

Senior People Manager

Application & Information Pack



Start date: September 2026

'All pupils
achieve the
highest standard
of educational
outcomes
regardless of
circumstance or
background'

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Welcome from the Chief Executive and Chair of Trustees

On behalf of the Trust board, we would like to thank you for your interest in the post of Senior People Manager.

The Senior People Manager is a hugely important role, central to the development and delivery of an effective people function across the Trust. As a key member of the central team, you will work closely with the Director of People, senior leaders and school-based colleagues to provide expert advice, support and challenge, ensuring that our people practices are consistent, compliant and aligned with our strategic priorities.

This role offers an excellent opportunity to use your professional expertise to make a significant impact across a broad range of people activities. From leading on complex employee relations matters and supporting organisational change, to overseeing recruitment, payroll processes and workforce data, you will play a vital role in ensuring that our people systems and processes are effective, responsive and focused on supporting our schools.

You will also contribute to the development and delivery of the Trust's People Strategy, helping to embed our 'One Trust One Organisation' ethos and fostering a positive, inclusive and high-performing culture across all schools. Through coaching and supporting leaders at all levels, you will help build capability and confidence in managing people effectively.

At our Trust, we believe that every child is a special individual, capable of extraordinary things. All schools support and challenge every child to do what they think they cannot, to persist, to work hard and to be their best.

A defining feature of the Trust is that it is a specialist primary phase Trust. This means that our work is driven by the distinctive needs of primary schools.

As a group of fourteen primary schools, our vision inspires us to work as One Trust One Organisation, at the forefront of educational leadership and innovation. We are truly inclusive, working hard to ensure fairness and equality of opportunity.

Our pupils come from diverse backgrounds and our educational offer is respectful and engaging as well as challenging. We want pupils to benefit from all aspects of learning whilst also making an active contribution as members of a wider community committed to a healthy and just society.

The Trust currently has fourteen primary schools in the Birmingham and Dudley areas of the West Midlands. The Trust plans to grow further over the coming years.

We offer a competitive salary, a number of employee benefits, the opportunity to join the local government pension scheme and a strong sense of shared moral purpose to make a difference to the lives of young people.

If you are seeking a fresh challenge, enjoy variety in your role and are looking for an opportunity to make this role something special, we would welcome your application.

This information pack has been developed to provide a summary of all of the information you need to consider when applying for the role. Within the pack, you will find details of the role, a job description, person specification and information about how to apply.

We wish you every success with your application.

Best wishes,



Rob Bowater
Chief Executive Officer



David Sheldon
Chair of Trustees

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About drb Ignite Trust

'All pupils achieve the highest standards of educational outcomes regardless of circumstance or background'

drb Ignite Multi Academy Trust is a vibrant and growing charitable organisation. As a unique family of fourteen primary schools, our vision and values are shared and constantly lived across all schools.

Established in October 2014, the Trust is an ambitious and forward-looking organisation with a clear mission to drive educational excellence across its schools.

As a modern civic institution, we are committed to improving education for the public good.

Central to our ethos is the belief that strong, effective school leadership and collaborative working are fundamental to achieving and sustaining this mission for the benefit of all pupils.

Operating across Birmingham and Dudley, our specialist primary phase Trust consists of thirteen community schools and one Church of England school, providing education from nursery through to Year 6.

The close geographic proximity of our schools enables seamless collaboration among staff, allowing for the sharing of expertise, resources, and best practice to deliver sustained school improvement.

