



## **The Skills for Life Trust**

### **HR Manager**

**NJC Grade PO2 (points 32-42) £36,371 - £46,662 per annum**

**Hours: 37 hours per week, 52 weeks per year**

**Location: Walderslade Girls' School, Chatham**

***Hybrid working available for this role and travel to our Trust schools will be required occasionally***

### **Are you an experienced HR professional looking for a new challenge?**

We require an exceptional HR professional to join the Skills for Life Trust as HR Manager, who can help us on our journey of HR excellence, and help the organisation become an employer of choice.

The ideal candidate needs to be flexible in their approach as this role is a mixture of hands on operational HR and also strategic HR reporting to the CEO.

You will have extensive experience of working as a HR professional, have a solid understanding of employment law, be CIPD qualified, and have the skills to build strong working relationships with Headteachers and leaders throughout the organisation, to guide the Trust in building a strong, high performing and motivated workforce.

Candidates should have experience of dealing with all areas of HR such as attending Senior Leadership meetings, pay committee meetings, engaging with the unions, proposing and managing the HR budget, reviewing policies and procedures, providing advice, guidance and dealing with recruitment and selection, on-boarding, absence management and wellbeing initiatives, discipline and grievance, performance management, staff engagement and payroll activities.

We need a strong leader who can lead and motivate the HR team to reach their full potential, develop systems and processes, and ensure HR is a fundamental part of the organisation.

Strong ICT skills are a must for this position, to assist and lead the team in our current journey of implementing a new HR system.

Being the most senior role within our HR team, it is exciting and influential and is supported by key people in the organisation.

Candidates who have experience within the education sector, and have knowledge of Teachers terms and conditions and Ofsted processes, will have an advantage for this role, although we welcome applicants who have transferable skills.

## **Who are we?**

We are a multi-academy trust consisting of two secondary academies in Chatham, and three primary academies, two of which are based in Rochester and one in Gravesend.

The Trust have developed a set of core values for staff which are promoted, encouraged and led by our CEO, Mr Andy Reese. The values help to ensure staff have a healthy work-life balance, are recognised and praised for their work, and are empowered to make decisions.

Amongst the many benefits of working within the Trust you will receive;

- Skills for Life Trust values
- Work laptop and mobile
- Hybrid and flexible work patterns
- Free Private Healthcare Cover
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Free Flu Vaccination
- A supportive environment
- Secure car parking
- Access to the National College\*

\*The National College provides engaging CPD in a high quality video format on the latest practice, policy and research, working with some of the leading experts in education.

If you would like an informal discussion about the role, please email [hr@sflt.org.uk](mailto:hr@sflt.org.uk) who can arrange this for you.

**The Skills for Life 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 subject to an enhanced disclosure from the Disclosure and Barring Service (DBS Check) and the receipt of two satisfactory references.**

**[www.sflt.org.uk](http://www.sflt.org.uk)**

**Closing Date: 22 May 2022**

**We reserve the right to close this advertisement early if we receive a high volume of suitable applications.**