

The Kite Academy Trust



HR Manager
Recruitment Pack

Welcome from the CEO

Dear candidate,

We are an ambitious Trust who work as one team, with our shared vision at the heart of everything we do. Our colleagues are our greatest strength — remarkable people who form the foundation of our success and enable us to achieve our vision. Together, we strive towards our collectively agreed four strategic aims:

- Remarkable People
- Exemplary Education
- Exceptional Trust Services
- Stronger Communities



As part of our Remarkable People strategic aim, we place a strong emphasis on colleague wellness by providing a range of evidence-informed wellbeing strategies, all of which are being woven through our professional development programme and complement our comprehensive colleague benefits package. This is a truly unique pledge to our people and reflects our commitment to ensuring that every member of our team feels supported, valued and able to thrive.

We are now seeking a HR Manager who shares our vision for the future and would like to join a Trust that is increasingly recognised for its unique colleague offering. You will be fully empowered to lead our HR Team, contributing to the delivery of our Remarkable People strategic aim, to ensure we achieve our very best. You will play a key part in decision-making across the Trust so that we continue to grow and succeed.

As an experienced leader in HR management, you will have a strong track record of delivering a high-quality and efficient service and experience of successfully managing a team. Above all, we are looking for someone to model our values and promote our one team ethos in every interaction, both internally and externally.

If you would like any further information about this exciting opportunity, please contact Gemma Golland in our HR Team on 01252 984930 or recruitment@kite.academy.

We look forward to hearing from you.

Jeremy Meek

Chief Executive Officer

The Kite Academy Trust

About The Kite Academy Trust

The Kite Academy Trust is a family of nine primary schools across Surrey and Hampshire. At the heart of our Trust is our commitment to working as one team, sharing our expertise to ensure every pupil receives an excellent education and an equal opportunity to thrive and succeed in life. Our Kite values of *positivity, integrity, resilience, respect and aspiration* underpin everything that we do.

The Trust formed in October 2015 with five schools coming together and has recently been on a rapid journey of improvement. In little over two years, the Trust has been transformed. We have an academy that was recently graded as good for the first time in its 25-year history, data outcomes that have improved from significantly below national averages to above (and notably so in areas) and we offer a range of education services externally. It is our aim to provide similar external services via our business teams and the incoming HR Manager will contribute their experience to this key priority within our Exceptional Trust Services and Remarkable People strategic aims.

Our talented colleague team is fully aligned to our Trust vision – *for every pupil to be happy and healthy, to contribute positively to their communities and to achieve academic excellence* – and every decision we make is guided by this vision. All schools are equal partners and committed to the principles of collaboration, sharing expertise and resources to deliver the best possible education for all children in our care.

We celebrate our schools unique and individual characteristics, recognising the communities they serve. We value the contribution our staff bring to our schools and the Trust as a whole, and look to foster leadership and succession planning as well as offering greater opportunities within the Trust.

