

People and Culture (HR) Officer

Future Schools Trust



Build your Career, Shape your Future, Apply today

Welcome to Future Schools Trust.

Our Trust consists of two secondary schools, one primary school and one nursery at the heart of our local community in the Maidstone and Malling area of Kent. FST was legally established as a Multi Academy Trust (MAT) in 2007.



A great place to be



Future
Schools
Trust

Contents

Trust Lead Welcome	3
Advert	4
Job Description	5
Person Specification	7
How to Apply	8
What We Offer	9

Welcome from the Trust Lead

Samantha McMahon
BA (Hons) | NPQH



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at <https://www.futureschoolstrust.com/vacancies/>.

Best wishes

Samantha McMahon

Post:	People and Culture (HR) Officer
Academy:	Future Schools Trust
Responsible to:	People and Culture (HR) Manager
Salary:	FST Grade J
Working pattern:	37 hours per week, 52 weeks per year
Contract:	Permanent

Purpose

The People and Culture (HR) Officer plays a key role in delivering a high-quality, people-centred service across the full employee lifecycle within Future Schools Trust.

This is a hands-on, end-to-end role where you will take ownership of core People and Culture processes including recruitment, onboarding, employee relations support, data management, compliance, payroll coordination, and employee engagement.

You will work closely with colleagues across the Trust to ensure every stage of the employee experience is consistent, compliant, and aligned with our values; placing people at the heart of everything we do.

The role requires someone who is collaborative, approachable, detail-focused, and confident in building strong relationships with colleagues at all levels.

Duties and Responsibilities

End-to-End Recruitment & Onboarding

- Deliver the full recruitment process from vacancy approval through to appointment, including advertising, shortlisting, interview coordination and offer management.
- Apply safer recruitment principles in all aspects of selection and decision-making.
- Complete all pre-employment checks including DBS, references, right to work, and qualification verification.
- Issue contracts, offer documentation and pre-employment paperwork.
- Design and deliver high-quality onboarding and induction experiences that ensure new colleagues feel welcomed, informed and supported.
- Oversee probation processes, ensuring structured reviews, timely feedback and clear documentation in partnership with managers.

Employee Relations & People Support

- Provide first-line advice and practical support to managers on people matters including absence, conduct, capability, grievance and performance processes.
- Support formal employee relations cases, including preparing documentation, attending meetings and ensuring accurate record keeping.
- Promote fair, consistent and values-led application of policies and procedures.
- Support positive employee and trade union relationships through professional and constructive engagement.
- Contribute to a culture of openness, trust and resolution-focused conversations.

Payroll, Finance & HRIS Management

- Work closely with the Finance team and external payroll provider to ensure colleagues are paid accurately, legally and on time.
- Process and verify contractual changes, pay amendments and employee data updates in a timely and accurate manner.
- Maintain and continuously update the HRIS / People system, ensuring data integrity across all employee records and processes.
- Ensure seamless data flow between recruitment, HRIS, payroll and finance systems.
- Act as a key contact for payroll and pay-related queries, resolving issues efficiently and escalating where required.

Compliance, Safeguarding & Legal Responsibilities

- Ensure all People and Culture activity complies with employment law, UK GDPR, safeguarding requirements and Trust policies.
- Maintain the Single Central Register (SCR), ensuring it is accurate, complete and always inspection-ready.
- Carry out regular audits of personnel files, SCR data and compliance records, identifying and resolving gaps proactively.
- Support internal and external audits, ensuring documentation and systems meet statutory and inspection requirements.
- Maintain secure and confidential handling of all employee data in line with legal requirements and Trust standards.
- Support the review and continuous improvement of People and Culture policies and procedures.

Employee Records, Reporting & Insight

- Maintain accurate and up-to-date employee records across all systems.
- Produce regular workforce reports including absence, training compliance, probation outcomes and other key people metrics.
- Use data to support managers and leaders in understanding workforce trends and making informed decisions.
- Ensure high standards of accuracy, consistency and integrity in all people data.

Training, Development & Engagement

- Coordinate mandatory training across the Trust, ensuring compliance requirements are met and maintained.
- Track training completion and manage renewal cycles proactively.
- Support the coordination of wider professional development activity.
- Support the delivery of employee engagement and feedback initiatives, including surveys and listening activity.
- Analyse feedback data and contribute to actions that improve the colleague experience and workplace culture.

People-Focused Culture & Continuous Improvement

- Act as a visible, approachable and trusted point of contact for colleagues across the Trust.
- Build strong working relationships with managers and colleagues at all levels.
- Contribute to embedding a positive, inclusive and values-driven culture.
- Identify opportunities to improve processes, systems and colleague experience.
- Support continuous improvement of People and Culture practices, systems and ways of working.

Person Specification

Qualifications

Essential

- CIPD Level 3 or equivalent experience

Desirable

- CIPD Level 5 or relevant degree (HR, Business or related)

Experience

Essential

- Experience in a generalist People / HR role with full employee lifecycle responsibility
- End-to-end recruitment experience within a compliant or regulated environment
- Experience supporting employee relations casework
- Experience maintaining employee records and HRIS/people systems
- Experience working with payroll processes and data accuracy requirements
- Experience advising managers on people policies and procedures

Desirable

- Experience within education or public sector organisations
- Experience working with trade unions
- Experience using Every HR/The National College or equivalent HR/people systems

Person Specification

Skills and Competencies

Essential

- Strong interpersonal and communication skills with a genuinely people-centred approach
- Ability to build positive, trusted relationships across a diverse workforce
- High level of organisational skill and ability to manage competing priorities
- Strong attention to detail and commitment to accuracy
- Confident use of Microsoft Office and HR/people systems
- Strong understanding of confidentiality, GDPR and data protection principles
- Ability to follow process while maintaining a supportive, human approach

Desirable

- Ability to interpret data and identify trends
- Confidence contributing to culture and engagement initiatives
- Problem-solving mindset with a continuous improvement approach

Personal Attributes

Essential

- Warm, approachable and genuinely people-focused
- Collaborative team player who builds strong relationships
- High integrity and professional standards
- Calm, resilient and able to work under pressure
- Proactive, organised and solution-focused
- Committed to creating a positive and inclusive workplace culture

Application:

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at www.futureschoolstrust.com/vacancies.

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email recruitment@futureschoolstrust.com to arrange a visit.

Health & Safety:

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding:

Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for an Enhanced DBS disclosure.

We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

Pension Scheme:

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

Annual Leave:

For support staff annual leave starts at 27 days a year plus Bank Holidays and increases after 5 years' service.

Cycle to work scheme:

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

Retail, Health & Social Offers through Kent Rewards:

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

Other offers:

- Benenden Private Healthcare Scheme - Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





WWW.FUTURESCHOOLSTRUST.COM

 [futureschoolstrust](https://www.instagram.com/futureschoolstrust)

 [Future Schools Trust](https://www.facebook.com/futureschoolstrust)

 [Future Schools Trust](https://www.linkedin.com/company/futureschoolstrust)

 [fstrust](https://twitter.com/fstrust)



Cornwallis Academy
Ambitions for All



New Line Learning Academy
Believe and Achieve



Tiger
Primary School



Tiger Cubs
Day Nursery

**Future
Schools
Trust**

A great place to be