

AQUINAS CHURCH OF ENGLAND EDUCATION TRUST

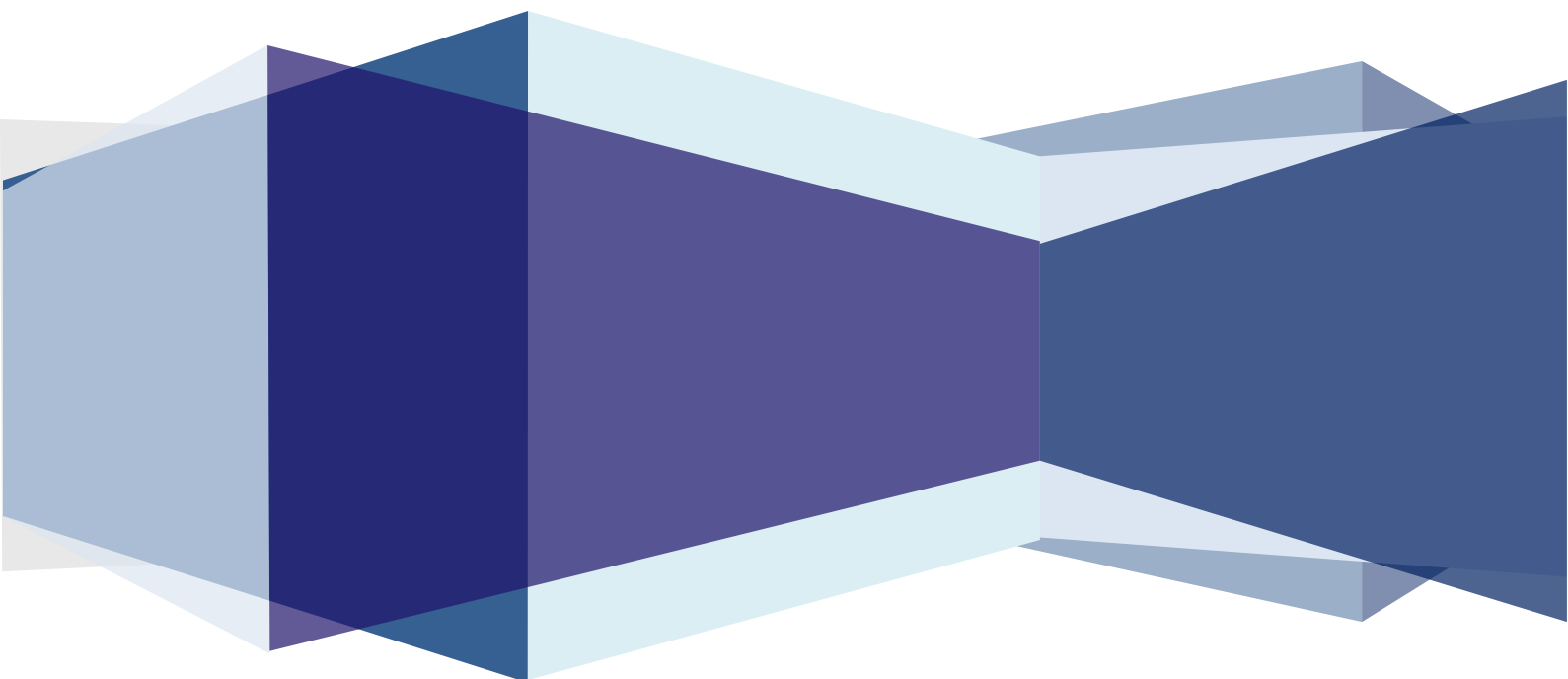
www.aquinastrust.org

Application Pack

HR Manager

£36,108 - £38,620 p.a.

Required: September 2025



HR Manager

The Aquinas Trust is seeking to appoint a HR Manager to fill a new vacancy created in East Sussex. Working closely with the HR Director, the post-holder will be responsible for administrating, refining and advising on the HR function in our three East Sussex academies.

This position is a new role, created during an exciting time in the development of the business function of the Trust following our expansion in East Sussex. The successful candidate should be ready to contribute in a meaningful way to the overall people strategy, helping with standards, risk-management, workforce training and making Aquinas a first-choice employer in the area.

