



THE HOWARD
Academy Trust

Recruitment Pack

HR Business Partner



Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *“Working together to create a community of successful learners”* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Owen McColgan
Chief Executive
The Howard Academy Trust



THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.

 <p>Platinum Workplace Wellbeing Award</p>	 <p>Subsidised Private Healthcare</p>	 <p>Free flu jabs every autumn</p>	 <p>Employee Assistance Programme with Free Counselling</p>	 <p>Mental Health First Aiders in all schools</p>
 <p>Early finish for teaching staff on Fridays for CPD/PPA</p>	 <p>Multiple routes into teaching</p>	 <p>Opportunities for collaborative CPD</p>	 <p>Trust-wide training and networking events</p>	 <p>Career Progression and upskilling opportunities</p>
 <p>Bespoke in-house Into Leadership Courses</p>	 <p>LGPS/TPS Pension Scheme & Generous Contributions</p>	 <p>Competitive salary with annual pay progression</p>	 <p>Early salary withdrawal with Access EarlyPay</p>	 <p>Minimum 25 days annual leave for full time staff, plus bank holidays</p>
 <p>Discounted hire of school facilities</p>	 <p>Cycle to work scheme</p>	 <p>Free car parking at each Trust site</p>	 <p>EV Charging across sites</p>	 <p>On site catering with a full lunch menu</p>
 <p>Discounted gym membership</p>	 <p>A diverse and inclusive workplace</p>	 <p>Staff referral scheme</p>	 <p>Flexibility for life events</p>	 <p>Annual Trust Awards</p>

We are happy to talk about flexible working.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



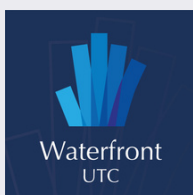
Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



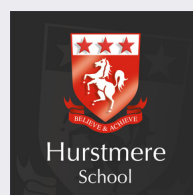
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



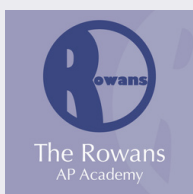
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Welcome to THAT Central Team

Thank you for your interest in working as part of our Trust Central Team. We are a forward-thinking and welcoming central team, and whilst we are comprised of multiple functions, we pride ourselves of working as one team.

Our Central Team is based at Waterfront UTC, in recently refurbished open plan offices. The site offers free parking, a canteen and is situated in an area with local shops and plenty of outdoor space for lunch times. We are pleased to offer hybrid working, which means that staff can work from home on Wednesdays and Fridays. We are a flexible team and are open to flexible conversations.



Our Central Team is ambitious, with a drive to provide the best service possible for our schools. We are keen to hear from individuals who want to be part of our vision and will exhibit our Central Team values. As an organisation, we invest in our people to be the best they can be, through professional qualifications, regular CPD and supportive line management. We look forward to receiving your application.

About Our HR Department

At The Howard Academy Trust, we have a high-performing HR Department that consistently delivers a high standard of service to schools, leaders, and staff. We are proud of our reputation for being responsive, knowledgeable, and people-focused. Our team works collaboratively to provide expert guidance, proactive support, and innovative solutions that help our schools thrive. Most importantly, we put staff wellbeing and development at the centre of everything we do.



Job Description

Post:	HR Business Partner
Location:	Trust Central Team
Function/Department:	Human Resources and Payroll
Grade/Salary:	NJC B2 points 29-34
Responsible to:	Head of HR

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties of an HR Business Partner as described below, as circumstances may require and in accordance with the Trust's policies under the direction of the Head of HR. The post-holder is required to fully support the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows leaders to focus on their core purpose of education.

Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and Professional Conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

Key responsibilities:

The post holder will undertake responsibilities as a member of the Central Trust Team to provide efficient and effective HR support required to meet the Trust's core HR responsibilities. They will provide HR admin and payroll support to the Trust's Central Team and all academies.

General

- Be accountable for the effective and efficient management of all people management processes, including:
 - Recruitment and selection
 - Disclosure and Barring Service checks

- Safer recruitment
- Employee relations
- Pay and reward determination for all staff
- Performance management
- Sickness absence, including occupational health referrals
- Staff well-being programme
- Policy reviews

Recruitment and Retention

- Oversee the end-to-end recruitment process, ensuring the Trust attracts and retains top talent
- Manage the recruitment and selection process, including reviewing job postings and onboarding
- Develop new job descriptions and person specifications.
- Completing job evaluations
- Work with the Head of HR to develop retention strategies to maintain a motivated and engaged workforce
- Coordinate remuneration policies and advise on staff salaries with reference to external benchmarks
- Assist with the annual Staff Survey and provide Trust-wide information by interpreting people data and analysing key information
- Monitoring the effectiveness of different advertising routes reporting the impact of these to the Head of HR

