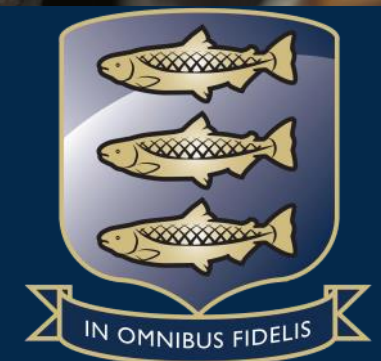




## Administrator (HR & Senior Team)

37 hours per week | Hours flexible over 5 days | Term time + 10 days  
£23,605-£27,550 dependent upon experience





**Interim  
Headteacher**  
Sophie Webster

Thank you for downloading our HR & SLT Administrator application pack. Our ideal candidate is someone who is organised, meticulous in their work and enjoys variety. Our HR Manager is retiring and we are expanding our outsourcing of any significant HR matters with an in-house Administrator who will oversee HR statutory checks and support the recruitment of staff whilst also offering administration support to the busy senior leadership team of staff.

This is a full-time post, 37 hours a week with some flexibility on start/end times to be discussed at interview. Flexibility to work, on occasion, outside the normal working pattern would be appreciated. The post is term time plus two weeks to include a few days in August and school staff INSET days. We are hoping to have someone in post at some point during May/June 2024.

I have been at the school for 3 years having been initially appointed as Deputy Headteacher, and I'm currently in the post of Interim Headteacher for the Summer term. It is a privilege to be part of a school with such enthusiastic, intelligent and caring students, and a truly dedicated and supportive staff. We have a new Headteacher joining us to lead NGHS through its next stage of development and this post will involve working not only with the new Head but also the senior staff team to enhance the smooth running of the school.

We are very much a **family** and a **team** at NGHS; my colleagues work exceptionally hard to help each student to achieve their potential and they also support each other. We take staff wellbeing extremely seriously and our Wellbeing Charter is included in this pack to show you what we do. NGHS is also a Flexible Working Ambassador School for the DFE and around 40% of our staff work flexibly.

NGHS is an outstanding girls' grammar school. We were inspected by Ofsted in November 2022 and the school was judged outstanding in every category, placing us in the top 3% of schools. [Please read the report here](#); you will see why I am so proud of our staff and students. We are also the 2020 West Midlands Secondary School of the Year and have recently won a number of accolades rewarding our work in supporting Mental Health, Holocaust Education, the Be Kind Award and the AcSEED Award.

Our governing body is incredibly supportive and experienced. Their ambition for the school keeps us on our toes, but they are passionate about enhancing opportunities for all. The school is financially secure and we have been successful twice within four years for government-funded expansions. We are heavily oversubscribed and hold an annual entrance test. The sixth form is also full and we welcome new students from a number of high schools as well, of course, as our own Year 11s.

Opportunities like this do not arise very often, so I wish you every success with your application. If you'd like to speak to me prior to applying, please contact [jobs@nghs.org.uk](mailto:jobs@nghs.org.uk) or call us on 01952 797550. I sincerely hope that you will apply. I know how much time it takes to complete an application and thank you in advance for ensuring that it is with us by the deadline.

The closing date is Friday 17 May at 9am.



## The Curriculum

The curriculum is currently divided into 50 fortnightly periods, although weeks A and B are largely very similar. As you might expect in a selective school, our curriculum is unashamedly academic and all KS3 students study both French and German as well as Biology, Chemistry and Physics as discrete subjects. All girls have a weekly PSHE lesson and two hours of PE.

GCSEs are chosen in Year 8 with a three-year KS4 in operation. This was scrutinised by Ofsted in 2019 and they agreed with our view that this model best suited our students. Year 9 students study four options (to include at least one MFL, a humanity, a practical subject and one other choice). This selection is then reduced by one in Year 10. We teach GCSE courses thoroughly with a particular focus on greater depth and preparation for A-level. Students are taught skills and knowledge beyond the requirements of the GCSE specifications.

In the Sixth Form, we have about 80-85% student retention but receive applications from girls in other schools with over 100 students in the current Year 12, demonstrating our increasing popularity. There are 18 A-level choices and AS PE with no pre-determined option blocks. All students have a lesson of PSHE and PE in the sixth form to ensure a balance with wellbeing. Most girls take 3 A-levels plus EPQ in Year 13 and some take 4 subjects. Students have 9 fortnightly hours of tuition per A-level subject.

