



HR Lead & PA
Forest Hall School & BMAT STEM Academy
Candidate Information Pack

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Welcome from the CEO

I never originally set out to establish a Multi Academy Trust. That simply was not the plan – at least not at first.

The journey began in 2010 at Burnt Mill Academy in Harlow. At that time, the school faced significant challenges and required rapid improvement. From the outset, it was clear that transforming outcomes for children depended on having talented, committed staff who shared a strong belief in what young people could achieve. With a clear vision, high expectations and a relentless focus on improving teaching and learning, the school quickly began to flourish, leading to significantly improved outcomes for pupils and recognition from Ofsted.

Inspired by what could be achieved through strong leadership, collaboration and a shared commitment to excellence, BMAT Education was established with a clear purpose: to provide exceptional educational opportunities for children and young people across our communities.

Today, our schools work closely together to share expertise, develop staff and create the very best experiences for pupils. While each school retains its own unique identity and strengths, all are united by a commitment to high standards, inclusion, ambition and continuous improvement.

At BMAT, we believe exceptional staff transform lives. Whether in teaching, leadership or support roles, every colleague plays an important part in helping children thrive academically, socially and emotionally. We are committed to attracting and developing talented professionals who are passionate about making a positive difference.

This candidate pack has been designed to give you an insight into Forest Hall School and STEM Academy, the role of HR Lead & PA, and the values and culture that underpin our work. We hope it provides a clear understanding of our ambitions for our pupils, staff and wider community.

If you are inspired by what you read in this pack and share our commitment to delivering the very best for children and young people, we would be delighted to hear from you.

I wish you all the very best with your application and thank you again for your interest in Forest Hall School, STEM Academy and BMAT Education.

Helena Mills CBE

Welcome from the Executive Headteacher

Thank you for your interest in this exciting opportunity to work across both Forest Hall School and BMAT STEM Academy.

While each school has its own unique identity and strengths, they share a common commitment to providing an exceptional education where every young person is supported, challenged and inspired to achieve their full potential.

At Forest Hall School, we are proud of our inclusive, nurturing and ambitious culture, where high expectations and strong relationships are at the heart of everything we do. We believe that every young person can succeed when they are encouraged, supported and challenged to be their very best. Alongside high-quality teaching, we place great importance on pastoral care, personal development and creating a safe, positive environment where every student feels valued, respected and able to thrive.

At BMAT STEM Academy, our focus is on delivering an ambitious education centred around science, technology, engineering and mathematics. We foster innovation, curiosity and critical thinking, equipping students with the knowledge, skills and experiences they need to succeed in a rapidly evolving world. Through a forward-thinking curriculum, practical learning opportunities and strong links with employers and industry, we inspire students to become confident problem-solvers and future innovators.

Across both schools, our dedicated staff work tirelessly to ensure students receive an outstanding education alongside the pastoral support they need to flourish. We recognise that every child is unique and are passionate about providing opportunities that develop resilience, confidence, independence and aspiration. Whether through enrichment activities, leadership opportunities, careers education or wider learning experiences, we aim to help every student discover and realise their potential. Strong partnerships between students, staff, families and the wider community underpin the culture of both schools. We believe that collaboration, inclusion and a shared sense of belonging are essential to helping young people succeed both academically and personally.

As part of BMAT Education, both schools benefit from collaboration across the Trust, shared expertise and high-quality professional development. This enables us to continually strengthen our provision, support our staff and deliver the very best outcomes for our students.

This role offers the opportunity to make a meaningful impact across two distinctive and successful schools, combining the inclusive, nurturing ethos of Forest Hall School with the innovative, aspirational environment of BMAT STEM Academy. We look forward to welcoming colleagues who share our commitment to inclusion, ambition, innovation and making a lasting difference to the lives of young people.

Dustin Schyler

About Our Trust

BMAT Education runs a community of schools which provide an outstanding education for every individual attending a Trust school. Our schools are places of aspiration, where individuals matter and confidence flourishes so that achievement for all is outstanding.