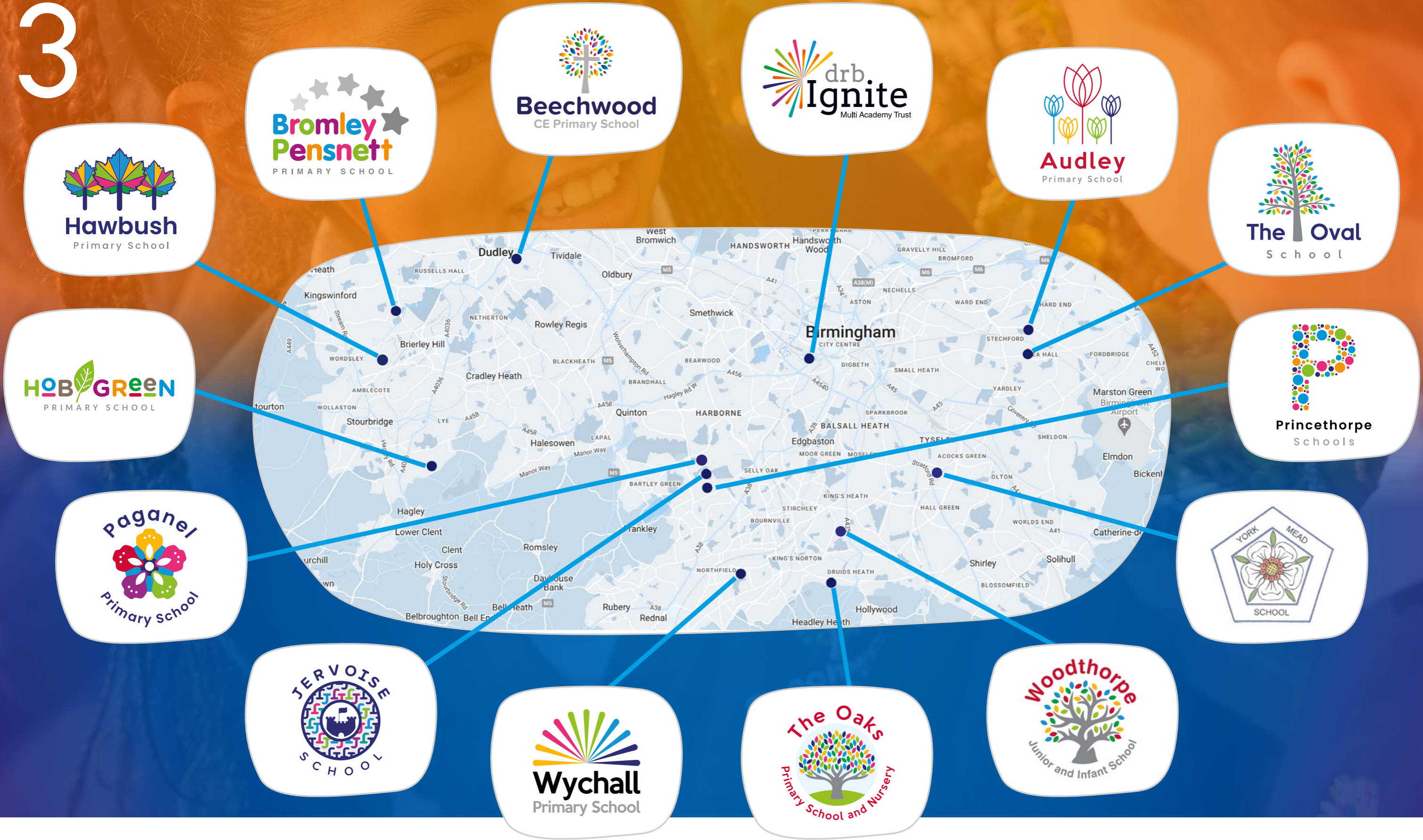
This collaborative approach is a defining feature of our organisational model and underpins the strength of our community.

With an annual budget of £38 million, provided by the Department for Education (DfE), the Trust carefully manages its resources to maintain consistently high standards of teaching and learning for more than 4,600 pupils.

As a well-established Trust, we continue to look ahead with confidence, aspiring to further growth and impact across the West Midlands region.



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Our vision, values and operating principles

Our vision

'All pupils achieve the highest standards of educational outcomes regardless of circumstance or background'

The Trust supports the concept of simplicity over complexity and uses this as a principle to drive improvement. In essence this means:



- children are at the centre of all thinking at all times
- inclusion, equity, and equality matter
- respectful partnerships with parents, carers and the local community make a real difference
- staff wellbeing and professional development are central to effective school improvement
- compassionate leadership by all senior leaders provides inspiration to act and motivation to hold each other to account
- collaboration within and between schools is supportive and drives rapid improvement
- no school is an island
- sustainable school improvement is underpinned by effective governance and financial systems and processes

