

People and Culture (HR) Manager

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

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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) Manager
Academy:	Future Schools Trust
Responsible to:	Trust Lead
Responsible for:	People & Culture Team
Salary:	FST Grade N
Working pattern:	37 hours per week, 52 weeks per year
Contract:	Permanent

Purpose

The People and Culture (HR) Manager is responsible for leading and delivering a high-quality, responsive and people-centred People function across the Trust and its schools.

The role oversees the full generalist remit, including recruitment, employee relations, safeguarding, compliance, pay and reward, and workforce processes, ensuring consistent, legally compliant and values-led practice across all settings.

As a key operational leader, the postholder translates Trust priorities into effective people practices, supporting leaders to manage their teams confidently and consistently. The role plays a central part in embedding a positive, inclusive, and high-performing culture, where colleagues feel supported, valued, and able to do their best work.

The People and Culture Manager line manages the People and Culture team and is accountable for the quality, consistency and continuous improvement of service delivery across the employee lifecycle.

Duties and Responsibilities

Safeguarding Children and Young People

- Lead and oversee safeguarding within all People practices, ensuring robust safer recruitment processes and effective management of allegations against staff.
- Ensure compliance with statutory safeguarding requirements, including Keeping Children Safe in Education.
- Promote a culture of vigilance and accountability, embedding the principle of “it could happen here” across all stages of the employee lifecycle.
- Oversee the accuracy, integrity and audit-readiness of the Single Central Record (SCR), with appropriate delegation of operational responsibilities.
- Ensure safeguarding records are maintained in line with data protection and statutory requirements.

Human Resource Management

- Act as a trusted People lead for senior leaders and Headteachers, providing expert, pragmatic and risk-aware advice on people matters.
- Lead and manage complex employee relations casework, ensuring fair, consistent and legally compliant outcomes.
- Oversee organisational change processes, including restructures, redundancies and TUPE transfers, ensuring they are well-managed, compliant, and people-centred.
- Oversee the implementation, review and consistent application of HR policies, procedures and contractual frameworks in line with legislation and best practice.
- Ensure a consistent and compliant approach to recruitment and retention across the Trust, with clear application of safer recruitment principles.
- Oversee induction and probation processes, ensuring new colleagues are effectively supported and performance expectations are clear.
- Foster and maintain constructive relationships with Trade Unions and professional associations.
- Oversee the annual pay review process, ensuring accurate and consistent application of Trust policy.
- Support and develop leadership capability through coaching, guidance and training on effective people management practices.
- Maintain oversight of payroll-related processes in partnership with Finance, ensuring accuracy, compliance, and timely delivery.
- Ensure robust HR systems, data management, and record-keeping processes are in place and consistently applied across the Trust.
- Oversee the completion of statutory workforce reporting requirements, ensuring accuracy and compliance.
- Ensure workforce data and reporting are available to support effective decision-making by leaders across the Trust.
- Commission and manage external HR or legal support where appropriate.

Leadership and Team Management

- Line manage and develop the People and Culture team, including People and Culture Officers and Recruitment colleagues.
- Build capability, accountability, and resilience within the team, ensuring a consistently high standard of service delivery.
- Set clear expectations, monitor performance and support continuous professional development.
- Promote a collaborative, supportive and solutions-focused team culture.

Staff Wellbeing and Culture

- Promote and support a proactive approach to staff wellbeing, ensuring appropriate frameworks and processes are in place.
- Support leaders to respond to wellbeing matters with empathy, consistency and professionalism.
- Contribute to embedding a positive, inclusive, and values-driven culture across the Trust.
- Ensure people practices and behaviours align with Trust values and promote a consistent and positive colleague experience.

Person Specification

Qualifications and Knowledge

Essential

- CIPD Level 5 qualification (or equivalent experience)
- Educated to degree level or equivalent experience
- Strong knowledge of employment law and HR best practice
- Evidence of continuing professional development

Desirable

- CIPD Level 7

Skills and Experience

Essential

- Significant experience in a generalist HR role with full employee lifecycle responsibility
- Experience managing a range of complex employee relations casework through to conclusion
- Experience leading or supporting organisational change processes (e.g. restructures, TUPE)
- Experience managing or supervising HR staff or teams
- Experience of safer recruitment and safeguarding compliance, including maintaining a Single Central Record
- Experience of HR systems and producing workforce data/reporting
- Experience working with payroll processes and ensuring data accuracy
- Strong understanding of GDPR and data protection requirements
- Ability to build and maintain effective working relationships with stakeholders at all levels
- Ability to coach and support managers in applying people policies and procedures
- Strong organisational skills and ability to manage competing priorities
- High level of attention to detail and accuracy
- Strong communication skills, both written and verbal
- Ability to analyse and interpret workforce data to support decision-making

Person Specification

Desirable

- Experience within education or public sector organizations
- Experience working within a Multi Academy Trust
- Knowledge of Primary and/or Secondary education

Personal Qualities

Essential

- Professional, credible, and approachable
- High levels of integrity, discretion, and professionalism
- Calm, resilient, and able to work under pressure
- Proactive, organized, and solution-focused
- Strong interpersonal skills with a collaborative approach
- Ability to challenge constructively and act as a critical friend
- Commitment to a people-centered and values-led approach
- Flexible and adaptable in a fast-paced environment

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.](#)





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 **Cornwallis Academy**
Ambitions for All

 **New Line Learning Academy**
Believe and Achieve

 **Tiger**
Primary School

 **Tiger Cubs**
Day Nursery

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