



Vita

Multi Academy Trust

JOIN US

HEAD OF HR

Post Title: Head of HR

Contract Type: Permanent, 25 hours per week, 41 weeks per year

Reporting to: CEO

Salary Range: Grade G £48,948 - £54,423 pro rata per annum
(Actual salary £29,867 - £33,208 per annum)



ROLE PROFILE

This is an exciting opportunity to join our organisation in a leadership role, while maintaining your work life balance by working part time term time hours. Reporting to the CEO, the individual will be responsible for supporting organisational growth and development. Working at both an operational and strategic level, the postholder will ensure full alignment to the organisational objectives and Vita Multi Academy Trust's vision and culture.

The successful candidate will have proven experience in an HR generalist role, providing advisory support to senior managers, and will have managed a small team. Educated to degree level you will hold a relevant HR qualification. Knowledge of school processes and an understanding of education based policies and procedures would be advantageous.

Vita Multi Academy Trust offers a busy and ever evolving work environment, where no two days are the same. Staff benefit from membership of the generous Local Government Pension Scheme. access to the on site gym, free parking and the opportunity to make a difference to the education of our students.

USEFUL LINKS



[Vita Multi Academy Trust](#)



[Meet our CEO Steve Jones](#)



[Perins School](#)



[Sun Hill Junior School](#)



[Perins Pre-School](#)

HEAD OF HR ROLE AND RESPONSIBILITIES



“

Perins is a fantastic school with a committed and enthusiastic staff body, which makes it a great place to be.

I really do take pride in working at Perins and strive to play my part in creating a fantastic learning environment.

Team Leader

“

There is a happiness around this school. Pupils are eager to learn and find out new knowledge.

Ofsted.

Sun Hill Junior School.

- Participate in the development, delivery and review of the Trust Central Team goals.
- Ensure that HR accountabilities and deliverables are aligned to delivery of the Trust goals and where possible school improvement plans.
- Develop, implement and maintain the Trust's HR strategy.
- Ensure a highly effective, efficient and consistent HR service is provided to all Trust leaders, managers and colleagues.
- Effectively develop, review, maintain and embed all HR policies, guidance and procedures across the Trust.
- Advise, coach and support line managers on day-to-day basis to develop the skills and confidence in tackling employee opportunities and issues.
- Coach and manage the Recruitment Coordinator.
- In partnership with the HR Operations Team Manager, develop and maintain the People SharePoint site to improve access to information and employee ability to 'self-serve'.
- Establish and develop improved Management Information to present to the Trust Board half termly through the Finance and Resources Committee.
- Manage complex employee relations cases and work as an advisor to school leadership teams.
- Drive awareness and engagement in the wellbeing agenda across the Trust.



UNLOCKING POTENTIAL ENRICHING LIVES

Qualifications & Person Specification

- GCSE A-C or equivalent in Maths and English (essential).
- Degree or equivalent level HR qualification.
- Sound knowledge of UK employment law.

Experience & Essential Skills

- Proven experience in an HR generalist role, providing advisory support to senior management.
- Excellent, communication and interpersonal skills
- Skilled in maintaining personal and professional confidentiality.
- Ideally will have worked in an educational establishment and be able to demonstrate knowledge of school processes.
- Previous experience of managing a small team.
- Ideally will have worked in a unionised environment.

- Competence to build and effectively manage relationships at all levels.
- Excellent organisational skills.
- Ability to prioritise and manage workload to successfully deliver to deadline.
- Ability to work in a pressurised environment .
- Collaborative working style.

BENEFITS



Remuneration: Support staff salaries are based on HCC grades.



Holiday: Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52 week contracts)



Pension: Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.



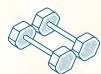
Discounts: We offer a wide range of voluntary discounts via our partners KAARP.



Childcare: Reduced pre-school fees at Perins Pre-School, and also at the breakfast and afterschool club based at Sun Hill Junior School.



Training : We have a strong CPD ethos, and encourage life-long learning. Regular CPD sessions are held at school.



Free on site gym



Weekly 'cake break' hosted by each department.



Cycle to work scheme



Free car parking

GUIDANCE FOR APPLICATION FORM COMPLETION

Thank you for your interest in the Head of HR position at Vita Multi Academy Trust. To ensure a smooth application process, please complete the following sections of the application form:

By following these guidelines, you can increase your chances of a successful application.

Best of luck!

Employment History

- **Current Employer:** Provide details of your current position, including job title, start date, and key responsibilities.
- **Previous Employers:** List all previous employers, including part-time, temporary, and voluntary positions. Provide start and end dates, job titles, and key responsibilities for each role.
- **Employment Gaps:** If there are any gaps in your employment history, please explain the reasons for them.

Formal Education

- **Qualifications:** List all relevant educational qualifications, such as degrees, diplomas, and certifications.
- **Subjects:** Specify the subjects studied for each qualification.
- **Grades:** Include your grades or scores for each qualification, if applicable.

Safeguarding Children and Adults

- **Commitment to Safeguarding:** Declare your commitment to safeguarding children and adults, as required by the Trust.
- **References:** Provide references from individuals who can vouch for your suitability to work with children and adults. These references should ideally be from managers or supervisors who have worked with you in a school setting.

Additional Tips:

Read the application form carefully before starting to ensure you understand all the requirements.

Be as specific and detailed as possible in your responses.

Proofread your application carefully to avoid any errors.

If you have any questions, please don't hesitate to contact the HR department for clarification.



I sincerely hope that you find the information provided useful, and that the position is attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Vita Multi Academy Trust is essential.

If you feel you are up to the challenge, to embark on this truly exciting opportunity of working at the Trust with exceptional support provided by an experienced and committed team of lead practitioners and if you believe you can contribute to our exciting future, I invite you to make an application to be part of the amazing staff team.

Steve Jones - CEO Vita Multi Academy Trust



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