The trust currently oversees seven secondary academies and five primary academies, located in Harlow, Newham and Stansted. BMAT's vision is to work together to smash through the barriers that prevent children from becoming confident, high achieving and independent individuals.

Core to our ethos is that we believe that exceptional leaders create exceptional schools, and our leaders are given the support they need to serve these communities at the highest level. BMAT is driven by the ambition to be the best.

Our Schools:

- Burnt Mill Academy
- Cooks Spinney Primary Academy and Nursery
- Epping St Johns Church of England School
- Freshwaters Primary Academy
- Forest Hall Academy
- Little Parndon Primary Academy
- Magna Carta Primary Academy
- Mark Hall Academy
- Royal Docks Academy
- Roydon Primary Academy
- Sir Frederick Gibberd College
- STEM Academy



About the Role

This is an exciting opportunity to join Forest Hall School and BMAT STEM Academy in a unique dual role that combines operational HR leadership with executive personal assistant support to the Executive Headteacher.

As HR Lead & PA, you will play a central role in ensuring both schools operate efficiently by leading day-to-day HR functions while providing high-quality executive support to the Executive Headteacher and leadership teams across two school sites. You will take ownership of the full employee lifecycle, overseeing recruitment, safer recruitment compliance, payroll administration, workforce records, absence management, employee relations and performance processes. Working closely with school leaders and the Trust HR team, you will ensure that all HR practices are compliant, efficient and provide an excellent experience for staff.

Alongside your HR leadership responsibilities, you will act as the Executive Headteacher's trusted Personal Assistant, managing complex diaries, coordinating meetings, preparing reports and presentations, organising governance and leadership meetings, and ensuring the smooth coordination of strategic priorities across both schools. You will be the first point of contact for many stakeholders, exercising sound judgement, maintaining absolute confidentiality and anticipating the needs of the Executive Headteacher in a fast-paced environment.

This is a varied and rewarding role requiring excellent organisational skills, strong attention to detail and the ability to balance competing priorities with confidence and professionalism. You will build positive working relationships with leaders, staff, governors, Trust colleagues and external partners, providing both operational expertise and executive support that enables the schools to function effectively. No two days will be the same. Whether you're co-ordinating a recruitment campaign, supporting employee wellbeing, preparing papers for governors, supporting school improvement projects or managing the Executive Headteacher's busy schedule, you will play a vital role in the success of both schools and the wider BMAT community.

This role offers an excellent opportunity for an experienced HR professional with exceptional administrative and organisational skills who enjoys working at the heart of a busy school environment. Your contribution will directly support our staff, our leaders and, ultimately, the outcomes and experiences of the young people we serve.

Job Description

Job title	HR Lead & PA
Reports to	Executive Headteacher /HR Business Partner
Pay scale	Band 4 Max, Points 19 to 28 (£28,715.93 to £35,067)
Location	Forest Hall School and STEM Academy
Terms	37 hours per week, term time plus inset days plus two weeks
Contract	Fixed Term until 31/08/27, Part Time

Purpose of the Job

The HR Lead & PA provides high-quality operational HR leadership and executive administrative support across both schools. The postholder will lead the delivery of efficient HR processes throughout the employee lifecycle while acting as Personal Assistant to the Executive Headteacher, ensuring the effective management of priorities, communications, governance and strategic administration. The role requires exceptional organisational skills, confidentiality, professionalism and the ability to manage multiple priorities across two school sites.

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.

Specific Responsibilities

This list is not exhaustive, but includes:

Operational HR Leadership

- Lead the full employee lifecycle across both schools 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, Every HR and personnel files in compliance with GDPR.
- Ensure HR systems are accurate, up to date and fully compliant.

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.