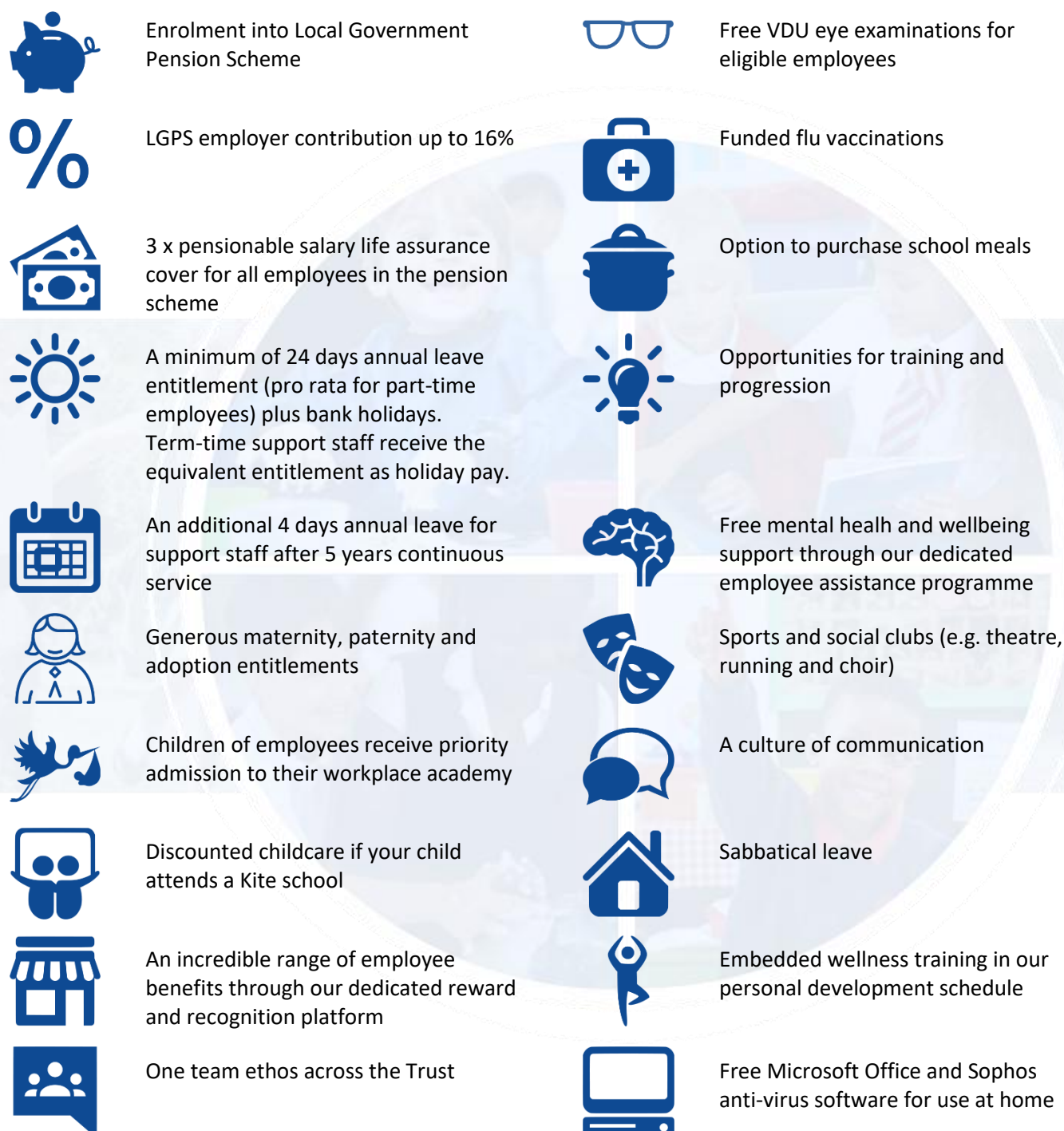
Our academies:



What do we offer

The contribution of all our Kite colleagues is highly valued and we recognise that the recruitment of highly competent, skilled staff is fundamental to maintaining our excellent standards of service and the safe, prosperous environments in which our people and our pupils can thrive.

We offer:



The Kite Academy Trust

HR Manager

Full-time - 36 hours per week - 52 weeks per year

Kite Pay Band 4: £40,292 - £55,473 (dependant on experience).

We are seeking to appoint an exceptional and experienced HR Manager to lead our Trust HR Business Services Team at an exciting stage in the development of The Kite Academy Trust.

Supporting a workforce of approximately 300 colleagues across our schools and central services, this is a significant leadership opportunity for an accomplished HR professional who is passionate about people, culture and organisational excellence. Reporting directly to the Director of Operations, the successful candidate will play a key role in shaping and delivering the Trust's people strategy, ensuring our staff are well supported to achieve the best possible outcomes for pupils.

The HR Manager will lead and develop the HR Business Services Team, driving high standards of service delivery across the full employee lifecycle. They will provide expert professional advice to leaders and managers, oversee complex employee relations matters, champion best practice and ensure the Trust remains an employer of choice within the education sector.

Working closely with the Director of Operations and alongside the wider Executive Team, the postholder will contribute to strategic decision-making, support organisational change and lead the delivery of innovative, people-focused initiatives aligned to our **Remarkable People Strategy**. They will be an influential leader, capable of turning strategy into action, building strong relationships and developing a high-performing and customer-focused HR service.

