



SANCTA FAMILIA
CATHOLIC ACADEMY TRUST

**HR Advisor
Recruitment pack
April 2026**

A message from our CEO



Thank you for your interest in the HR Advisor role at Sancta Familia Trust. Our vision is clear: we exist to provide an exceptional education for every student, every day; driven by love, service, humility and our Catholic faith.

Our values of Love, Service, Personal Development, and Faith drive our behaviours towards ourselves and each other.

- **Love** – “love one another as I have loved you.” John 13:34.
- **Service** – we serve the needs of others, and we respect everyone - seeking to understand rather than be understood. St Francis of Assisi.
- **Humility** – we aim to be the best, but we know that to do so we must put ourselves last - "think first the foundation of humility. The higher the structure is to be, the deeper must be its foundation." St Augustine.
- **Faith** – God has given us faith, and we have courage to use it - “have courage! Get up; he is calling you.” Mark 10:4.

We lead a family of Catholic schools from across South London where everyone is known, loved, and adds value to our community. We believe in autonomy with coherence – we have a duty to share and implement best practice across our schools but also encourage the development of next practice to drive continual improvement.

We will succeed by being a little bit better tomorrow than we were today through excellence in faith, service, personal development and academic progress.

This means (our pillars):

- **Faith:** we take time every day for service, reflection, and prayer.
- **Service:** we serve our communities - with preferential treatment - for those who are poor in spirit or circumstance.
- **Personal development:** every member of Trust works hard to develop their talents each week.
- **Academic progress:** we provide an excellent education for every student, every day.





Our current position

- We currently serve the London Boroughs of Merton, Sutton, Lambeth, and Croydon.
- We are a growing Catholic family of 7 schools (6 x primaries and 1 x secondary).
- We educate more than 3,500 pupils (3,523).
- We employ almost 700 staff (686).

Our current schools are high performing. Typically, our headline results at KS2, KS4 and KS5 are significantly above national. For example, the percentage of pupils achieving the expected standard in Reading, Writing and Maths is 81% and those achieving 5+ in English and Maths at GCSE is also 81% - approximately 20% above national averages for both.

You will be joining a new yet highly successful group of schools. Your challenge will be to work with our school communities to help us get even better.

By 2030-31, we have set ourselves a very ambitious goal to be internationally renowned for excellence in faith formation, service, development of talents, and academic progress





As an HR Advisor, you will play a crucial role in driving our progress towards this vision. We are looking for someone who can live our values, and is passionate about the transformative impact of Catholic education.

Yours faithfully,

Michael Feely,
Chief Executive Officer, Sancta Familia Catholic Academy Trust



Job description



Job Title	HR Advisor
Contract Type	Permanent
Location	Trust boroughs: Merton, Croydon, Sutton and Lambeth
Reporting to	Head of HR and Culture
Salary Range	£32,000 -£38,000
Basis	Full time Monday-Friday
Start Date	1 st September 2026
Closing Date	23:59 pm Sunday 17 May 2026
Interview Date	Thursday 21 May 2026

About the role

This is an exciting opportunity for an experienced HR generalist to join the central team of a growing Catholic Multi-Academy Trust. The HR Advisor will be the first point of contact for all HR queries across the Trust, providing professional, timely and high-quality HR support to headteachers, school business managers, and managers at all levels.

Reporting directly to the Head of HR and Culture, the HR Advisor will manage a broad and varied generalist remit covering employee relations, recruitment, onboarding, appraisal administration, CPD coordination, benefits administration, and HR compliance.





Key Responsibilities

Employee Relations

- Act as the first point of contact for all HR queries from headteachers, school business managers, managers, and employees across the Trust.
- Provide advice and guidance on a wide range of HR matters, including performance management, absence management, disciplinary and grievance procedures.
- Support with employee relations cases from initiation to resolution, ensuring fair, consistent and legally compliant outcomes.
- Support with employee relations activity, providing advice and guidance.
- Support and coach managers through formal HR processes, attending hearings and meetings as required.
- Where required support with the drafting of outcome letters, reports and correspondence related to formal HR processes.
- Keep accurate and up-to-date case records within the HR information system and Employee Relations trackers.
- Ensure compliance with employment law and Trust HR policies at all times.