## Staff Development

Our colleagues are our most valued resource. The majority of NGHS staff have been in post for 5-15 years, but there is a small turnover each year; usually colleagues leave to take up promoted posts or retire. Internal promotions also occur. Morale is high and staff work in faculty groups with similar subjects grouped together (e.g. Art & Technology). Most staff are form tutors. Recent appointments have included two early career teachers and a teacher with 25 years experience.

Opportunities for professional development have been largely exam-board specific in recent years, but the school now utilises a range of providers to offer different forms of training. In-house training is also offered where appropriate and the school has four INSET days per year plus twilight sessions in Professional Learning Groups, led by staff for staff. Calendared 'Good Practice Weeks' enable staff to learn new ideas and skills from each other through training sessions and classroom observations. A new whole-school T&L focus in September 2021 is based around Rosenshine's Principles of Instruction and we are now in Year 2 of this three-year project.

There is a real camaraderie among colleagues. Support staff are equally valued and part of the team. We work hard together and celebrate our successes together. Examples include responding to the call from Ofsted and navigating the Covid19 lockdowns.

## Pastoral Care / Student Leadership

Often identified as the jewel in our school's crown, our pastoral system has been overhauled since the current Headteacher took up post. Form tutors are the first port of call unless the matter relates to safeguarding or a more complex case. Heads of Year lead a team of tutors and our form groups are largely based around our fabulous House system.

Our pastoral team was further enhanced in 2018 by the appointment of two non-teaching Wellbeing Officers (one for Years 7-10 and one for Years 11-13). Both support students and staff to stay fit and well, physically and mentally, and liaise with outside agencies. We also have two Counsellors and a Pastoral Administrator who oversees medical provision as necessary.

Attendance settles annually at around 97% across NGHS and staff work together to ensure absences are challenged in line with our attendance policy.

There are many opportunities for pupils to support each other through mentoring (academic and pastoral) and to lead activities within our House system. Positions of responsibility exist in all years.

Outside of lessons, students engage in a wide range of extra-curricular activities and a Curriculum Enrichment Week runs in June. The Duke of Edinburgh Award is also popular with nearly all students completing Bronze Award in Year 9.

# NGHS IN ACTION



Clockwise

World Mental Health Day is recognised annually with our SLT and Pastoral Leaders going very yellow this year. All Year 12 students benefit from a Liverpool Residential each year to aid their transition to Sixth Form. We have very talented sportswomen with regular wins in local and regional finals. Here is our winning badminton squad. There is a real sense of friendship and camaraderie between students at NGHS. A-level scientists work with Harper Adams researchers each year. The 2019 team won a trophy for their work. Mr Scott, Mrs Tomkinson and 10 girls attended a Downing Street reception in 2020 for International Women's Day.



# JOB DESCRIPTION—HR & SLT ADMIN. ADMINISTRATOR

## Purpose of the job

This is a key role in the smooth and efficient running of the school, working in particular with the Headteacher & Senior Leadership Team. The role is diverse with a focus on administrative support for the senior team, including, on occasion, the Headteacher, but also to lead on recruitment advertising, coordinating applications and interview arrangements. Lastly, the postholder will act as a point of liaison with organisations from which the school receives additional HR support. The successful candidate will have a 'can do' attitude and understand the importance of confidentiality and discretion.

## Accountability

The HR & Administration Assistant will be line-managed by the Operations and Admissions Manager. A workspace will be set aside for the successful postholder.

## Hours of Work

37 hrs/wk (7.5 hours a day, hours flexible between 8.30am-5.00pm) with 30 minute unpaid lunch. 30 minute early finish Monday-Thursday. Term time plus 2 weeks (INSET/pre-arranged days in school holidays).

## MAIN RESPONSIBILITIES

### Contact with parents/carers

- ◆ Transfer letters from emailed text to headed paper bearing in mind 'house style' guidelines;
- ◆ Send emails and texts to parents, suppliers and agencies on behalf of the senior leadership team using our online messaging system
- ◆ Enter and edit information in our management information system and prepare/print reports for SLT as necessary

- ◆ Make phone calls on behalf of senior leaders to convey important information to parents/carers;
- ◆ Produce newsletters for the Headteacher to parent/student audience;
- ◆ Welcome visitors and provide refreshments;
- ◆ Support Reception staff with cover on the front desk if absence occurs;
- ◆ Support the Operations Manager with specific events administration and the smooth-running of such events;
- ◆ Support the Operations Manager with GDPR matters and any subject access requests (ideally the postholder will become the school's DPO in time).

