

WORKING AT ALETHEIA ACADEMIES TRUST

Join our Team



For appointment of:

People & Culture Manager



Aletheia
Academies Trust

Welcome from the CEO

Thank you for your interest in Aletheia Academies Trust



Aletheia Academies Trust is a non-profit making charity whose vision is rooted in a determination to **improve the life chances of local children**.

Since our beginning, the Trust has adopted an operational model based upon the notion of a family of schools, understanding that like any family member, each school and each community that it serves is unique. Schools are encouraged to celebrate and explore this dimension; striving to follow the highly ethical vision of Aletheia.

The role of the Trust is to act in a parental capacity; to ensure that each school is well-supported and individual strengths are shared to improve the outcomes of all; to provide wider experiences to Trust pupils beyond the capabilities of any individual school; to develop and share staff expertise; to provide expert leadership and governance.

Aletheia has grown with devotion to a principle of geographical proximity; knowing, caring for, and understanding the areas we operate in are important to us. The Trust has grown from a single academy Trust into a multi-academy Trust comprising 2 nurseries, 12 primary schools, 2 secondary schools, 2 sixth-form provisions, and now 2 all-through schools. Most recently, we proudly opened Alkerden All-Through Academy to an initial co-hort of Year 7's, with the permanent site complete with a state-of-the-art community sports facility, opening in 2026.

Steve Carey

Chief Executive Officer

Why Aletheia Trust?

At Aletheia Academies Trust, we aim to provide an inclusive nature of high-quality leadership to deliver educational excellence.

At the heart of Aletheia is the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community, by providing places where everyone has the ability to develop and thrive intellectually, socially, culturally and spiritually.

Our growing family of academies give multiple possibilities for our staff to create a career that **improves the life chances of local children.**

We aspire to nurture and empower our staff so that we unlock the potential in every learner. Guided by a shared vision of excellence, we create inspiring environments that honour and celebrate the richness of diverse backgrounds, experiences, perspectives and ideas.

Aletheia is committed to sustaining high-quality academies as well as supporting those in need of specific improvement. Our focus is to provide school improvement services that draw on the wealth of practice from across our Trust, broaden the expertise available to schools through flexible working arrangements and increase our capacity to respond quickly to the needs of individual schools. Pedagogical excellence is at the heart of all we do, with a sustained focus on collaborative and mastery learning.



Our Schools

The Trust is a family of academies that provide an inclusive education from ages 3 years to 18 years throughout Kent; including nursery, primary, secondary, and sixth-form.



**Saint George's C of E
All-Through School**



**Shorne C of E
Primary School**



**St. Botolph's C of E
Primary School**



**Stone St. Mary's C of E
Primary School**



**Horton Kirby C of E
Primary School**



**Sutton-at-Hone C of E
Primary School**



**Rosherville C of E
Academy**



**Holy Trinity C of E
Primary School**



**Cliffe Woods
Primary School**



**Halling
Primary School**



**Sedley's C of E
Primary School**



**Ditton C of E
Junior School**



**Knole
Academy**



**Gravesend
Grammar School**



**Whitehill
Primary School & Nursery**



**Alkerden C of E
All-through Academy**

Staff Benefits

The 2023/2024 Aletheia wellbeing survey showed that the majority of staff would recommend Aletheia as a great place to work.

We value every one of our employees and want to give back as much as we are able to, therefore we provide a range of perks and benefits as found below:



Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment opportunities.



Unlimited access for you and your family to 24/7 GP telephone consultations.



Enhanced annual leave allowance with term-time offerings.



Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.



Access to mental health and wellbeing support including counselling, mindfulness and physiotherapy sessions.



Access to Local Government and Teachers' Pensions Schemes.



Free eye test, examinations and eye care vouchers.

For a full range of what Aletheia Academies Trust offer, please scan:



Job Description

Job Title

People & Culture Manager

Location

AAT Central office- with regular travel to a designated cluster of Trust schools

Duration

Permanent- Full Time (Flexible working and TTO Considered)

Work Hours

37 hours per week

Reporting to

Head of People & Culture

Salary

AAT I.29-I.33 (£47,990-£53,446 per annum, dependent on experience)

Pension

Local Government Pension Scheme



About the Role

The People and Culture Manager holds full ownership of the HR service for their cluster of schools, covering everything from strategy, employee relations and recruitment through to pay, benefits and compliance. This is the go-to person schools rely on for all things HR, not just an advisory role.

The postholder will work closely with both the Head of People and Culture and the Director of People and Culture, ensuring a joined-up approach to strategy and service delivery across the Trust.

Key Responsibilities

People Strategy and Leadership

- Partner with the Head of People and Culture to shape and deliver People strategy across the designated cluster of schools.
- Champion continuous improvement in the Trust's People and Culture processes and ways of working.
- Help organise key Trust-wide events, including the Recruitment Fair and Trust Day.
- Line manage People and Culture Officers and the Administrators, supporting their ongoing development through coaching and regular one-to-ones.
- Drive a strong performance management culture, promoting clear career pathways across the Trust.
- Identify learning and development needs across the cluster, and design and deliver training for staff on a range of HR and people-related topics.

Compliance and Reporting

- Review and develop people-related policies, keeping them aligned with current employment law.
- Keep employee records accurate through regular audits, including managing personnel files on SharePoint.
- Maintain oversight of the Trust's Single Central Register (SCR), completing checks and gathering information where needed.
- Partner with People and Culture Officers to deliver accurate, compliant new starter processes in line with Keeping Children Safe in Education, including pre-employment checks, references, DBS, right to work and overseas sponsorship.
- Update the Trust's People KPI data monthly, and produce biannual reports for the People and Remuneration Committee.
- Produce ad hoc reports for senior leadership as required.