Recruitment and Onboarding

- Where required, lead end-to-end recruitment and onboarding for recruitment across the Trust.
- Support schools with their recruitment processes, including drafting job descriptions, supporting interview panels, and sharing best practices.
- Ensure all recruitment activity complies with safer recruitment requirements and Keeping Children Safe in Education (KCSIE).
- Support schools with contracts and offer letters for new starters.
- Manage pre-employment checks, including enhanced DBS, updating the SCR, references, and qualification verification.





Appraisal and Performance Management

- Lead the administration of the Trust's appraisal system for all central team staff, ensuring processes are running on time and records are maintained accurately.
- Act as the first point of contact for schools for queries relating to the appraisal process.
- Support schools with the administration of their appraisal cycles, providing advice and guidance.
- Support schools with probation review processes for staff.

Training, CPD and Personal Development

- Coordinate training plans and CPD activity for the central Trust team.
- Maintain accurate records of training activity and produce reports on engagement across the Trust.
- Support schools in identifying and organising CPD opportunities, helping to embed a culture of CPD and personal development across the Trust.
- Support schools in maintaining CPD and personal development records.

Benefits Administration

- Manage the day-to-day administration of the Trust's employee benefits platforms, including adding new starters, processing leavers, and updating employee records as required.
- Act as the key point of contact for employee queries relating to benefits.

Staff Wellbeing

- Support the Head of HR and Culture in promoting staff wellbeing across the Trust.
- Contribute to the development and delivery of Trust-wide wellbeing initiatives.





Data and Reporting

- Maintain accurate employee data and HR records in the HR information system.
- Produce regular HR data reports and dashboards.
- Monitor and report on key HR metrics including absence rates, turnover, casework volumes and training completion.

Policy, Compliance and HR Systems

- Support the development, review and implementation of HR policies and procedures across the Trust.
- Provide guidance to staff on HR policies, ensuring consistent application across all schools.
- Keep up to date with changes in employment legislation and best practice.
- Contribute to HR audits and compliance reviews as required.
- Support the Trust with TUPE and staffing processes as required.

Safeguarding

- Promote and uphold the Trust's commitment to safeguarding and the welfare of children and young people.
- Ensure all recruitment and HR processes embed safer recruitment principles in line with KCSIE.
- Maintain up-to-date knowledge of current safeguarding requirements.



Why join us?



We value our people and are committed to creating an environment in which you can thrive both professionally and personally.

Joining our Trust you will benefit from:

- Membership of the Local Government Pension Scheme (LGPS) with employer contributions.
- 27 days across the year (not including bank holidays).
- A generous benefits package e.g. reduced gym memberships, virtual GP appointments etc.
- Opportunity to work collaboratively across a family of schools within a newly established and expanding Multi-Academy Trust.
- A supportive, driven community focused on collaboration, integrity, and growth

Our Commitment to Equality

We are committed to equality of opportunity and welcome applications from all sections of the community. We value diversity and celebrate difference. While we are proud of our Catholic ethos, you do not need to be Catholic to work for us – we simply ask that all employees respect and support the values and mission of the Trust.



Person specification



Criteria	Essential	Desirable
Qualifications and Training		
CIPD Level 5 qualification, CIPD Level 3 qualification or working towards it, or equivalent experience		✓
Degree level qualification or equivalent		✓
Knowledge and Experience		
Demonstrable experience in a generalist HR advisory role	✓	
Experience of managing complex employee relations cases independently	✓	
Knowledge of current employment law and its practical application	✓	
Experience supporting managers through formal HR processes	✓	
Knowledge of KCSIE and safer recruitment obligations	✓	
Experience of working in an education or public sector environment		✓
Familiarity with school HR systems and safer recruitment practices		✓





Professional Skills and Attributes		
Strong written and verbal communication skills with the ability to produce clear, professional correspondence	✓	
Ability to manage a varied and complex workload, prioritise effectively, and meet deadlines	✓	
Confident in building effective relationships	✓	
High level of attention to detail and accuracy	✓	
A pragmatic, solution-focused approach to HR challenges	✓	
Commitment to maintaining confidentiality at all times	✓	
Sympathy with the Catholic faith and ability to support our Catholic mission and values	✓	
Commitment to uphold the 7 Nolan Principles of Public Life	✓	





Application Form and Next Steps

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To apply, candidates must complete and send the completed form listed below to Nichole Burley-Burton, Head of HR and Culture, at the following email address n.burley-burton@sanctafamilia.co.uk:

- An external application form
- A consent to obtain references form
- A disclosure form

Applications must be submitted by 23:59 on Sunday 17 May 2026. We reserve the right to close this vacancy early if a suitable candidate is appointed.