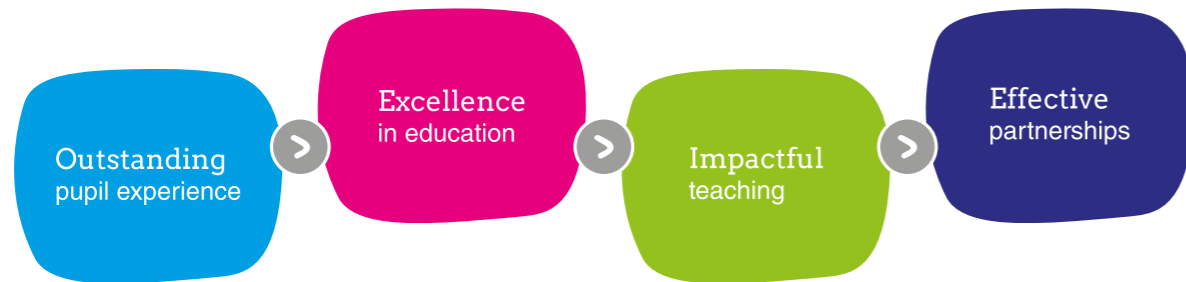
Our values

As a family of schools, we have a set of shared values which are central to our vision and approach. They articulate how we respect pupils, work together, and develop effective partnerships within and beyond the Trust.



Our operating principles

Our vision and values are supported by four operating principles which shape our planning and create the conditions for deep collaboration, helping us to retain a strong focus on our intended outcomes:



Outstanding pupil experience

Indicators of success

- ✓ Pupils enjoy coming to school and learning
- ✓ Pupils make good progress and achieve well
- ✓ Pupils are safe and well
- ✓ Pupils develop as confident, responsible social and community citizens

Impactful teaching

Indicators of success

- ✓ The Trust has a leading reputation and increases its profile and impact steadily over time
- ✓ Teacher development is strongly embedded and leaves a tangible footprint on curriculum and teaching
- ✓ Teaching is consistently good across all phases
- ✓ Teachers enjoy their work and want to develop their knowledge, skills and understanding

Excellence in education

Indicators of success

- ✓ The curriculum is current, relevant, and exciting
- ✓ Pupils develop transferable skills, rigour of thought, resilience, and a positive outlook
- ✓ Pupils are engaged by the cutting-edge learning experiences and opportunities
- ✓ Learning environments are safe, welcoming and enticing
- ✓ Teachers and pupils have great learning relationships

Effective partnerships

Indicators of success

- ✓ The Trust is a partner of choice for parents through its compelling school improvement work
- ✓ The Trust understands the complexity behind achievement gaps and responds by working collaboratively with others
- ✓ Collaboration is at the heart of the Trust's school improvement model
- ✓ Our outward facing approach sustains a range of enhancing partnerships beyond the Trust

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One Trust One Organisation

To achieve great outcomes for pupils and sustain effective performance over time we keep our strategic design model simple:

'One Trust One Organisation'

We are united by the belief that greater impact is achieved collectively than any individual school could accomplish in isolation. This conviction underpins the development of a purpose-built, resilient, and adaptive system, one designed to meet current challenges and anticipate those of the future.

Our 'One Trust – One Organisation' approach reflects a comprehensive and collaborative ethos that maximises the Trust's capacity to deliver high-quality education, promote professional collaboration, and sustain a shared sense of purpose across all schools. It enables alignment in vision, consistency in standards, and efficiency in operations, while fostering an inclusive culture that values every contribution.

This unified model enhances our ability to:

- Elevate and sustain school improvement across the Trust;
- Strengthen support and professional development for staff;
- Maintain focus on shared priorities; and
- Ensure appropriate accountability at every level.

At the same time, schools are empowered to respond to the distinct needs of their local communities, ensuring decisions remain responsive and contextually relevant to pupils and families.

This collaborative endeavour is underpinned by a clearly defined Scheme of Delegation, which sets out roles, responsibilities, and accountabilities across the organisation.

This framework enables effective governance, transparency, and consistency, while preserving flexibility and autonomy where it adds the most value.

Educational Improvement

Educational improvement is the Trust's core business. We are set up to run and improve schools and this must always stand out as our purpose in all decision making.

Our school improvement model reflects the centrality of great teaching that is consistent in providing high-quality learning across all schools and age groups. We are driven by passion about every detail of a pupil's experience, from school entry to transition to secondary school. We see this as central to our social justice responsibilities as a Trust working predominantly in areas facing multiple disadvantage. These challenges have been increased by the impact of the pandemic.

We have a relentless focus on what happens in classrooms every day, the practice of teaching and learning and the quality of the curriculum experiences of pupils. To enable and support this we have established a central school improvement team of senior educational leaders, each with a range of bespoke specialisms and experience.

