



INFORMATION PACK



BOLTON
SCHOOL

ADMINISTRATOR



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ABOUT THE SCHOOL

With some 2,500 pupils, Bolton School is a large, thriving, academically selective day school. It is situated a mile or so from the town centre on a stunning 32 acre campus and is within easy reach of some of the nation's finest cities and countryside.

A large Foundation Services Department supports the School operations and within this there is a trading arm, Bolton School Services Limited (BSSL). This includes BSS Weddings and Events, BSS Leisure Services, Kidzone and Patterdale Hall, a superb Outdoor Pursuits Centre situated at the Southern end of Lake Ullswater. Those who work within the organisation are able to combine the experience and pleasure of educating and being around young people with some of the challenges of a business environment.

We aspire to have a diverse and inclusive workplace to reflect the diversity of our pupils and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and to join Bolton School. As an equal opportunities employer, we welcome applicants from all sections of the community and are committed to the equal treatment of all current and prospective employees. We do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.



WELCOME FROM THE HEAD OF FOUNDATION

Thank you for your interest in working at Bolton School.

Our aim is for every girl and boy to become the best that they can be. Academic rigour is important to us but so too is character development, which we encourage through delivering a wide range of activities and experiences, including engagement in and with our local community, as well as through outstanding pastoral care. We are also strong believers in the benefits of outdoor education and all our pupils make regular visits to our adventure learning centre, Patterdale Hall, in the Lake District.

An integral part of our mission is to widen access to our outstanding education and to offer genuine social mobility to young people across the region. Ever since our re-foundation by Lord Leverhulme, we have sought to offer children of high potential the best possible education, irrespective of their financial circumstances. Currently, one in five of our Senior School pupils receives a bursary to help cover the costs of their studies and, of these, half enjoy full fee support. Our ethnic make-up mirrors that of our catchment area and, through an extensive coach network covering over 20 routes, we draw pupils from across the North West.

We look forward to receiving your application.

Philip Britton, MBE, MA, MEd, FInstP
Head of Foundation



The Role

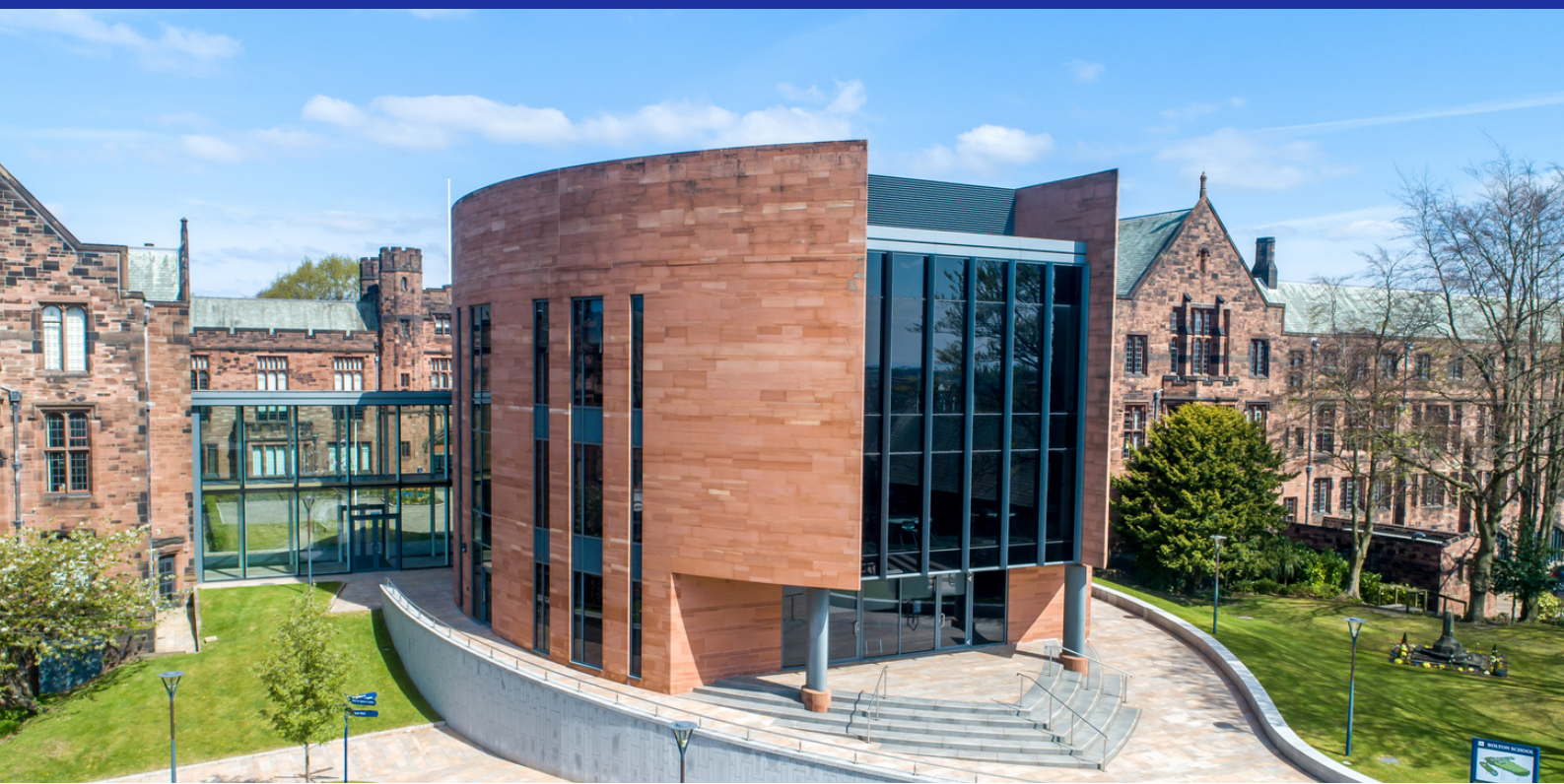
An exciting opportunity has arisen within the HR Department for a permanent Administrator to work on a part-time, term time only basis. The hours of work will be 14 hours per week and will be discussed at interview to establish a suitable working pattern that suits the needs of both the department and the individual as the hours could be worked over any number of days. The office hours are 8.30am until 4.30pm.