### HR Administration

- ◆ Oversee the jobs@ inbox, answering queries and directing emails to members of the SLT as appropriate;
- ◆ Input personal information onto the online Single Central Record (SCR) and ensure this is up-to-date at all times;
- ◆ Undertake relevant checks to satisfy the SCR for all employees on appointment or change of role (e.g. Section 128 checks for managers);
- ◆ Comply with audits of the SCR by the Designated Safeguarding Lead, Operations Manager and Safeguarding Governor;
- ◆ Maintain the filing system of staff appraisals, ensuring that appraisals are being completed by line managers in a timely manner, issuing reminders via the SLT member responsible for Appraisal and following-up as required;
- ◆ Provide administrative support to the Headteacher when responding to staff requests for changes in contract and seek advice from HR service provider where necessary;



- ◆ Update the HR policies using templates provided;
- ◆ Carry out administrative routines for new starters (e.g. liaison with payroll, IT, reception etc.) and add new staff to SIMS (database);
- ◆ Minute taking for any meetings as required;
- ◆ Liaise with external HR provider on aspects such as contracts, maternity/paternity processes, etc;
- ◆ Carry out administrative routines for leavers (e.g. liaison with payroll, IT, reception etc.), ensure return of property (keys, badges etc.) and remove staff from SIMS (database) and SCR.

# JOB DESCRIPTION—HR & SLT ADMIN. ADMINISTRATOR



## Managing Absence

- ◆ Manage centralised holiday records for support staff on a tracker spreadsheet;
- ◆ Maintain sickness absence records for all staff ensuring self-certificates and fit notes are received and updating SIMS, payroll and HR files;
- ◆ Collate 'return to work' documentation for any staff who have been absent through their line manager;
- ◆ Support the Headteacher and SLT in preparing for any absence management meetings;
- ◆ Liaise with our HR service provider over more sensitive absence management or compliance issues;
- ◆ Maintain accurate filing systems with knowledge of file retention policies/GDPR.

## Recruitment

- ◆ Receive & process instructions from the Headteacher/SLT about new posts ensuring that the relevant and necessary processes are followed

before, during and after the recruitment phase.

- ◆ Be aware of the Equality Act and ensure these statutory points are met when advertising;
- ◆ Prepare job advertisement packs using a pre-determined template and liaising with the Headteacher and SLT;
- ◆ Liaise with the school's marketing lead to advertise posts as well as placing adverts on the TES, DFE and WM Jobs websites.
- ◆ Coordinate any visits to school for interested candidates and facilitate tours with members of SLT at pre-arranged intervals;
- ◆ Invite candidates to interview following shortlisting by the Headteacher and SLT and coordinate responses ahead of interview day;
- ◆ Issue shortlisting self-disclosure forms to shortlisted candidates and ensure a prompt return;
- ◆ Send for references for shortlisted candidates, ensuring an appropriate timescale for response.
- ◆ Track the return of these references;
- ◆ Collate interview questions and tasks for interview and edit these in advance of interviews following feedback from the Headteacher;
- ◆ Prepare schedules for interview days, in conjunction with the Headteacher and/or Operations Manager, including liaison with the relevant line manager(s), catering team and site staff;
- ◆ Process pre-interview/social media checks and/or overseas police checks in line with KCSIE 2023;
- ◆ Oversee arrangements on interview days to ensure candidates are welcomed, feel secure and able to achieve their best;
- ◆ Issue new starter letters and respond to new starter queries;
- ◆ Liaise with unsuccessful candidates for posts to



arrange feedback discussions with the Headteacher, as appropriate;

- ◆ Process DBS checks for new starters by verifying ID and qualification documentation and ensuring all necessary checks are in place prior to commencement of roles.

## Other General Responsibilities

- ◆ As part of the role, you will come into contact with students and although you will not be responsible for teaching or caring for such pupils, the role will nevertheless involve "regulated activity". You will therefore have due regard at all times to the welfare and safeguarding of such pupils and act in accordance with School's safeguarding policies;
- ◆ Uphold the good name of the NGHS through professional dialogue and conduct with pupils, staff, parents and within the wider community;
- ◆ Undertake any reasonable task directed by the Headteacher in line with post and scale.

