



## JOB DESCRIPTION

### HR Lead- Maternity Cover

<b>REPORTS TO:</b>	HR Business Partner/ Head of School
<b>PAYSCALE:</b>	Band 3 Max, Points 6 to 17 (£18,221.67-£21,654.17, per annum, inc. Outer Fringe allowance)
<b>LOCATION</b>	BMAT Primary School – Assigned Schools
<b>TERMS:</b>	29.5 hours per week, term time plus inset days plus two weeks
<b>CONTRACT:</b>	Maternity Cover, Part-time. 4 days per week.

#### PURPOSE OF THE JOB

- The HR Lead will provide high-quality, professional HR operational leadership across two assigned primary schools. 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 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, 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
<b>Qualifications and Compliance</b>	<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>
<b>Experience</b>	<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>
<b>Knowledge and Skills</b>	<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>	
<b>Personal Qualities</b>	<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>