



VALLEY INVICTA
ACADEMIES TRUST

HR Adviser



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 seeking to appoint an HR Adviser to join our busy and growing HR team, supporting all schools across the Trust. This is a key role within the team, providing dedicated employee relations expertise.

As the Trust continues to grow, so too does the demand for high-quality HR support. This role has been created to strengthen our employee relations capacity, ensuring timely, consistent, and expert advice is available to school leaders, while enabling the wider HR function to maintain a strong strategic focus.

Alongside this, we are continuing to enhance and develop our HR and Learning Management Systems. This makes it an exciting time to join the team, with opportunities to contribute to both operational excellence and ongoing service improvement.

Vacancy

Who are we looking for?

We are seeking a skilled, proactive and enthusiastic HR Adviser to join our busy HR Team, supporting schools across the Trust.

Do you thrive in a fast-paced environment and bring the energy, resilience and drive needed to support a growing organisation?

Are you able to navigate increasingly complex employment legislation, applying sound judgment balancing policy, risk and operational needs?

Do you have the experience and confidence to manage a diverse range of employee relations cases, provide pragmatic advice to leaders, and ensure fairness, consistency, and compliance across the workforce?

If you are excited by the opportunity to join a developing HR function, building strong relationships, influencing and coaching managers, we would love to hear from you!

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|----------------|---|
| Position | HR Adviser |
| Location | VIAT Business Centre, currently located within the Maidstone campus of VIAT |
| Responsible to | HR Manager |
| Basis | Full time/Part time all year round. Flexible working options considered. |
| Commencement | ASAP |
| Salary | £33,074 -£37,741 |

Application Process

When ready to apply, interested candidates are invited to complete the Trust application form [Current Vacancies - Valley Invicta Academies Trust \(viat.org.uk\)](https://www.viat.org.uk) and email to recruitment@viat.org.uk

The Trust 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 | 3 July 2026 |
| Interviews | 13 & 16 July 2026 |

“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

Summary of Role

The HR Adviser will provide expert employee relations advice and support across the Trust, ensuring matters are managed fairly, consistently, and in line with employment law and Trust policies. The postholder will take ownership of a varied caseload, helping to resolve issues effectively and build positive working relationships.

This is an opportunity to bring energy, initiative, and a passion for delivering excellent people support, while contributing to the development of HR policies, processes, and ways of working to help shape a responsive and high-performing HR service across the Trust.

Key Working Relationships

- Business Manager
- HR Manager
- HR Colleagues
- Headteachers and school leadership teams
- Staff across the Trust
- External partners, advisers, and agencies as required

Key Accountabilities

Employee Relations Case Management

- Support a wide range of employee relations cases, including disciplinary, grievance, absence and capability matters.
- Take ownership of allocated ER casework from initial advice through to resolution, ensuring fairness, timeliness, and legal compliance.
- Be able to identify if a case is becoming more complex, high risk or sensitive and refer to HR Manager for advice.
- Prepare documentation, support investigations, and provide clear recommendations to managers and leaders.

Advisory Support to Leaders

- Support managers to confidently apply policies, resolve employee issues early and maintain positive team dynamics.
- Advise on day-to-day people management issues, promoting best practice and effective communication.

HR Operations

- Support HR Assistants with ER-related processes and administration, ensuring accuracy, consistency, and timeliness.
- Maintain high standards of case documentation and records, ensuring compliance with audit and regulatory requirements.
- Act as a role model for outstanding HR service, promoting a responsive, professional, and efficient approach while mentoring colleagues to adopt similar practices.

Policy Application & Compliance

- Navigate employee situations by balancing adherence to Trust HR policies and procedures with the practical needs of the Trust, using professional judgement where appropriate.
- Keep up to date with UK employment law and sector best practice, applying this knowledge to ER casework.
- Identify areas where policies or processes could be improved and provide recommendations to senior HR leadership.

Culture & Continuous Improvement

- Bring energy and enthusiasm to the delivery of HR services, proactively resolving issues and ensuring a timely and high-quality response.
- Support the transformation and ongoing development of the HR function by contributing to improvements to policies, processes, systems and service delivery.
- Support a culture of fairness, consistency and inclusion in all employee relations activity.

Person Specification

Qualifications

Essential

- CIPD Level 3 certification or equivalent industry experience.

Experience, skills and knowledge

Essential

- Proven experience managing employee relations cases in a fast-paced HR environment.
- Strong working knowledge of UK employment law and practical experience applying it to ER casework.
- Highly developed interpersonal and communication skills, with strong emotional intelligence to handle sensitive situations with tact, discretion, empathy and confidentiality.
- Ability to advise and influence managers and school leaders, fostering confidence in HR processes and policy application.
- Excellent organisational skills, with the ability to manage multiple cases and competing priorities effectively.
- Commitment to fairness, inclusion and promoting a positive workplace culture.
- Proficiency in HR systems, IT tools and maintaining accurate records to support reporting and compliance requirements.

Desirable

- Previous experience working in the education sector, ideally in schools, multi-academy trusts, or similar organisations.
- Familiarity with education sector terms and conditions, including teaching and support staff contracts, pay frameworks and statutory requirements.
- Experience supporting line managers through change or policy implementation.
- Knowledge of safeguarding requirements, safer recruitment processes and statutory education guidance.
- Experience contributing to HR training or development initiatives, supporting managers to build capability and confidence.

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:

- CPD opportunities available and actively supported;
- Subsidised training opportunities with local and national universities;
- Core skills training.

Financial:

- A competitive salary whereby pay progression is possible on an annual basis, following successful performance;
- Access to an attractive pension plan;
- Access to a range of benefits and discounts through Medicash, the Trust's health cash plan.

Facilities:

- A positive team working environment;
- Free car parking;
- On site catering.





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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