The post holder will be required to provide a proactive and efficient administrative service within the HR Department. This role involves a range of duties including maintaining absence management data and staff training records, maintaining employee files, including filing and updating the employee database and assisting with pre-appointment checks.

Excellent organisational and administrative skills with good attention to detail are essential, together with experience and proficiency in the use of Microsoft packages.

The salary is based on point 5 on the Bolton School Support Staff Salary Scale, £22,931 per annum and the pro-rata salary equates to £7,161.53 per annum.

Term time is based on 175 days per year, pro rata this will equate to 490 hours per year.



Job Details

MAIN PURPOSE OF JOB: To provide an administrative service within the HR department.

MAIN DUTIES:

- To provide administrative support to help ensure the smooth running of the HR Department, including to:
 - Carry out any filing/photocopying/scanning/shredding as necessary.
 - Deal with enquiries appropriately.
 - Note-take in meetings.
- To assist the HR Advisor and HR Assistant to undertake all HR Administration activities including:
 - Updating and maintaining the absence management data; ensuring that the data is complete and accurate and resolving any discrepancies.
 - Maintaining staff training records.
 - Ensuring that Pre-appointment checks are completed in an accurate and timely manner and in accordance with the School's Application, Recruitment and Appointment Policy and Procedure.
 - Maintaining the Single Central Register.
 - The preparation of job descriptions, person specifications, job adverts and interview questions.
 - Adding job vacancies to the online recruitment system, various job websites and circulate adverts internally.
 - Maintaining the department's social media profiles and developing connections online with potential candidates.
- To assist with the maintenance of the HR records both manual and electronic including the filing and general upkeep of these files in line with Data Protection compliance. To ensure that information held on these files is accurate and current.
- To assist the HR Manager as and when required.
- Undertake any additional project work to support the department objectives and Development Plan.
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.

Job Details

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Four GCSE's grades A-C or equivalent, including English and Mathematics	E	Application Form
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Administration or office experience	E	Application Form and Interview
Experience of, and proficient in the use of Microsoft packages, especially Excel and Word	E	Application Form and Interview
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Ability to work on own initiative, plan and organise work to meet deadlines	E	Interview and reference
Excellent organisational and administrative skills with good attention to detail	E	Interview
Proactive and professional manner	E	Interview and reference
Ability to establish good relationships with people	E	Interview and reference
Excellent communication skills both oral and written	E	Application Form and Interview
Diplomatic and discreet, able to be involved with others who may be dealing with sensitive and confidential matters	E	Application Form and Interview
Ability to work effectively within a team and collaborate towards common objectives	E	Application Form and Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E	Interview and Reference

Application Process

APPLY

Closing date for applications is Monday 04 September 2023 at 12.00 noon.

To apply for the role an application form must be completed and submitted by the above deadline.

SHORT-LISTING

The hiring team will shortlist candidates based on the information provided in the application form. Applicants will be assessed against the person specification.

INTERVIEW

Interviews will take place on Friday 15 September 2023

The successful applicants will be invited to attend an interview. The interview process will consist of a panel interview and an administrative task to demonstrate your suitability for the role.

OFFER

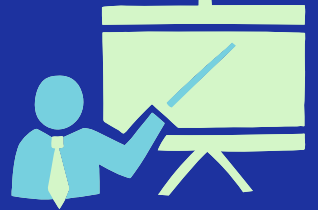
The successful candidate will be made an offer as soon as is practicable after the interview date. Offers will be conditional, subject to satisfactory pre-employment checks detailed below.

Staff Benefits

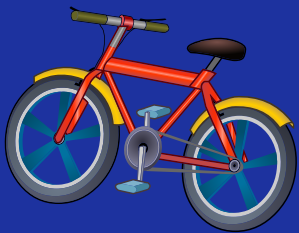


Lunches provided

Training and Development Opportunities



Easily accessible campus with strong transport links



Ride to Work Scheme

Free Parking onsite



Access to the Employee Assistance Programme for all employees and family members



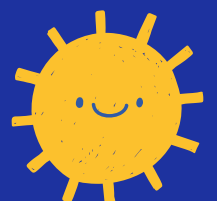
Life Assurance cover up until the age of 65

Staff fee remission for Primary and Senior School



Group Personal Pension Scheme (6% employee and 10% employer contribution)

Warm and friendly community



Our Commitment to Safeguarding

Bolton School is committed to safeguarding and promoting the welfare of children.

Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:

- A satisfactory enhanced disclosure from the DBS, including a check of the Children's Barred List.
- Two satisfactory references, one of which must be from your most recent employer.
- Proof of identity, address and right to work in the UK.
- Verification of relevant qualifications (if applicable).
- Candidates who have worked or been resident overseas for three months or more within their adult life may be subject to criminal record checks from the relevant jurisdiction(s).
- Self declaration of medical fitness for the role.
- Disqualification from childcare declaration (if applicable).
- Candidates in managerial roles will be subject to a Prohibition from Management check.

All roles are subject to a six month probationary period.

An online search for any public incidents or issues will be undertaken on all shortlisted candidates who will then be given the opportunity to discuss these at interview if applicable.

