



COMMITTED TO
EXCELLENCE
GREENSHAW HIGH SCHOOL

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RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST

Greenshaw High School,
Grennell Road,
Sutton,
Surrey SM1 3DY

Telephone: 020 8715 1001

Email: info@greenshaw.co.uk



Dear Candidate,

Welcome to our school and thank you for taking an interest in joining Greenshaw High School. We are the highly popular founder school in a thriving multi academy trust. We are immensely proud of our great community and look forward to welcoming you, should you wish to be part of our special family of staff and students..

Greenshaw High School is a highly over-subscribed 11 to 19 mixed comprehensive secondary school situated in Sutton, South West London. We currently have around 1,960 students on roll, with staff providing teaching, pastoral care and many other support activities across the school. We have a very diverse population of students, meaning that this school offers a fully comprehensive range of opportunities for colleagues who work here.

We are fortunate to be a highly popular school with a long standing and trusted record for excellent education. This was endorsed in our most recent Ofsted report (October 2024) that judged four areas of our school's performance to be 'Outstanding'. We believe this comes from our ambition to achieve two different educational targets.

The first is striving for all of our students to achieve **high outcomes** - we have been in the top 10% of all schools for progress at GCSE in two of the last three years. We have also enabled over 60 students each year to achieve a place at a Russell Group university. We are particularly proud that the progress of our disadvantaged students is also in the top 10% nationally at GCSE, and that we are one of the most respected schools for the education of SEND students in Sutton.

The second ambition is to do all we can to create a culture of **high welfare**. We prize the dignity of all members of our community, greeting our pupils at the gate when they arrive at school, as they enter each classroom and around school. We encourage, and model, high quality social interaction throughout the school day so that our pupils are naturally welcoming and interested in others. Alongside our care for pupils we also have absolute regard for the workload of all colleagues, those that teach and those that are non-pupil facing, with a culture of warmth and support. I am very proud that our Ofsted report, while grading 'Behaviour and Attitudes' as outstanding also used the adjective 'friendly'.

These are very exciting times for our school. We are into an amazing building project that will see two thirds of the school rebuilt, totally upgrading the day to day experience for our pupils and staff. While we work tirelessly to maintain the fabric of the existing buildings, and the decor within them, I am very excited about our students

being able to learn in brand new science labs, drama studios, and art facilities supported by a twenty first century learning resource centre.

Joining Greenshaw represents an excellent professional opportunity. You would be joining a staff group, teaching and non-teaching, who are totally committed. Our Research School status means we have access to the most recent findings about educational effectiveness, and we run a rich training programme for all colleagues.

We are at the heart of the Greenshaw Learning Trust, a multi academy trust with very strong outcomes for our children across primary and secondary phases, spread over nine local authorities in southern England. This means we are also very well connected to subject leads, professional support and wider networks. As a group each school is focused on developing our own excellence, as well as committing to the successes of our other partner schools.

I know that there is often a relatively tight window for applications but we always welcome visits prior to making an application. In addition, our school website is very detailed and offers much information about the school. If you would like to arrange a visit, or talk over the phone or online, do please contact the school's HR team at hr@greenshaw.co.uk.

Greenshaw High School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

If our vision for education is one you share then please do read on. We are ambitious about promoting excellence, life changing opportunities and inclusion. I very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification. We encourage applications from all candidates who would like to play their part in our work to continue the development further of our successful school.

I look forward to welcoming you in person at Greenshaw High School very soon



Yours sincerely

Nick House, Headteacher

TERMS AND CONDITIONS

CONTRACT

- Permanent

SALARY

- Salary calculated in line with NJC Outer London pay scale OLS1, points 18-22, £35,520.00 - £37,692.00 per annum. Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

- Full time, 36 hours per week
- All year round 52 weeks per year.
- Typical working pattern: Monday - Thursday 8:00am to 16:00pm and Friday 08:00am to 15:45pm.
- The above hours will include a daily unpaid break of 45 minutes

PLACE OF WORK

- Greenshaw High School, Grennell Road, Sutton, Surrey SM1 4DY.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

- The postholder's holiday entitlement will be 24 + 2 days.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Whole School Admissions and Transitions Coordinator
Responsible to:	Office Manager

ROLE OVERVIEW

We are looking for an enthusiastic, highly motivated individual to join our committed School Office team. The successful candidate will motivate, challenge, support and inspire our students. They must also have relevant experience in a similar role with a proven track record.

The post holder will be responsible for the day-to-day provision of all aspects of the admissions and transitions procedures in the school using the schools Management Information Systems, SAM (local authority system), Admissions+ and schools messaging software, whilst playing an integral part of the admin team to ensure that a professional and efficient administrative service is provided at all times. You will be expected to work during the GCSE results week in August each year to ensure the smooth enrolment of all 6th form students including the administration that accompanies this event. In addition to this you will be expected to attend the after school Open Evenings and other relevant events.