# PERSON SPECIFICATION—HR & SLT ADMINISTRATOR



Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>i. 5 GCSEs including Maths &amp; English or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>ii. A-levels and/or Degree</li> <li>iii. IT / Business Admin qualification</li> <li>iv. HR qualification/interest in undertaking this</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>i. Successful role as an Administrator</li> <li>ii. Being an integral part of a busy team</li> <li>iii. Working under own direction / disciplined</li> <li>iv. Use of various IT packages, ideally including databases &amp; desktop publishing software (e.g. MS Publisher).</li> </ul>	<ul style="list-style-type: none"> <li>v. A role in field of HR best practice</li> <li>vi. Line management/appraisal experience</li> <li>vii. Working with a school environment</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>i. Knowledge of Keeping Children Safe in Education (at least safer recruitment section)</li> <li>ii. Use of standard Microsoft packages (Word, Excel, Outlook, PowerPoint)</li> <li>iii. How to create a visually appealing document / application pack</li> <li>iv. The importance of confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>v. Experience in a similar role</li> <li>vi. What constitutes an effective interview process</li> <li>vii. How to lead a discussion about sensitive issues such as absence/illness</li> </ul>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>i. Belief in sustaining high standards of excellence</li> <li>ii. Team player</li> <li>iii. Ability to prioritise, plan, organise well and work as part of team to achieve objectives</li> <li>iv. Willingness to support wider life of the school through a club, activity of your own interest</li> <li>v. High standards in dress, attendance and punctuality</li> <li>vi. Eye for detail and accuracy in own work</li> <li>vii. Suitability to work with children and satisfactory Enhanced Disclosure with DBS.</li> <li>viii. Sense of Humour!</li> </ul>	<ul style="list-style-type: none"> <li>ix. Knowledge of issues facing girls in a single-sex, high achieving environment</li> </ul>

# STAFF WELL-BEING CHARTER

The Trustees, Headteacher and SLT take the well-being of all staff very seriously. The Charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. Our staff are supportive of each other and work hard as a team, in faculties, tutor teams and together across the whole school.

- |  |  |   |
|--|--|---|
|  A Staff Well-being Committee which meets termly                       |  Complimentary tea, coffee, sugar and milk in the staffroom   |  Staff Menopause Ambassador with appropriate support for all                                 |
|  A buddy for new staff who join NGHS for their first year              |  Counselling service free to all staff both in-house and externally   |  Golden Space in the Car Park; awarded weekly on rotation!                                   |
|  An annual flu jab for all staff available upon request each winter    |  Greater PPA time than national and no mainstream cover   |  Measured approach to lesson observation, drop-ins and good practice weeks                   |
|  Calendared wellbeing weeks with no evening meetings/events            |  Childcare vouchers scheme for those who have children in regular day care                                  |  Annually reviewed Workload Policy; designed by staff for staff to support reducing workload |
|  Deadlines well publicised and annual calendar consultation           |  Staff social evening each term - let your hair down and relax   |  Communications policy which protects time outside of school day                            |
|  No student or class data collected for data's sake                  |  A flexible and generous approach to family appointments, children's events, nativities, sports days etc. |  SLT Open Door Policy at all times including urgent email for non-school days              |
|  Dedicated marking afternoon for all staff during internal exam week |  Complimentary Christmas Dinner for all staff each year   |  Cake, laughter & friendship in the staffroom  |
|  Dedicated classroom wherever possible for all teaching staff        |  Thank You Friday reward scheme for staff to share appreciation of colleagues                             |  A firm commitment to the current DFE Staff Wellbeing Charter                              |





Please complete the application form including the supporting statement (section 5), which should not exceed two pages (font size 11). Please share your career to date and how you feel this experience meets the advertised person specification. We anticipate a strong response and we will score applications fairly against these criteria alone. A **personal letter** showing an understanding of our school is preferable to a generic letter of application. NGHS is an equal opportunities employer. We are committed to the equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy/maternity, race, religion or belief. We particularly welcome applications from colleagues from under-represented backgrounds. The successful applicant will be subject to an enhanced DBS, Barred List check and other recruitment checks in line with Keeping Children Safe in Education Safer Recruitment practices. This includes sourcing police checks for any period of time spent abroad.

Informal discussions about the post can be arranged. Please email [jobs@nghs.org.uk](mailto:jobs@nghs.org.uk) to arrange.

Completed application forms should be emailed to [jobs@nghs.org.uk](mailto:jobs@nghs.org.uk) no later than **Friday 17 May at 9am**. Referees must include your current or most recent Headteacher. Referees will usually be contacted at the point of shortlisting. Letters of application should be addressed to our Executive Interim Headteacher, Miss S Webster. Please apply ASAP as we may close the advertisement prior to the date above should sufficient applications be received.

CVs are unnecessary and will not be accepted. We wish you every success and thank you for your application.