of each of our schools and continuously improve the support we offer.

We look forward to receiving your application to join our organisation at this exciting time.

Gavin Bailey



Operations Officer (Interim)

Job Description

Job Title: HR Business Partner
Grade: SAT I
Responsible to: Head of HR

Purpose of Job:

Deliver a high quality, pro-active human resources service to schools as part of Swale Academies Trust HR function. To develop effective working relationships with the executive team, school leaders, school leadership teams and employees, providing relevant and appropriate advice and guidance.

Support the Head of Human Resources to develop the service to a high quality, professional and effective human resources solutions.

Main duties and responsibilities (Accountabilities)

Advisory service

1. Provide advice and guidance, as needed, to all Swale Academies Trust schools, central services and employees.
2. Provide high quality, professional human resources advice, guidance and support to schools on the full range of human resources issues including: TUPE, organisational change, redundancy, redeployment, disciplinary, grievance, performance management, absence management, ill health retirement, terms and conditions of employment.
3. Attend case meetings to provide human resources advice on policies, procedures and best practice.
4. Effectively manage workload to ensure that quality standards and deadlines are met, priorities are identified and delivered and, where problems or concerns arise, to resolve these quickly and effectively with those concerned.

Data management

1. Maintain accurate and up to date records of the work undertaken on the human resources case management system and local shared drives.
2. Regularly review the database in line with KPIs.
3. Provide reports on cases as may be required.

Mediation/Reconciliation

1. Provide Headteachers/Managers/employees advice and support that would involve shared solutions which are innovative and sustainable
2. Provide advice/support following a grievance or disciplinary process.
3. Liaise with qualified internal and external mediators on behalf of Headteachers/Managers

Training

1. Deliver team/whole staff training on HR policies and procedures
2. Provide coaching to Headteachers/Managers on disciplinary/grievance proceedings

Job Description

General

1. Work collaboratively with Head of HR to oversee the management of Employment Tribunal cases and other dispute resolution matters.
2. Escalate potential legal disputes and risks to the Head of HR at the right time.
3. Develop effective working relationships with constituent trade unions including: supporting the Head of Human Resources with collective consultation, supporting school leaders and governors with local consultation, and working in partnership to promote fair and appropriate outcomes to individual human resources cases.
4. Establish and maintain links with all stakeholders.
5. Take responsibility for personal continuing professional development and remain up to date with the latest human resources legislation and best practice and the impact of this on the services provided to schools.
6. Support the Head of Human Resources to develop the service to a high quality, professional and effective human resources solutions.
7. Ensure that potential problems with service delivery and/or complaints are identified and reported to the Head of Human Resources.
8. Support the Head of Human Resources to develop and maintain a suite of effective policies, procedures and guidance documents and associated template for use across the Trust, which comply with legislation and promote best practice.
9. Take the lead on specified project work within the team linked to overall service objectives. Ensure that projects are well planned and delivered to schedule.
10. Maintain knowledge of safeguarding children and ensure that the principles of safeguarding are considered and included in the work of the team and your personal practice; ensure that any safeguarding concerns arising are reported immediately to the appropriate person/body.
11. Actively promote Swale Academies Trust's equality objectives and ensure that the principles of equal opportunity and promoting diversity are considered and included in the work of the team and your personal practice.
12. Supervise regional HR Officer
13. Undertake any other reasonable duties commensurate with the role as directed by the Head of Human Resources or senior management.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Swale Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from ROA and will require an enhanced DBS disclosure.

Person Specification

Qualifications	Essential / Desirable
GCSE (or equivalent) with a minimum of C (or equivalent) in English and Maths	E
Professional membership of the Chartered Institute of Personnel and Development	E
Minimum of Level 5 CIPD qualification or equivalent relevant practical experience.	E
Evidence of professional development	E
Knowledge & Skills	
Up to date knowledge of employment and education Legislation and HR best practice.	E
Proven knowledge of support staff and teachers pay and conditions	D
Experience	
Proven experience of supervising, leading and motivating staff	E
Previous HR Advisory experience within an education setting	D
The post holder must possess an excellent level of oral and written communication skill with attention to meticulous accuracy.	E
Integrity, sound professional judgment, and ability to maintain confidentiality	E
Experience of dealing with matters confidentially and sensitively with a sound knowledge of General Data Protection Regulation	E
Experience of working within the Education sector, ideally Schools/Multi-Academies Trust.	D
Working knowledge and experience of HR information systems and reporting tools	E
Excellent level of oral and written communication skill with attention to meticulous accuracy.	E
Computer literate and a proficient user of Microsoft Office, Google programmes & HR systems	E
Good numeracy, organisational skills and experience using HR systems	E
Strong organisational and administrative skills, ability to prioritise	E
Excellent interpersonal skills	E
Ability to manage and influence opportunities for continuous improvement and change	D
Personal Qualities	
Ability to work independently and as part of a team.	E
Ability to use own initiative with "I can do" attitude to meet the challenging demands of the role.	E
Ability to build positive professional relationships with all key stakeholders	E
Integrity, sound professional judgement, and the ability to maintain confidentiality	E
Drive, enthusiasm, creativeness and willingness to initiate and maintain new developments	E
Willingness to support the ethos and vision of the Trust	E
Demonstrate a commitment to upholding and representing the central services values	E



