

DEPUTY HR MANAGER RECRUITMENT PACK

**IMPACT MULTI ACADEMY TRUST
CENTRAL TEAM**



WELCOME TO IMPACT MULTI ACADEMY TRUST

Dear Candidate

Thank you for your interest in our role of Deputy HR Manager within our central team.

I feel lucky to be the Chief Executive of such a fantastic trust that includes a very experienced central team.

We are an exciting, inclusive and ambitious trust to both study in and work for, with a staff of hugely committed professionals dedicated to achieving the best outcomes for all their pupils, particularly those who are disadvantaged and those who have SEND.

We pride ourselves on providing our pupils with an outstanding and inclusive education that reaches beyond academic outcomes but strives to ensure we support pupils to be the best they can possibly be in all areas of their life. We are hugely proud of what we offer our pupils and staff and we are determined to build on this for the benefit of everyone in our community.

Our Trust currently consists of three primary and five secondary schools, all in the London Borough of Bromley and is grounded in our values of Ambition, Inclusion, Collaboration and Trust. Our central team is committed to providing excellent services to all our schools and delivering on our vision 'Together, we enable everyone to thrive'.

It is exciting the opportunities that come from being able to collaborate across a bigger Trust, whilst still maintaining excellent relationships with our local authority and the wider family of local schools and colleges. Having had the privilege of being Chief Executive of our Trust since the start of 2021, I'm immensely excited about the opportunities our family of schools brings in ensuring the best possible offer to our staff, pupils and their families and creating a supportive team in which our staff can flourish.

The successful Deputy HR Manager will work alongside the HR Manager, school HR leads and our central team to continue to work closely with and support out schools, providing efficient, accurate operational and strategic HR advice.

You will be joining our dedicated team of trust professionals, who work together and support each-other.

If this sounds like a Trust you would like to work for, we would welcome an application. If you have any questions then please contact our HR Manager, Jo Demetris at jdemetris@imat.uk

We look forward to receiving your application in due course.



A handwritten signature in black ink, appearing to read 'S. Lewis'.

Sarah Lewis - Chief Executive

AN INTRODUCTION TO OUR TRUST

We believe that being a Trust with both primary and secondary schools is an enormous asset, since it enables us to share our expertise and knowledge, learning from each other to improve the education of children from ages 4 to 18. We have high aspirations for our students that attend Impact Multi Academy Trust schools. We also have high expectations about what they will receive from, and contribute to, their Education.

We believe strongly in educating the whole child. We offer our students the highest quality academic education, delivered within a broad, balanced and rich curriculum; alongside which our schools offer a wide range of high quality extra-curricular opportunities, with music and sport a particular strength.

Our Trust as it is today was formed in April 2025 and currently comprises eight schools.



CLARE HOUSE PRIMARY SCHOOL

Overbury Avenue, Beckenham, BR3 6PY

020 8658 4633

www.clarehouseprimarieschool.co.uk



DARRICK WOOD SCHOOL

Lovibonds Avenue, Beckenham, BR6 8ER

01689 850 271

www.darrickwood.co.uk



HAWES DOWN PRIMARY SCHOOL

The Mead, West Wickham, BR4 0BA

020 8639 4600

www.hdps.org.uk



HAYES SCHOOL

West Common Road, Hayes, BR2 7DB

020 8462 2767

www.hayes.bromley.sch.uk



LANGLEY PARK PRIMARY SCHOOL

Hawksbrook Lane, South Eden Park Road, Beckenham, BR3 3BE

020 8639 5300

www.langleyparkprimary.org.uk



LANGLEY PARK SCHOOL FOR BOYS

Hawksbrook Lane, South Eden Park Road, Beckenham, BR3 3BE

020 8639 4700

www.lpsb.org.uk



LANGLEY PARK SCHOOL FOR GIRLS

Hawksbrook Lane, South Eden Park Road, Beckenham, BR3 3BE

020 8639 5200

www.lpgs.bromley.sch.uk



RAVENS WOOD SCHOOL

Oakley Road, Bromley, BR2 8HP

01689 856 050

www.ravenswood.bromley.sch.uk



JOB DESCRIPTION - DEPUTY HR MANAGER

Salary NJC PO2 (29-32) 42,771-£45,750

Access to Local Government Pension Scheme with generous employer contributions

This job is based at our Trust office in Beckenham, with some work in our schools and ability to work regularly from home.