An executive leader for school improvement has full responsibility for this team and reports directly to the Trust CEO. This has an immediate and positive impact through more effective and timely challenge, intervention and support.

Our workforce is fundamental to our success and growth

Our workforce is fundamental to our success and growth. Attracting and retaining staff who align with our vision and goals for pupils is a top priority for leaders and Trustees.

We believe the professional capacity and capability of our leadership, teaching, and support staff are central to effective teaching and learning.

As one Trust, we work together to create an expectation of ongoing professional development, teacher enquiry and evidence based practice to support and improve the quality of pedagogy and learning for everyone.

The Trust and its schools use national, regional and local information to understand the holistic challenges facing our pupils and families.

Trustees and staff focus on expressing clear and consistent messages about the Trust's vision and ethos. This ensures a collective responsibility for the health and wellbeing of the whole school community.

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Employee benefits

Working for drb Ignite Trust has many benefits. We want only the best people to take us forwards and help us to realise our shared vision.

Continuous Professional Development

One way we demonstrate this is by placing a significant emphasis on the continued professional development of all our staff.

We want everyone to grow and develop with us and believe that regardless of job role or career stage, there should be opportunities to develop skills and experience in order to be better and further your career.

To support chosen career pathways, the Igniting Our Potential Professional Development Programme provides a range of opportunities for networking and CPD. As a family of thirteen schools, we are able to provide cross Trust secondment opportunities.

Competitive Salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role.

We are committed to offering national terms and conditions in line with the School Teacher's Pay and Conditions document ('STPCD'), the Burgundy Book (for Teachers) or the NJC Green Book (for support staff).

This ensures we treat people fairly across the Trust as well as remaining competitive.

Pension Scheme

All staff can be part of either the Teacher's Pension Scheme or a Local Government Pension Scheme (LGPS), benefits include life cover, survivor benefits, and ill health cover.

Trade Unions and Professional Associations

We recognise all of the leading trade unions and professional associations in the education sector and share the common objective of maintaining good employee relations.

Expenses and Travel Costs

We remunerate our staff for incurred expenses and travel costs when asked to work outside of the normal work environment. This is in line with our Staff Expense Policy.

Employee Assistance Programme

As part of our commitment to the wellbeing, everyone has free access to the Employee Assistance Programme.

This is a confidential counselling service which has been developed to support the physical, emotional, and psychological wellbeing of employees, as well as offering legal advice.

Flexible and Family Friendly Policies

The Trust has generous policies for maternity leave, paternity leave, flexible working and discretionary leave.

We include an informal stage in our flexible working policy to ensure that any concerns or worries can be discussed and explored with a senior manager before having to proceed to a formal stage.

Flu Vaccines

We offer free flu vaccinations to all staff on an annual basis to help make it easy to be immunized.

Collaborative Working

As a family of fourteen schools in a close geographical area, we have the ability of being able to work collaboratively with those doing similar roles in different schools, picking up best practice and sharing great ideas.

To support our schools to develop the best curriculum possible, we believe in collaborative planning and sharing ideas and best practice. We have a team of School Improvement Practitioners which include subject specialists who support this collaborative approach and are up to date with the latest subject developments.

All of our School Improvement Practitioners have been appointed from within the Trust. They meet regularly to share best practice and discuss the latest curriculum thinking to develop our Trust curriculum. They also lead on specialist school improvement projects to help the Trust develop its expertise and share best practice and support staff professional development.

Cycle to work scheme

We offer a discounted cycle scheme to enable staff to save money when purchasing a bicycle, with payments deducted from salary each month.

drb Ignite Trust is proud to be a Disability Confident Committed employer. By signing up to the accreditation we have agreed to commit to the following five commitments:

1. Ensuring our recruitment process is inclusive and accessible, communicating and promoting vacancies
2. Offering an interview to disabled people who meet the minimum criteria for the job
3. Anticipating and providing reasonable adjustments as required
4. Supporting staff who acquire a disability or long-term health condition, enabling them to stay in work
5. At least one activity that will make a difference to disabled people



We are pleased to have been awarded the accreditation and see this as a really positive step forward for the Trust. It shows our commitment to supporting current staff and recruiting and attracting candidates in the future.

It is important to note that if we receive a high volume of applications, we may limit the numbers of interviews offered to both disabled people and non-disabled people.