We are looking for a confident, credible and experienced HR professional with a proven track record of leading teams, influencing senior stakeholders and delivering excellent outcomes within a complex organisation. This role offers a rare opportunity to have a genuine strategic impact while remaining closely connected to the people and culture that make our Trust successful.

At The Kite Academy Trust, our mission, vision and values are at the heart of everything we do. Through collaboration, shared expertise and a commitment to continuous improvement, we create the conditions for both our pupils and our people to flourish. If you are an ambitious HR leader looking for a role where you can make a lasting difference, we would love to hear from you.

Key responsibilities will involve:

- Working as a strategic and hands-on HR Manager, driving business performance through compliant people practices and implement people plans that align with the Trust Remarkable People strategic aim.
- Supporting the HR team, providing leadership, coaching and guidance where appropriate.
- Researching, designing, implementing and reviewing a range of HR policies procedures and initiatives, ensuring compliance with employment legislation and best practice.
- Providing expert advice to managers on employee relations matters.
- Developing close working relationships internally and externally to enable a culture of collaboration.
- Partner with leaders to address workforce challenges, including attendance, conduct and performance.
- Contributing to initiatives that improve employee engagement and wellbeing.

We are looking for someone who:

- Has CIPD membership or equivalent experience.
- Has experience as a HR/People Manager or similar in education or the public sector.
- Has strong working knowledge of HR best practice and employment legislation.
- Has a strong understanding across a broad spectrum of HR specialisms and functions (recruitment, reward, employee relations, performance management).
- Has a strong understanding of the importance of safeguarding and child protection.
- Has experience of embedding robust end-to-end people processes.
- Has experience of using data and insight to communicate and influence decision-making within an organisation.
- Can demonstrate a commitment to the vision and values of our Trust.
- Has experiencing managing a small team.
- Can demonstrate a commitment to diversity and inclusive practices.
- Has experience supporting projects or business change activity.
- Is a strong communicator with the ability to influence at all levels.
- Has excellent attention to detail and accuracy.

In return we will offer you:

- A Trust which is committed to continuously improving colleague wellbeing;
- Regular support in your role as well as training opportunities;
- An incredible range of employee benefits (including retailer savings and discounts!);
- 24 days annual leave (Increasing to 28 after 5 years of service);
- Workplace pension through LGPS.

Job Description

Post: HR Manager

Responsible to: Director of Operations

Role Purpose:

The HR Manager will lead the strategic and operational management of the Trust's HR Business Service Team, providing professional expertise and support across the entire employee lifecycle. The postholder will work alongside the Director of Operations to deliver innovative and people-focused solutions that align with the strategic aims within our Remarkable People Strategy.

Role Responsibilities:

Act as a strategic and operational HR leader, driving organisational performance through effective, compliant and people-centred practices that support the delivery of the Trust's Remarkable People Strategy.

- Lead, develop and inspire the HR Business Services Team, providing clear leadership, professional guidance and coaching to foster a high-performing and customer-focused service.
- Research, design, implement and review HR policies, procedures and initiatives, ensuring compliance with employment legislation, regulatory requirements and best practice.
- Provide expert, pragmatic and timely advice to leaders and managers on complex employee relations matters, supporting consistent and informed decision-making.
- Build and maintain strong relationships with colleagues, schools, trade unions and external partners to promote a culture of trust, collaboration and continuous improvement.
- Partner with leaders across the Trust to address workforce challenges, including attendance, capability, performance and workforce planning.
- Lead and support initiatives that enhance employee engagement, wellbeing, recruitment, retention and professional development.
- Use workforce data, metrics and insights to identify trends, inform strategy and influence decision-making at operational and executive levels.
- Support leaders in embedding a culture of high performance through effective performance management processes and the successful implementation of the Trust's digital appraisal platform.
- Work closely with the Director of Operations to deliver the strategic priorities and objectives set out within the Trust's Remarkable People strategic aim.

General Duties

- Provide expert HR advice and a comprehensive range of operational and developmental support services across all aspects of employment, workforce performance, employee relations, and terms and conditions of service.
- Develop and maintain effective relationships with internal and external stakeholders, acting as a trusted professional adviser and ambassador for the Trust.
- Build strong partnerships with Headteachers, senior leaders and Trust service teams to ensure people strategies and HR priorities support the delivery of outstanding educational outcomes.