Personal Assistant Responsibilities

Executive and Personal Assistant Support

- Provide PA support to the Executive Headteacher.
- Support the Heads of School when in their respective schools.
- Provide comprehensive, confidential administrative and executive support to the Executive Headteacher.
- Manage the Executive Headteacher's complex diary across two school sites, prioritising appointments and resolving scheduling conflicts.
- Updating and maintaining calendar.
- Manage meetings.
- Coordinate meetings, appointments, visits, and events across both schools.
- Act as the first point of contact for the Executive Headteacher, managing correspondence, telephone calls, and visitors professionally.
- Manage emails.
- Monitor and prioritise incoming emails and correspondence, ensuring urgent matters are dealt with promptly.
- Organise travel arrangements, accommodation, and itineraries where required.
- Coordinate the Executive Headteacher's workload across both schools, ensuring priorities are effectively managed.
- Exercise initiative in resolving issues independently, referring only matters requiring executive decision-making.

Administration and Communication

- To monitor and distribute admin emails to relevant members of staff. Emails monitored and acted on where necessary.
- To send all staff emails.
- To monitor and deal with on-call emails.
- Draft and proofread letters, reports, emails, and other communications on behalf of the Executive Headteacher.
- Prepare agendas, reports, presentations, briefing papers, and supporting documentation.
- Prepare and collate data and information for reports, presentations, and performance meetings.
- Maintain efficient filing and document management systems, both electronic and paper-based.
- Maintain records of key decisions and ensure appropriate documentation is retained.
- Coordinate communication between the Executive Headteacher, Senior Leadership Teams, Governors, Trustees, external agencies, and other stakeholders.
- Liaise with both school offices to ensure effective communication and consistency of administrative processes.
- Build effective working relationships with staff, parents, governors, trust colleagues, local authorities, and external organisations.

Governance, Meetings and Leadership Support

- To prepare SLT agenda and paperwork.
- To arrange MPA invites to meetings.
- Take accurate minutes at senior leadership, governance, and strategic meetings, ensuring timely distribution and follow-up of actions.
- Support the Executive Headteacher in monitoring actions arising from meetings and strategic plans.
- Coordinate governor and trustee meetings where appropriate, including circulation of papers and minute-taking.
- Provide administrative support to the Executive Leadership Team as required.

Compliance, Policies and School Improvement

- Uploaded any complaints received regarding the Academy to Riskmate and follow-up the outcome.
- To support with the Academy's website.
- To support with the Academy staff handbook.
- Assist in preparing documentation for Ofsted inspections, governance meetings, and trust reporting.
- Coordinate and monitor deadlines for reports, policies, and strategic documentation.
- Ensure compliance with school policies, statutory requirements, and administrative procedures.
- Undertake project administration to support school improvement initiatives.

Pupil Administration

- To draft and send parent letters.
- To support with suspensions which may include the following tasks:
 - To make initial communication with parent.
 - Prepare suspension letter and send to relevant staff and local authority.
 - Update student record on Bromcom.
 - Arrange reviews where appropriate.
 - Collate all permanent exclusion and suspension paperwork.
 - Prepare permanent exclusion and suspension review outcome letters.
 - Take minutes of review meetings.

Events and Projects

- Support the planning and organisation of whole-school events, Trust events, inspections, and official visits.

Recruitment and Finance

- Assist with recruitment administration for senior appointments, including interview scheduling and candidate correspondence.
- Monitor budgets relating to the Executive Headteacher's office where applicable.

General Responsibilities

- Manage confidential and sensitive information with absolute discretion and in compliance with data protection requirements.

- Undertake any other duties commensurate with the grade of the post as directed by the Executive Headteacher.

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 & PA

Qualifications	Essential	Desirable
Enhanced DBS clearance	✓	
Right to work in the UK	✓	
GCSE (or equivalent) in English and Mathematics	✓	
Comprehensive working knowledge of HR processes within a school or public sector environment.	✓	
CIPD Level 3 or above (or working towards)		✓
Safer Recruitment training		✓
PA, Executive Assistant or Business Administration qualification.		✓
Experience		
Proven experience in an office-based HR or people administration role	✓	
Working in a school or education setting	✓	
Providing high-level administrative or executive support to senior leaders.	✓	
Managing confidential and sensitive information	✓	
Experience liaising with a wide range of stakeholders, including senior leaders and external agencies	✓	