MAIN DUTIES AND RESPONSIBILITIES

Lower School Transitions Responsibilities-

- Coordinating the Year 7 admissions process
- To oversee the transfer of student files from other schools including all assessment information and CTF files
- Preparation of admission correspondence to parents and other relevant stakeholders
- Provide information, and respond to queries from the Headteacher, parents and other stakeholders in relation to the admissions policy and practice.
- To ensure the accurate completion of the ranking of year 7 applicants
- To support the Primary Liaison Officer by providing a consistent point of contact for parents, students and outside stakeholders during the transition from primary to secondary school and throughout Year 7. To include the organisation of the Year 6 pre-admission assessments and admissions process and ensuring all the necessary documentation is completed
- Sharing any information with the Primary Liaison Officer with regards to any information obtained during the admissions process which may require additional support of follow-up
- To manage the co-ordination and collation of pupil profiles for the new cohort, identifying students with attendance/punctuality issues and pastoral concerns for year Teams, Safeguarding Team and Attendance team

- To support the Director of Primary Liaison Director with the administration of all Year 7 key events such as, assessments, primary school visits, Induction day, Summer school etc.
- Maintain waiting lists across the school
- Provide weekly updates to the Trust with regards to applications liaising with the local authority to ensure that all applications are processed in a timely fashion.
- Update parents on applications made
- Work closely with the SEN Department with regards to EHCP applications

Admissions Responsibilities -

- To manage all student admissions including sixth form to the school, to include:
- Overseeing the transfer of student files from other schools including all assessment information.
- Preparation of admission letters to parents and other relevant stakeholders
- Provide information, and respond to queries from the Headteacher, parents and other stakeholders in relation to the admissions policy and practice
- To ensure the accurate completion of the ranking of year 7 applicants
- To support the Trust with the co-ordination of the appeals process, to include:
 1. Writing to parents
 2. Liaising with staff involved in the case
 3. Provide the information to the Trust to support the appeals process such as number of students on roll and their needs etc.
- Communicating the outcomes to the interested parties in writing and in person
- To maintain the school Management Information System ensuring that information is recorded accurately and that the data is reviewed and updated regularly
- To work closely with other designated academies and to ensure the smooth running of the year 6 Selective Eligibility Testing Day
- To be responsible for the administration of taking a student off roll and sending the student files to the relevant educational establishments
- To be responsible to accurately record all Managed Moves, Fair Access Places and other In Year transfers to and from the school. Ensuring all information is shared with the appropriate agencies and colleagues
- Accurately record the number of students and roll and any criteria with regard to funding for the Headteacher and Director of Operations
- Liaise with the Headteacher's PA with regards to permanent exclusions ensuring that all agencies are advised and that safeguarding procedures are being followed at all times
- Ensure that the school website is up to date
- Work closely with the Director of Sixth Form to ensure that applications are managed and processed timely
- Support with the Open Evening event for both the main school and Sixth Form
- Present to potential parents on the main school Open Evening event
- Evaluate applications from prospective students interested in attending the school
- Process, evaluate, and determine submitted applications for the main school and Sixth Form.

- Verify the accuracy of information and confirm that application packages are complete and contain all required elements
- Direct interaction with prospective students and advise them about admissions and applications processes and procedures.
- Participate in recruitment and marketing initiatives and programs to ensure that the Sixth Form is at full capacity. Ensure adherence to all regulations and department policies

Line Management Responsibilities

- To manage the Admissions Assistant by allocating daily tasks to assist in the smooth running of the admissions process.
- To monitor their workload and ensure that all procedures and policies are adhered to
- Support with the importing of CTFs for all students on or off roll
- Support with the allocation of ULNs for students on roll

General Responsibilities -

- Assisting with various administrative tasks and duties, using Microsoft Office (Word, Excel, Publish etc.) along with Google docs.
- Producing and analysing Excel spreadsheets and Google sheets;
- Maintaining and updating student information records on the schools Management Information System;
- Being the first port of call with regards to communications to staff, students and parents via the schools messaging system;
- Providing an efficient administrative service to the school to include but not exclusively; mail merges, producing labels and any other admin task that the school requests
- Proactively monitoring the admissions email inboxes to ensure tasks and requests are completed in a timely manner
- Being responsible for keeping up to date with the requirements of the role, by attending appropriate INSET and meetings, and keeping abreast of changes in legislation
- Being aware of and complying with policies and procedures relating to child protection, equal opportunities and race equality, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person;
- Undertaking any other duties commensurate with the post as may be required by the 6th Form Team, the School Office Manager and the Headteacher
- Providing an efficient and courteous telephonist service, receiving and prioritising incoming telephone calls and dealing with them appropriately, including recording and distributing messages as required;
- Ensuring that safeguarding and security procedures are adhered to at all times.
- Receiving, directing and relaying messages to staff and students as required
- Undertaking any other duties commensurate with the post as may be required by the Headteacher.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.

- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Education, qualifications and training		
Educated to at least GCSE grade C/4 standard (or equivalent) in English and Mathematics	x	
Willingness to undertake induction and ongoing training	x	
Experience working within an admissions role	x	
Experience and knowledge		
Previous experience of working in a busy office environment	x	
Practical experience of word processing, excel, e-mail and other office electronic applications	x	
Experience of working in a school or similar establishment		x
Aptitude and skills		
Ability to provide excellent customer care as first point of contact	x	
Excellent verbal and written communication skills, with the ability to communicate with colleagues, students, parents and other visitors in a professional manner	x	
Efficient, accurate and excellent attention to detail	x	
Excellent organisational skills	x	
Ability to show initiative and work under pressure, multi-task and work to strict timelines	x	
Ability to work constructively as part of a team and form good relationships with colleagues	x	
Ability to work flexibly to support others and respond to unplanned situations	x	
A good standard of IT and data inputting skills e.g. Word, Excel	x	
High standard of numeracy and literacy skills	x	
Committed to the safeguarding of children	x	
Additional requirements		
Able to appropriately deal with confidential information	x	

Desire to enhance and develop skills and knowledge through CPD	x	
Demonstrate a commitment to safeguarding and the highest standards of child protection	x	
Recognition of the importance of personal responsibility for Health and Safety	x	
Commitment to the school's ethos, aims and its whole community	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on Monday 25th August 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on Tuesday 2nd September 2025. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post as soon as possible.



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7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



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