- Lead the management and review of externally contracted HR services, including the Employee Assistance Programme (EAP), payroll, applicant tracking systems and learning platforms, ensuring high-quality service delivery and value for money.
- Work collaboratively with external providers and contractors to monitor performance, drive continuous improvement and ensure consistency of standards across the Trust.
- Take strategic responsibility for the cyclical review, development and implementation of HR policies, ensuring all policies remain compliant, fit for purpose and aligned with employment legislation, regulatory requirements and best practice.

Leadership Responsibilities

- Working with the Director of Operations, develop, implement and review the Trust's Remarkable People strategic aim, ensuring alignment with the Trust's vision and educational priorities.
- Budget holder overview of recruitment, training and retention budget revenue and expenditure.
- Line management responsibility for the HR Team, including monitoring performance of the HR Officers.

Additional Information: This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. It may be amended from time to time in consultation with the post holder concerned and duties may vary from time to time without changing the character or general level of responsibility.

Person Specification

The post-holder will be able to demonstrate evidence of the following qualifications, knowledge, experience, qualities and skills.

*Essential (E) or
Desirable (D)*

Qualifications

Candidates should have:

- English, maths and science GCSE Grade C/4 or above
- Educated to degree level or equivalent
- HR related qualification e.g. CIPD Level 5/diploma or certificate

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Personal qualities

Candidates must have:

- Excellent time management, organisational and administrative skills
- Strong communication skills, including high standards of written communication, grammar and spelling
- Thoroughness and excellent attention to detail
- Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required

Skills and abilities

Candidates must have:

- Ability to produce clear and well-formatted documents
- Ability to work with empathy, diplomacy and maintain confidentiality
- Ability to work under pressure to prioritise and meet deadlines
- Initiative and ability to work without direct supervision, taking responsibility for tasks, prioritising and scheduling their own work
- Ability and willingness to work outside normal office hours, if required

Safeguarding

Candidates must demonstrate:

- Strong commitment to safeguarding and promoting the welfare of children
- Understanding of safeguarding responsibilities within an administrative and leadership context
- Willingness to undertake relevant safeguarding training, including Designated Safeguarding Lead training, if not already held.

Guidance notes for completing your application

Please read the job description and person specification carefully. Please note that CVs are not accepted as part of our recruitment and selection process.

It is important that you clearly demonstrate how you meet the skills, knowledge and experience outlined in the person specification. Reflect on your previous work - both paid and voluntary - and highlight the skills you have developed.

Before submitting your application, we recommend preparing a draft version and ensuring that all of the following sections are completed in full:

- Personal and contact details
- Right to work confirmation
- Education
- Qualifications
- Employment history including current employment. Please ensure all employment dates are accurate and listed in chronological order (most recent first). Any gaps of one month or more must be explained.
- Personal statement – you are encouraged to include as much relevant detail as possible.
- References – *References may be requested prior to interview.* If you do not wish for one or both of your references to be contacted at this stage, please contact Gemma Golland at recruitment@kite.academy when submitting your application.
- Declaration of relationships
- Equality monitoring form (this form is not used as part of the shortlisting process).

By submitting your application, you are confirming that you have read, understood and agree to the terms outlined in the Confidential Disclosure and Retention sections of the application form.

Application process

To apply, please complete an online application form at [Kite Academy Trust - Careers](#) or contact Gemma Golland, HR Officer at recruitment@kite.academy for further details.

Application process:

Closing date for applications: Friday 14th August at midday

Interviews: w/c 1st September 2026

Start: As soon as possible

We look forward to hearing from you!

The Kite Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We actively support the Government's Prevent Agenda to counter radicalism and extremism.

In line with Keeping Children Safe in Education (KCSIE) guidance, successful applicants are subject to an enhanced Disclosure & Barring Service check, satisfactory employment references and online searches. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our [Safeguarding & Child Protection Policy](#).

We are an equal opportunities employer who value diversity and inclusion. Guided by our values—positivity, respect, integrity, resilience, and aspiration—we are committed to creating a fair and supportive environment where everyone can thrive. Join us and help make a difference in the communities we serve