Working under pressure, meeting tight deadlines, and managing competing priorities	✓	
Use of payroll systems and HR MIS platforms	✓	
Independent problem-solving within a procedural framework	✓	
Experience supporting Ofsted inspections or external audits	✓	
Minute taking	✓	
Supporting employee relations cases		✓
Workforce Census and SCR administration		✓
Occupational Health and absence management processes		✓
Experience using Riskmate, Bromcom or similar management information systems.		✓
Skills and abilities		
Strong IT skills including Microsoft Excel, Word, Outlook	✓	
Excellent organisational and time management skills, with the ability to prioritise competing demands.	✓	
Excellent written and verbal communication	✓	
Knowledge of safeguarding and child protection procedures	✓	
Ability to interpret HR policy and provide practical guidance	✓	
High accuracy and attention to detail	✓	

Ability to prepare professional reports, correspondence and presentations.		✓
Knowledge of school governance procedures.		✓
Knowledge of suspension and exclusion processes.		✓
Knowledge of Ofsted requirements and inspection preparation.		✓
Knowledge of school management information systems, including Bromcom.		✓
Experience using website content management systems.		✓
Understanding of school improvement planning and project administration.		✓
Personal Qualities		
Highly trustworthy with exceptional professional integrity	✓	
Calm, resilient, and solutions-focused under pressure	✓	
Flexible, adaptable, and responsive to operational needs	✓	
Strong stakeholder engagement skills	✓	
Commitment to equality, diversity, and inclusion	✓	
Aligned to the Trust's safeguarding culture and ethos	✓	
High personal standards and accountability	✓	
Evidence of continuous professional development		✓
Aspirational mindset with high expectations of self and others		✓
Positive, approachable and supportive manner.		✓
Willingness to work flexibly to meet the needs of the Executive Headteacher and the school		✓

How to Apply

HR Lead & PA

We look forward to hearing from you.

Closing date for applications: 31st July 2026

Please carefully review the following information before submitting your application.

Application form

To apply for this position, you must complete the official application form in full via MyNewTerm. Please note that CVs will not be accepted as part of the application process. We recommend retaining a copy of your completed application for your records should you be shortlisted for interview.

The application form includes several sections relating to your employment, education, and personal history. The information you provide will be used to assess your suitability against the requirements and competencies outlined for the role. Please ensure your full employment history is included, with clear explanations for any gaps in employment. You should also highlight any relevant skills, qualifications, and achievements that demonstrate your suitability for the position.

Supporting Statement

Please submit a letter of application or supporting statement of no more than 1,000 words. In your statement, outline your motivation for applying for this role and demonstrate how your experience, skills, training, and personal attributes align with the job description and person specification.

You should also include clear examples from your current or previous roles that evidence your impact. This may include, for example, measurable outcomes such as improvements in pupil progress and attainment within teaching roles, or reductions in exclusions and improved outcomes for pupils within pastoral roles.

Disclosure of Relationships

All prospective employees are asked to declare any personal or professional relationships with trustees, governors, senior leaders or employees of the Trust. This ensures BMAT Education can uphold transparency and fairness throughout the recruitment 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.

Pre-Employment Checks

Applicants must provide details of two referees, one of whom should be their current or most recent employer. References from relatives or friends will not be accepted. References will normally be requested for all shortlisted candidates unless otherwise stated.

This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an enhanced Disclosure and Barring Service (DBS) check. Any information disclosed will be treated in the strictest confidence. A criminal conviction will not automatically prevent appointment; however, it will be considered in relation to the requirements of the role and suitability to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence for individuals who are disqualified from working with children to apply for, or undertake, a role that involves such work.

Fluent spoken English is a requirement for this role in line with Part 7 of the Immigration Act 2016.

Thank you for taking the time to review this information. We look forward to receiving your completed application form and supporting documentation. Should you have any questions regarding the process, please do not hesitate to contact us.

BMAT Education is committed to safeguarding children; successful candidates will be subject to an Enhanced Disclosure and Barring Service check. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties, in accordance with Keeping Children Safe in Education (KCSIE)





Supporting primary and secondary schools across Essex and East London, BMAT is a growing multi-academy trust with a singular vision: **schools, teachers and pupils freed to succeed.**