



Are you ready for BMAT?

An introduction to who we
are and what we stand for

Welcome From The CEO

Here at BMAT, we want so much more than just fantastic outcomes for our pupils.

In our schools, pupils enjoy many opportunities to grow and develop into confident and responsible young people. They leave us; knowing a lot, self-assured, kind and ready to fulfil their dreams and aspirations.

Each of our schools is unique but we do share certain core values. We have high expectations and make no apologies for that.

We believe whatever bar you set, a child will reach for it, so we set the bar high. As an inclusive group of schools it is important to us that these high expectations are for every single child.





We see the positive impact this has on individuals on a daily basis. Our pupils really want to learn and do well. Our pupils grow into very confident and moral young people. This is because we encourage our pupils and our staff to do the right thing, everyday, even when that might not be popular.

Being courageous is very important to us. When you walk our schools and meet both staff and pupils you will find them warm and caring places.

Our staff are humble people and enjoy knowing that they make the difference to the pupils they serve. They give generously of their time.

Helena Mills CBE
CEO of BMAT

We are BMAT

At BMAT, we believe in freedom.
In lifting the ceiling off our children.
In letting our teachers truly teach.
In letting our schools express who they are.

To be part of BMAT is to be part of something bigger.
It means joining with a multi-site team of talented teachers and support staff.
It means courageously and generously exercising your gifts.

Above all, it means sharing a common vision of what we are building: a place where teachers and children are freed to succeed.

Are you ready to be part of BMAT?



“

To work together to
smash through the barriers
that prevent our children
from becoming confident,
high achieving and
independent individuals.

BMAT Mission

”



A Message from the Director of HR

Dear Applicant,

Thank you for your interest in the role of HR Lead at our Royal Docks Academy within BMAT Education. This is a significant opportunity for a values-led HR professional who is motivated by impact, effective collaboration and the ongoing development of people practices.

Our ethos at BMAT Education is simple but powerful: we work together to smash through the barriers that prevent children from becoming confident, high-achieving, and independent individuals. This belief underpins everything we do across our group of schools which include seven secondaries and five primaries, based primarily in Harlow, with additional schools in Newham and Stansted.

As a Multi Academy Trust, we recognise that our people are fundamental to our success. We are committed to creating inclusive, high-performing school environments where colleagues feel supported, challenged and are enabled to perform at their best. The HR Lead role is central to this ambition, providing high-quality HR leadership within the school and ensuring that people practices enable excellent educational outcomes.

The HR Lead will work closely with the school's senior leadership team, acting as a trusted adviser and operational lead on all people matters. You will be responsible for embedding consistent, compliant and effective HR practices, while responding pragmatically to the realities of a busy secondary school setting. Importantly, you will not be working in isolation. The role is supported by a dedicated HR Business Partner who will provide strategic oversight, professional challenge and guidance on complex or high-risk matters, as well as access to the wider Trust HR function.

We are looking for an individual who brings sound judgement, strong interpersonal skills, and the confidence to operate with credibility at all levels. You will be someone who balances professionalism with empathy, understands the importance of consistency and fairness and is committed to building positive employee relations.

In return, we offer a supportive and a values-led and collaborative Trust setting, clear frameworks and processes and meaningful opportunities for development within an ambitious and evolving organisation.

If you are passionate about people, education and making a tangible difference, we would very much welcome your application.

Warm regards,

Jasmine Pampolina
Director of HR

BMAT EDUCATION - JOB DESCRIPTION

HR Lead

REPORTS TO:	HR Business Partner/ Headteacher
PAYSCALE:	Band 4 Mid 19-23 (Inner London) £32,286.05 - £34,262.79 (Actual Salary)
LOCATION	BMAT Royal Docks Academy
TERMS:	37 hours per week, term time plus inset days plus two weeks during school closures
CONTRACT:	Full Time, Permanent

Purpose of the job

- The HR Lead will provide high-quality, professional HR operational leadership at Royal Docks Academy school. This role ensures effective delivery of all people processes, compliance with Trust policy and a consistent, employee-focused HR service.
- The postholder will act as the primary on-site HR interface, driving operational excellence, safeguarding compliance and workforce stability.

Liaison with:

The post-holder is expected to liaise with all members of staff within the Academy and other Trust members of staff who may be on site.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

Operational HR Leadership

- Lead the full employee lifecycle across the school including recruitment, onboarding, contract administration, probation, absence management and offboarding.
- Prepare and issue offer letters, contracts, and starter documentation in line with Trust procedures.
- Maintain accurate workforce records across Bromcom, Edupay, and personnel files in compliance with GDPR.

Payroll and Workforce Administration

- Ensure accurate and timely input of payroll data into payroll platform including starters, leavers, contractual variations, overtime, expenses and absence.
- Validate monthly payroll submissions and resolve discrepancies in collaboration with Finance and the HR Business Partner.
- Administer the School Workforce Census for assigned schools.

Recruitment, Safeguarding and Compliance

- Lead safer recruitment administration in accordance with KCSIE, including advert preparation, SCR maintenance, right-to-work checks, and DBS processing.
- Maintain the Single Central Record with full oversight responsibility.
- Coordinate Certificates of Sponsorship (CoS) administration for overseas staff where required.
- Ensure annual compliance across safeguarding, employment checks and statutory documentation.

Employee Relations and Wellbeing

- Oversee absence management, return-to-work processes, trigger meetings, referrals to Occupational Health, and reasonable adjustments.
- Provide first-line HR guidance to leaders on policy application and low-level employee relations matters.
- Support formal HR processes including disciplinary, grievance, and capability in partnership with the HR Business Partner.
- Champion staff wellbeing initiatives and promote a culture of care and professional accountability.