There is some flexibility with this job in respect of hours per week (across 5 days) and weeks per year and we can adapt the role to make it suitable for those working all year round or term-time only.

PRIMARY PURPOSE OF THE ROLE:

- To work alongside and support the HR Manager in delivering the highest quality HR service across the trust. Providing efficient, accurate operational and strategic HR advice to the school HR leads.
- To play a key role in developing and upskilling school HR leads, ensuring compliance with the Trust's policies and procedures.
- Work as part of a team to support a positive and flexible culture in the central team and across the Trust that places our staff and their wellbeing at the heart of ensuring excellent outcomes for the children who attend our schools.

KEY RESPONSIBILITIES:

- Handle and advise on HR queries/caseload that cannot be managed by the school HR leads, escalating to the HR manager as needed.
- Supporting and coordinating TUPE activity for areas joining or leaving the Trust
- Support school leaders with ensuring a compliant Single Central Record (SCR) and share the responsibility of carrying out termly reviews
- Responsibility for projects as directed by the HR Manager
- Support in school Ofsted inspections where required.
- Work alongside the Payroll and Pensions Manager and school-based HR leads to ensure an effective payroll and pension service to our staff.
- Liaison with Home Office re sponsorship licence and allocations of Certificates of Sponsorship
- Ownership of all central HR documents and forms, including ensuring safe electronic storage of all key documents
- Prepare all new contracts of employment and any contract variations
- Process central team leavers, including prepare letters of resignation and offering/holding Trust wide exit interviews.
- Evaluate and moderate job descriptions
- Process DBS checks for new Central staff, one primary school, Trustees and Members of the Trust and process renewals when needed.
- Support informal and formal audits, alongside the HR Manager and Payroll and Pensions Manager
- Provide full HR support to a school (as and when required)
- In conjunction with the HR Manager, develop and deliver necessary in-house training
- To approve school adverts via My New Term, advertise and support safer recruitment processes for Central staff vacancies.
- Coordinate interview arrangements and practical arrangements for central appointments.
- Maintain accurate and completed SCR for the central team.
- Where required, complete Occupational Health referrals and support with follow up actions.



JOB DESCRIPTION - DEPUTY HR MANAGER CONT..

KEY RESPONSIBILITIES CONT...:

- Organise the annual cross-Trust flu vaccine roll-out
- Support the annual Trust-wide Staff survey
- Contribute, support and minute monthly cross-Trust HR leads meetings
- To undertake ICT, safeguarding and other relevant training as required
- Facilitate a high-quality employee wellbeing programme, including Cycle to Work, the Employee Assistance Programme and staff flu vaccination.
- To comply with the relevant health and safety, data protection and safeguarding requirements, as set out in relevant Trust policies
- To be an active part of the team, to undertake any other duties as may be reasonably required and to exercise confidentiality and discretion at all times



PERSON SPECIFICATION-DEPUTY HR MANAGER

Essential
• English GCSE (or equivalent) Grade c/4 or above with excellent numeracy/literacy skills
• Experience of providing strong HR advice, including employee relations casework
• Strong working knowledge of HR law and practice and ability to provide pragmatic and accurate HR advice
• Experience of supporting organisational change, including restructuring and TUPE.
• Ability to establish a working knowledge of relevant policies/legislation
• Ability to relate well to staff of all levels
• Ability to prioritise workload to meet deadlines and remain calm under pressure
• Self-motivated and hard working
• Strong organisational skills
• Commitment to safeguarding and promoting the welfare of children and young people.
• Knowledge of Teachers and National Joint Council pay and conditions.
• Excellent written and verbal communication skills
• Highly adaptable and confidential
• Proficient with Microsoft packages
• Commitment to ongoing professional development
Desirable
• CIPD Qualification or working towards qualification (Level 3 or above), or equivalent work –based experience
• Experience working with MIS (i.e. Bromcom)
• Experience of working in the a school or Trust environment.
• Safer Recruiter trained
• Experience of supporting payroll
• Experience of evaluating job descriptions (GLPC, HAY or other)

HOW TO APPLY

Interested candidates are more than welcome to arrange a confidential discussion with our HR Manager, Jo Demetris at jdemetris@imat.uk

The deadline for applications is 12pm Monday 21st September 2026

Please apply via My New Term.

Interview date (proposed): Monday 28th September

Candidates who are shortlisted will be contacted by no later than 24th September 2026.