The position is being offered on a permanent basis, 'term time only + 2 weeks' (41 weeks per year), 37 hours per week over five days. The successful candidate will be based primarily at Robertsbridge Community College and will be expected to travel regularly to Rye College & Rye Primary.

Our ideal candidate will have:

- A background as a HR professional, either as a generalist or as somebody with Education specific experience.
- Experience in casework handling for all areas of employee relations, including disciplinary, appeal, grievance and capability hearings.
- An up to date understanding of UK employment law, alongside a knowledge of education-sector specific legislation and guidance, such as the School Teacher's Pay and Conditions Document.
- Demonstrable experience of having managed recruitment processes, preferably within education.
- A people-first mindset with an understanding of the challenges faced by multi-academy trusts for staffing and retention.
- A willingness to learn and an appreciation for the need to remain informed on changing legislation and guidelines.
- A desire to make their mark on the Trust through new ideas, collaboration with colleagues and successful implementation of initiatives.
- A sense of humour.

In return, we offer:

- A happy community committed to the professional development of all colleagues;
- A commitment to a flexible approach to work / home life balance;
- Enrolment in the Local Government Pension Scheme with average employers pension contributions of 21.6%;
- Generous annual leave package starting at 25 days (plus bank holidays) and rising to 31 days (plus bank holidays) after a qualifying period of service;
- Guaranteed pay progression linked to both the National Joint Council pay awards and movement within your internal band.
- An opportunity to create a bespoke role with significant responsibility during a period of growth throughout the Trust.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

If you would like to know more about the position prior to application, or wish to book a pre-application phone call, please contact Matt Robins, HR Director at Aquinas.recruitment@aquinatrust.org

- Closing date for applications: **9.00 am, Monday 7 July 2025**

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

INTERVIEWS

Candidates will be invited for interview.

Interview dates: **W/c Monday 14 July 2025**

APPOINTMENT

All candidates will be contacted following interview.

Appointment to commence: **1 September 2025**

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to Aquinas.recruitment@aquinatrust.org

All sections of the form should be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form. All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

Please note a signed copy of your application form will be required prior to interview.

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 policy.

The Aquinas Trust is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

JOB DESCRIPTION

DETAILS

Job Title:	HR Manager
Grade:	SS11 (Full Time Salary: £40,109.00 p.a. - £42,899.00 p.a.)
Actual Pro Rata Salary:	£36,108.87 p.a. - £38,620.62 p.a.
Hours:	37 Hours per Week, 41 Weeks per year (term time only + 2 weeks)
Reports to:	HR Director

THE ROLE

To assist the HR Director and Headteachers in ensuring the delivery of high quality, effective and efficient HR support to our East Sussex/Kent schools. Providing pragmatic, creative and education focused HR solutions and recommendations at all levels. Helping to develop and implement strategies covering all aspects of HR including training & development. Provide effective management to assist with the HR function across the Trust and guide the HR team on advice and practice.

DUTIES AND RESPONSIBILITIES

- Provide an efficient and focused HR service, supporting all aspects of HR, ensuring compliance with employment legislation and Trust policies.
- Act as the primary HR contact for Robertsbridge Community College and support the SLT of the academy with HR issues.
- Manage the HR Function of the Rye academies in collaboration with the HR Officer.
- Act as an advisor to staff of all levels across a broad range of HR matters.
- Assist the HR Director with capturing Trust level data, managing information systems and compiling reports on key Trust performance indicators.
- Contribute to the ongoing development of policy.
- Keep up to date with developments and changes in legislation and guidance, and policy.
- Actively promote the Trust equality objectives and ensure that the principles of equal opportunity and promoting diversity are considered throughout the HR function.
- Manage the delivery of HR advice on employee relations throughout the Trust, including; absence, grievance, disciplinary, capability, mediation and appeal.
- Work to mitigate any risk to the organisation, whilst identifying and communicating risk related to staffing when necessary.
- Liaise with the HR Director on complex queries and project-based work, providing support to senior managers and organising meetings as necessary.
- Attend union meetings with the Heads and representatives and produce notes and actions.
- Form part of the team that is the first line of enquiry for employees, specifically regarding policy, pay and contract queries.
- Ensure staff job descriptions are updated annually as part of Performance Management procedures.
- Build effective working relationships with staff at all levels.
- Advise on compliance with legislation and guidance in regard to safeguarding protocols and safer recruitment.
- Ensure that all HR issues are dealt with within the relevant timescales according to Trust policy.
- To be responsible for the coordination and administration of the recruitment of all teaching and support staff from advertisement to appointment, including full pre-employment checks.
- Provide advice and support in relation to all aspects of the recruitment of staff, attend shortlisting and interview panels as required.
- Ensure all aspects of contractual change, from recruitment to termination, is supported across all schools, helping with the administration of recruitment where necessary.
- Improve management/employee communications, including mediating in disputes.