Employee Relations

- Manage complex employee relations cases, including disciplinaries, capability, grievances and absence management, ensuring cases are handled efficiently, sensitively and in line with Trust policies and employment law.
- Manage and co-ordinate Occupational Health referrals and assessments for staff across the cluster.
- Provide expert HR advice to school leadership teams, promoting consistency and fairness in decision-making.
- Lead end-to-end case management on sensitive HR matters, escalating where necessary.
- Support the delivery of any change management processes, including restructures, redundancies and TUPE, in line with Trust policies and employment law, consulting with recognised trade unions and staff representatives as required.
- Monitor employee relations trends, spotting risks early and advising on proactive strategies to maintain a positive employee relations climate.
- Support on internal investigations.
- Support and advise chairs of hearing panels, ensuring processes are fair, consistent and well documented.



Payroll / Budgetary Support

- Build a close working relationship with the Finance team, ensuring budgets and payroll are aligned and accurately managed across the cluster.
- Support schools within the Trust with their monthly payroll processing where required.
- Offer support and guidance to schools within the Trust on payroll-related matters (pensions, staff benefits, salary sacrifice).
- Support the Head of People and Culture to ensure there is a consistent approach to payroll decisions across the Trust, including overtime payments, maternity, paternity, shared parental leave and sickness entitlement.
- Carry out regular internal audits on payroll and People and Culture processes across AAT schools, ensuring legislative and awards requirements (tax, NI and superannuation etc) are met in line with the Trust's Single Employer responsibilities.

Recruitment

- Complete Safer Recruitment Training and ensure relevant staff are trained.
- Advise Headteachers on recruitment and workforce planning across the cluster.
- Guide Headteachers through recruitment and selection processes.
- Build and maintain a preferred suppliers/contractors list.
- Keep recruitment consistent and compliant with safeguarding requirements across the Trust.
- Champion the Trust's equal opportunities policy, helping attract a diverse, high-calibre range of applicants.

Employee Wellbeing & Experience

- Develop and lead the Trust wellbeing framework and initiatives, in line with Trust-wide priorities set with the Head of People and Culture.
- Oversee staff engagement across the cluster's schools, including surveys and action planning.
- Use workforce insight to drive improvements in engagement, morale and culture.
- Connect staff with the right support, including mental health resources and the Employee Assistance Programme (EAP).



Pay and Benefits

- Co-ordinate salary uplifts for teaching and support staff.
- Support benchmarking and reporting on pay across the Trust.
- Manage pension administration (LGPS and Teachers' Pensions) for staff across the cluster.
- Lead the annual pay review process, working with schools to finalise pay proposals in line with Trust policy.
- Promote employee benefits, helping staff understand and access what's available to them.
- Advise on pay-related queries, ensuring fairness and consistency against Trust policy and external benchmarking.
- Champion reward and recognition initiatives that reflect the Trust's commitment to valuing its people.



"Staff responsible for each subject access high-quality training within the multi-academy Trust networks".

- Ofsted 2023

Person Specification

Essential

Desirable

Qualifications and Experience

GCSE English and Maths Grade C or equivalent and above
CIPD Level 3 or equivalent qualification
CIPD Level 5 or equivalent qualification (or working towards)
Experience of working in a school or multi-academy trust
Experience managing a team
Experience working with senior members of staff
Two years' HR Experience, including within multi-site or cluster environment
Enhanced DBS check (or willingness to obtain one)
Full UK Driving license and access to a vehicle insured for business use.

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Skills and Knowledge

Keen organisational skills, able to multitask and manage a diverse workload under pressure.
Experience of managing projects
Excellent communicator, both verbally and in writing, confident engaging with a wide range of stakeholders
Quick-thinking, able to respond effectively and sensitively under pressure
Strong customer service focus, consistently delivering to and beyond expectations
Effective time management and prioritisation, able to work to deadlines
Competent in Microsoft Office and Excel
Uses initiative confidently to solve problems and engage stakeholders
Excellent attention to detail.

All Essential Criteria

Personal Qualities

Confident and diplomatic, able to facilitate discussions with individuals and groups with patience.
Willingness to attend training and development as required.
'Can do' attitude.
A strong team player who will contribute to the wider development of the Trust.
Will always demonstrate professionalism and confidentiality.
Commitment to safeguarding and promoting the welfare of children and young people.
Ability to motivate others.
Flexibility of approach, including willingness to travel regularly across a cluster of Trust schools.

All Essential Criteria

Why Join Us?

This is more than a leadership role – it is an opportunity to be part of a collaborative, forward-thinking team who are passionate about making a difference. You will:

- Work alongside exceptional colleagues across a supportive, values-driven Trust.
- Shape strategy and practice across multiple schools, directly influencing hundreds of children's lives.
- Have the freedom to innovate, lead change, and see the impact of your leadership at scale.
- Be part of a vibrant community committed to excellence, opportunity, and improving local life chances.

If you're excited by the prospect of leading beyond one school, building collaboration, and shaping brighter futures across communities, we'd love to hear from you.



How to Apply

If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please contact:

The People and Culture Team
HR@aletheiaTrust.org.uk
01474 531 495

To apply for this role, please
visit MyNewTerm:
Apply Now



Contact Us

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