Employee Relations

- Provide guidance on complex employee relations issues, including conflict resolution, disciplinary processes, grievances, and performance managements, consulting with the Head of HR
- Ensure fair and consistent application of HR policies and procedures
- Arrange hearings and chair panels, including management of hearing packs
- Manage and collate all documentation for ER cases
- Managing restructures and providing guidance to Managers
- Supporting with absence cases, occupational health referrals
- Updating and creating employment policies and procedures

Performance Development

- Promote a high-performance culture across all aspects of the Trust's operation
- Assist with the performance management process, ensuring it aligns with organisational goals and that reviews and appraisals are conducted
- Provide support and guidance to managers on performance cycle and development plans
- Implementing performance development processes and documentation
- Supporting the Head of HR with all aspects of Performance Management

Compliance and Policy Management

- Update and review HR policies, procedures and guidelines in line with Trust values
- Administering the UKVI sponsor licence for the Trust. By processing applications in line with legal requirements, keeping up to date accurate records and files of all Trust Employees on visas
- Ensure all HR activities are in line with UK employment law and relevant regulations.
- Manage and complete annual workforce census

HR Administration and Systems

- Assist Head of HR to oversee HR operations
- Assist with HR mailbox and queries
- Maintain accurate and up-to-date employee records and HR systems.

- Complete maternity risk assessments for staff
- Lead on family friendly policies and cases
- Produce monthly absence reports, monitor absence levels throughout the Trust and highlight areas of concern to the Head of HR
- Prepare HR reports as directed by the Head of HR
- To attend meetings as directed by Head of HR
- Complete relevant HR and payroll documentation
- To use IT equipment and software packages (Outlook Express, Word, Excel,) to assist in delivery and management of site services and develop its provision

Training and Development

- Assisting with training needs and coordinate the delivery of training programmes.
- Support with the development and implementation of career development plans.
- Coordinate and manage induction and exit processes for staff

Health and Wellbeing

- Promote a culture of health and wellbeing, promoting initiatives to support employee wellbeing
- Assist with the development and implementation of wellbeing policies and initiatives.

Other Duties

- HR Project work as directed by Head of HR
- Ad hoc duties as required

Management

- This post has no direct line management

Additional Duties:

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Line Manager to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Under the specific headings below, detail the key requirements for the post-holder to be successful in the role;

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • A-C Grades in Maths & English GCSE or equivalent • CIPD Level 3 qualification • Experience of CPD 	<ul style="list-style-type: none"> • CIPD Level 5 qualification
Experience	<ul style="list-style-type: none"> • At least one year of experience of successfully leading and managing an HR team • Demonstrable experience of HR recruitment and selection procedures • Experience of managing absence and other complex employment relations issues such as employee payroll • Experience of advising and managing staff on a variety of HR issues such as salary and absence • Experience of leading staff training and development • Experience of drafting complex letters and reports • Proven experience of managing multiple projects and working to tight deadlines • Experience of working with Disclosure and Barring Service/safeguarding protocols • Experience of producing personnel reports 	<ul style="list-style-type: none"> • Experience of working within the academy or education sector • Full clean Driving Licence
Knowledge and skills	<ul style="list-style-type: none"> • Good knowledge of statutory regulations and guidance relating to the post • Organise, plan and lead projects and change initiatives • Handle sensitive issues confidentially and demonstrate strong interpersonal skills • Analyse data to evaluate performance and plan an appropriate course of action for organisational improvement • Lead and manage to successfully achieve agreed goals • Be an effective team member that works collaboratively and effectively with others • Support, motivate and inspire both colleagues and pupils by leading by example 	<ul style="list-style-type: none"> • Knowledge of child protection and safeguarding policies • Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards

	<ul style="list-style-type: none"> • Deal successfully with situations that may include tackling difficult situations and conflict resolution Ability to manage time effectively to complete tasks to a high level • Ability to work both alone and within a team to achieve specified standards • Be flexible to changing demands of the post • To undertake any training relevant to the role 	
<p>Personal qualities</p>	<ul style="list-style-type: none"> • Good time keeping skills • High expectations of self and high professional standards • The ability to handle a demanding workload and prioritise • A high level of accuracy and attention to detail • The ability to use initiative and be proactive in any situation • A personable nature to build effective relationships and provide a positive environment for hirers • Availability to work at required times • Excellent communication including verbal and written skills • Ability and keenness to promote the Trust's positive culture and ethos • A high level of integrity, confidentiality and discretion • Excellent planning skills and the ability to take control of situations • Ability to develop good personal relationships within a team, making an effective contribution to high morale • Ability and keenness to promote the school's positive culture and ethos • Understands the importance of confidentiality and discretion. • Desire to undertake professional development within the role 	



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