DATA MANAGEMENT

- To manage the single central register for all staff ensuring that the data held meets the Aquinas, Ofsted and school safeguarding requirements, dealing with issues/concerns raised by a Disclosure and Barring Check.
- Assist in the management of HR data, including in the implementation and training of HR information systems.
- Ensure all HR data is accurate and stored appropriately.
- Provide regular reports on staff related matters e.g. absence and staff turnover.
- Ensure information held on the Trust-wide staff database is accurate.
- Advise on data protection compliance with regards to data sharing, storage and retention of employee records.

MANAGING RELATIONSHIPS WITH THIRD PARTIES

- Liaise with the Trust's legal services provider, where appropriate.
- Ensure all information is provided to the payroll team within the timescales given.
- Respond to requests from external bodies for information e.g. Teachers' pension, unions.
- Liaise with pension providers as appropriate.
- Work with trade unions as appropriate.

GENERAL ACCOUNTABILITIES

- Maintain a high level of discretion and confidentiality.
- Assist in the induction and supervision of any temporary staff within the central team.
- Work closely with the HR Director to provide a high level of service to the schools and other agencies.
- Provide friendly, helpful and proactive support.
- Ensure all queries are turned around or passed on to the appropriate individual swiftly and effectively.
- Maintain good time management and be able to prioritise tasks.
- Possess good communications skills.
- Possess a friendly and helpful demeanour.
- Have a desire to pursue an ongoing career in Human Resources.

This is an expanding Trust, and the nature of this role means that there may be additional tasks and projects identified. In consultation with you, the job description may be changed by the Chief Executive Officer to reflect or anticipate changes in the job commensurate with the grade and job title.

SAFEGUARDING

All colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

PERSON SPECIFICATION (HR MANAGER)

Qualifications & Training	<ul style="list-style-type: none">• A formal qualification in HR Management (CIPD level 3 or above), or equivalent degree. (D)• A member of Chartered Institute of Personnel and Development (CIPD). (D)
Experience, Skills, Abilities and Attributes	<ul style="list-style-type: none">• Experience of working in Human Resources. (E)• Experience of working in the education sector. (D)• Experience of working with or contributing to negotiations with Trade Unions. (D)• Experience of managing complex case work including absence management, disciplinary, grievance etc. (E)• Ability to deal with difficult and sensitive situations in a diplomatic way. (E)• Excellent written and verbal communication skills and the ability to effectively communicate complex information to a wide variety of audiences. (E)• The ability to plan, prioritise and manage a workload in a fast paced environment. (E)• Be calm, use initiative and remain focused under pressure while managing a wide range of situations. (E)• Work constructively as part of a team, understanding the Trust/school roles and responsibilities and your own position within these. (E)• Ability to build good working relationships at all levels within the Trust. (E)• Accurate, precise and pays attention to detail. (E)• Excellent organisational and IT skills. (E)• Ability to maintain confidentiality and remain impartial. (E)• Displays a positive 'can do' and self-motivated attitude. (E)• Solution focused. (E)• Willing to travel to all schools within the Trust. (E)• Commitment to safeguarding and promoting the welfare of children and young people. (E)• Friendly and approachable manner. (E)• Reliable and punctual. (E)
Knowledge	<ul style="list-style-type: none">• Up to date knowledge of employment law and procedures. (E)• Working knowledge of GDPR. (D)

PERSON SPECIFICATION (HR MANAGER)

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	
Exposure to blood /body fluids	