Job Title:	Senior People Manager
Hours of work:	Full-time (37 hours per week)
Reporting to:	Director of People
Scale:	Birmingham Grade 6 (£52,413 to £64,811 per annum)
Annual Leave:	30 plus 8 bank holidays and concessionary days
Start date:	September 2026

Job Purpose

The Senior People Manager plays a key role in promoting, developing and embedding an effective People function across the Trust. This includes overseeing People administration and operational activity to ensure that processes are efficient, consistent and aligned with statutory requirements and Trust policies. The postholder will contribute to a responsive and effective People function that supports schools and central teams in delivering their priorities.

Acting as the first point of contact for Senior Leaders, the Senior People Manager will utilise strong professional expertise, technical knowledge and sound judgement to provide high-quality, timely and practical People advice and support.

Through coaching and constructive challenge, the role will support leaders to manage people effectively while embedding a positive culture aligned to our 'One Trust One Organisation' ethos.

Working closely with the Director of People, the Senior People Manager will contribute to the development and delivery of the Trust's People Strategy and wider strategic projects. The role will play an important part in ensuring that People activity supports the Trust's overall strategic objectives, helping to build a skilled, supported and high-performing workforce across all schools.

(Continued)

Key Responsibilities:

Employee Relations

- Maintain up-to-date knowledge of employment best practice, case law and legislation to provide a high-quality advisory service to Senior Leaders and Administrators, ensuring the consistent and fair application of Trust policies.
- Coach, support and advise Senior Leaders to manage and resolve a range of People-related casework, including investigations, grievances, disciplinary matters, absence management, and performance management/capability proceedings, in line with Trust policies, procedures and best practice.
- Provide guidance to Senior Leaders on maternity/paternity leave, flexible working, probation and induction periods, and other employee matters.

Change Management

- Support the Director of People with large-scale change management activity (including restructures, TUPE, mergers and onboarding new schools), ensuring activity aligns to Trust priorities and meets legal and statutory obligations.
- Lead smaller-scale change initiatives, preparing documentation and communications in partnership with school leaders and Trust leaders.
- Support consultation meetings with staff and their representatives, facilitating constructive dialogue while maintaining focus on the Trust's strategic objectives.

Recruitment & On-boarding

- Provide strategic oversight of recruitment activity across schools, offering professional advice and guidance to senior leaders and Administrators.
- Monitor the Applicant Tracking System (MyNewTerm) to ensure applications are processed in a timely, compliant and candidate-focused manner.
- Review application packs and adverts to ensure quality, consistency and alignment to Trust standards.
- Quality assure contracts and offer documentation produced by Administrators.
- Benchmark salaries and job descriptions against market information and internal pay structures, advising leaders accordingly.
- Undertake spot checks of pre-employment and new starters to ensure adherence to safer recruitment practices and statutory requirements.
- Support Administrators to monitor induction and probationary periods, advising line managers on complex probation cases.

Payroll/Pensions

- Support Administrators with monthly payroll checks, working with the Trust's People information system and external payroll provider.
- Support Administrators to resolve pay and pension queries, liaising with the external payroll provider and relevant agencies (e.g. Teachers' Pensions, West Midlands Pension Fund, HMRC).
- Implement pay changes arising from statutory, national or local pay agreements (e.g. the School Teachers' Pay and Conditions Document and NJC Support Staff Pay Awards) and annual pay increments.

Monitoring and Reporting

- Carry out spot checks of staff data held on the Trust's People information system, escalating issues to Administrators and completing data cleansing to ensure records are accurate and up to date.
- Undertake regular audits and checks of the Single Central Record, providing advice and guidance to ensure compliance.
- Support Administrators with the preparation and upload of the School Workforce Census and other returns, as required.
- Support the Director of People with the preparation and publication of statutory reports and returns (e.g. Gender Pay Gap reporting, Facilities Time, ONS returns).
- Complete other quality assurance activity to monitor implementation of People and Safeguarding related policies, ensuring compliance and supporting continuous improvement.

Staff Training & Development

- Design and deliver tailored People training on a one-to-one, group and virtual basis, with a focus on upskilling Administrators and line managers.
- Liaise with school leaders to contribute to staff training sessions and induction activities, as required.

Strategy, Policy & Projects

- Support the development, implementation, monitoring and review of People-related policies and procedures, including completing policy updates, producing line manager guidance, and developing toolkits and other resources.
- Support the development and school-level implementation of the Trust People Strategy.
- Maintain template documents and support the People area of the Trust SharePoint site.
- Contribute to other projects, as required by the Director of People, to further the Trust's strategic objectives.