Working for Swale Academies Trust

Benefits

- Hybrid working
- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Discounts with local and national retailers, cinemas and restaurants
- On-Site parking
- Access to training and development

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays
- Cycle to Work scheme

Finding Us

Swale Academies Trust

Ashdown House, Johnson Road, Sittingbourne, ME10 1JS

01795 905989

recruitment@swale.at

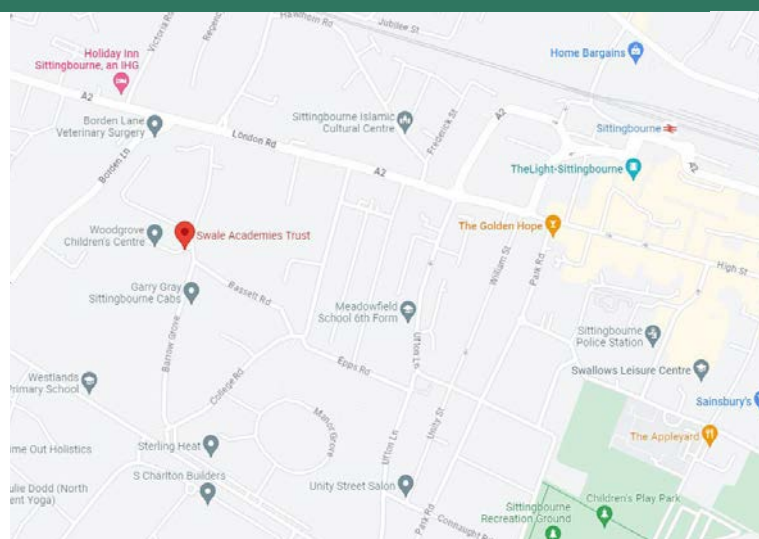
Closest Train Station: Sittingbourne Station

Approx. 15 minute walk

Closest bus stops:

The Coniston (from Sittingbourne/Sheppey) - X3, 334

The King's Head (from Medway/A249) - X3, 329





Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Applications for our vacancies should be made through [Kent Teach](#). Links to the relevant Kent Teach advert page can be found within the advert on any other website that it is listed. Alternately, Application forms can be found on the Swale Academies Trust website or downloaded [here](#), and applications should be made by emailing a completed Application Form to recruitment@swale.at.

Please note CVs will not be accepted in place of a completed [application form](#).

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust will run an online check of shortlisted candidates.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Acadmies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

Central Support Services

Our Vision, Behaviours for Success and Values

Our Vision

To be dynamic, innovative service professionals in the education sector, positively impacting lives for generations to come.

As a team we aim to be innovative and forward facing.
We aim to be...

AGILE



This means we...

A

are keen to
adapt

Together, we have a desire to **adapt** and improve. Being **adaptable** means we work flexibly and we foster a positive working environment where our staff feel supported to explore opportunities and be creative.

G

are always
growing

As an organisation, we are both prepared and excited for **growth**. We believe that together we can do great things, and so we are ambitious and proactive when we plan for the future. We promote a culture of collaboration to achieve our wider goals and **grow** in our areas of expertise.

I

work with
integrity

We ensure we operate with a strong work ethic and take pride in maintaining **integrity**. We work effectively by sustaining open, clear and honest communication with one another and our stakeholders. We are trustworthy in our actions, true to our word and can be relied upon.

L

are eager to
learn

We advocate for continuous **learning** and development, and support our staff to expand their skill sets and achieve their professional ambitions.

E

encourage
one another

Offering **encouragement** to one another allows us to build meaningful and supportive relationships that endure. We **encourage** one another to act with consideration, transparency and accountability.

We value:

Adaptability

Growth

Integrity

Learning

Encouragement