Performance and Development

- Administer Performance Management Review (PMR) processes across assigned schools.
- Coordinate probation management and communicate timelines and documentation to leaders and employees.
- Support leadership teams with workforce planning and succession considerations.

General Professional Responsibilities

- Maintain strict confidentiality and professional integrity at all times.
- Contribute positively to the ethos, values, and strategic objectives of both school communities.
- Engage fully in personal performance management and professional development.
- Comply with all Health & Safety, Safeguarding, GDPR, and Trust-wide policies and procedures.



Safeguarding Children

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – HR Lead		
	Essential	Desirable
Qualifications and Compliance	<p>Enhanced DBS clearance</p> <p>Right to work in the UK</p> <p>GCSE (or equivalent) in English and Mathematics</p> <p>Comprehensive working knowledge of HR processes within a school or public sector environment.</p>	<p>CIPD Level 3 or above (or working towards)</p> <p>Safer Recruitment training</p>
Experience	<p>Proven experience in an office-based HR or people administration role</p> <p>Experience of working in a school or education setting</p> <p>Managing confidential and sensitive information</p> <p>Working under pressure, meeting tight deadlines, and managing competing priorities</p> <p>Use of payroll systems and HR MIS platforms</p> <p>Independent problem-solving within a procedural framework</p>	<p>Supporting employee relations cases</p> <p>Workforce Census and SCR administration</p> <p>Occupational Health and absence management processes</p>
Knowledge and Skills	<p>Strong IT skills including Microsoft Excel, Word, Outlook</p> <p>Excellent written and verbal communication</p> <p>Knowledge of safeguarding and child protection procedures</p> <p>Ability to interpret HR policy and provide practical guidance</p> <p>High accuracy and attention to detail</p>	
Personal Qualities	<p>Highly trustworthy with exceptional professional integrity</p> <p>Calm, resilient, and solutions-focused under pressure</p> <p>Flexible, adaptable, and responsive to operational needs</p> <p>Strong stakeholder engagement skills</p> <p>Commitment to equality, diversity, and inclusion</p> <p>Aligned to the Trust's safeguarding culture and ethos</p> <p>High personal standards and accountability</p>	<p>Evidence of continuous professional development</p> <p>Aspirational mindset with high expectations of self and others</p>



BMAT EDUCATION - APPLICATION PROCESS

JOB ROLE	HR Lead
JOB TERMS	Starting Salary £32,286 per annum
JOB LOCATION	Royal Docks Academy
JOB CLOSING DATE	Permanent, Full Time
SUBMISSION	Applications are to be submitted through MyNewTerm

Thank you for your interest in applying for a role at BMAT Education. Please carefully review the following information before submitting your application.

Application form

To apply for this role, you must complete our official application form in full. Please note that we do not accept CVs. Ensure you retain a copy of your completed application form for your records in case you are invited for an interview.

The application form covers various sections related to your work, educational, and personal history. Your responses will be used to assess your suitability for the position based on the required criteria and competencies. Provide your complete work history, including descriptions of any gaps in employment. Highlight relevant skills, qualifications, and awards pertinent to the role you are applying for.

Supporting Statement

Submit a letter of application or supporting statement of no more than 1,000 words. Explain why you are applying for this role and how your experience, skills, training, and personal qualities align with the job description and person specification. Provide specific evidence of your impact in previous/present roles, such as data on reductions in exclusions in pastoral roles or progress and attainment in teaching roles.

Disclosure of Relationships

Please disclose any relationships to the Director of HR or Headteacher to ensure fairness in the application process.

Safeguarding Commitment

BMAT Education is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and undergo appropriate checks, including enhanced DBS checks.

References

Provide two referees, one of whom should be your present or most recent employer. References from relatives or friends will not be accepted. References will be requested for all shortlisted candidates unless otherwise specified.

Criminal Record Check

This post is exempt from the Rehabilitation of Offenders Act 1974. If appointed, you will be required to complete a DBS check. Any information received will be treated confidentially. Convictions may not necessarily exclude you from appointment unless deemed unsuitable to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence for disqualified individuals to apply for roles involving work with children.

Fluent spoken English is an essential requirement for this role, as covered by part 7 of the Immigration Act 2016.

Thank you for your attention to these important details. We look forward to receiving your completed application form and supporting documents. If you have any queries, please do not hesitate to contact us.

Your Journey Starts Here.

It Comes With Amazing Perks!

Healthcare Cash Plan & 24/7 Doctorline (Auto-Enrolment)

- Provided by Westfield Health
- Claim cashback on dental, optical & physio treatments
- 24/7 Doctorline GP access
- Add partner & children (additional fee applicable – you will pay this directly to Westfield Health)
- All new starters will receive a welcome pack directly from Westfield Health
- If you would like to opt out please contact your local HR lead within 14 days of your start date

Home & Tech Salary Sacrifice

- Get the latest tech & home appliances through Vivup
- No credit checks
- NI savings
- Processed through payroll deductions

Pension Contributions (Auto-Enrolment)

- Auto-enrollment into Teachers' Pension Scheme (TPS) or Local Government Pension Scheme (LGPS)
- BMAT will make a significant contribution as an employee

Nursery Fees Salary Sacrifice Scheme

- In partnership with Yellownest
- Pay nursery fees pre-tax
- Save significantly as a working parent

Lifestyle Savings Platform

- Powered by Vivup
- Discounts at major retailers, travel, dining & more

Employee Assistance Programme (EAP)

- Provided by Westfield Health
- 24/7 confidential support for you & family
- Counselling, financial & legal advice

Cycle to Work Scheme

- Save on bikes & accessories via Vivup
- Promote a healthier lifestyle
- Paid via salary sacrifice

Gym Membership Discount

- Join local gyms with discounted memberships through Vivup
- Paid via salary sacrifice