General

- Undertake relevant training and attend any other development sessions relevant to the post.
- Adopt a flexible approach, providing cover where needed and appropriate and participate in, and promote effective teamworking.
- Undertake other duties commensurate with the grade and nature of the role.

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Person Specification

		Essential / Desirable	Method of Assessment
Qualifications and Training	CIPD level 5 or level 7 qualified or equivalent relevant experience.	Essential	Application Form
	Coaching or leadership development qualification	Desirable	Application Form
	Good standard of education (including English and Maths)	Essential	Application Form
	Evidence of ongoing professional development relevant to HR leadership	Essential	Application Form
Experience	Significant experience advising on complex HR casework (capability, conduct, absence, grievance, settlement agreements, redundancy etc)	Essential	Application Form / Interview
	Experience of working in an HR role at a similar level, leading HR service delivery	Essential	Application Form
	Experience of working in the school, education or multi-academy trust environment	Desirable	Application Form

		Essential / Desirable	Method of Assessment
Experience (continued)	Experience of using HR systems (HRIS) and payroll processes	Essential	Application Form / Interview
	Experience designing and delivering HR training to managers and leaders	Desirable	Application Form / Interview
	Experience of multi-site HR service delivery	Desirable	Application Form / Interview
	Experience managing and leading change programmes, restructures or TUPE	Essential	Application Form / Interview
Knowledge	Excellent working knowledge of employment law with the ability to apply it practically to workplace situations	Essential	Interview
	Excellent understanding of best practice HR and employee relations with the ability to apply this to deliver organisational goals	Essential	Application Form / Interview
	Knowledge of Ofsted, DfE and academy trust legislation	Desirable	Interview
	Knowledge of understanding of School Teachers' Pay and Conditions (STPCD) and support staff pay frameworks, as well as national education terms and conditions (Burgundy Book, Green Book)	Desirable	Interview
	Knowledge of safeguarding requirements including pre-employment checks, Single Central Record compliance and safer recruitment	Essential	Interview
Skills and Competencies	Good communication / interpersonal skills	Essential	Application Form / Interview
	High level skills of using Microsoft Office packages	Essential	Interview

		Essential / Desirable	Method of Assessment
Skills and Competencies (continued)	Good verbal and written skills	Essential	Application Form / Interview
	Excellent numeracy skills	Desirable	Interview
	Excellent organisational skills and ability to multitask	Essential	Application Form / Interview
	Good research and analytical skills	Desirable	Application Form / Interview
Other Qualities	Professional and approachable	Essential	Application Form / Interview
	Ability to work on own initiative and under pressure	Essential	Application Form / Interview
	Team player	Essential	Application Form / Interview
	Flexibility in approaching work situations	Essential	Application Form / Interview
	Able to work confidentially	Essential	Application Form / Interview
Additional Requirements	Current drivers' licence. It is desirable that the post holder has access to a vehicle to visit schools within the Trust.	Essential	Application Form
	Ability to work flexibly, including some evening work as and when required.	Essential	Application Form

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What you need to do next

How to apply

To apply for this role, please complete the online application form located in the Jobs Section on the drb Ignite Multi Academy Trust website: www.drbignitemat.org/jobs.

[Click here to apply](#)

Informal and exploratory conversations and School visits

Informal and exploratory conversations are welcomed and encouraged. Please contact Kirsty Woolls, Director of People at kwoolls@drbignitemat.org to discuss this post in confidence.

Safer Recruitment

In line with Safer Recruitment Practice, a minimum of two references will be sought for shortlisted candidates prior to interview. One reference must be the candidate's current/most recent employer.

The Trust is absolutely committed to safeguarding and promoting the welfare of children and adults through its safer recruitment processes.

The Trust expects all staff and volunteers to share this commitment.

An enhanced DBS check will be required for this post. All shortlisted candidates will be subject to online searches.

Closing date for applications

The closing date for applications is Monday 1st June 2026 at 9am. Subject to successful appointment, we reserve the right bring forward the closing date.

Interviews: Wednesday 10th June 2026

Start date: September 2026

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Any Questions?

If you have any questions, please contact Kirsty Woolls, Director of People at kwoolls@drbignitemat.org or phone 0121 231 7131.

Thank you for taking the time to review our Senior People Manager information pack. We hope that this has inspired you to making an application and look forward to meeting you very soon.



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