



An outstanding National Teaching School with a specialism in the Arts



**Application Pack for the position of
HR Administrative Assistant**

Glenthorne High School

Required as soon as possible

www.glenthorne.sutton.sch.uk

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JOB DESCRIPTION

POST TITLE:	HR Administrative Assistant
SALARY:	Grade 1c3 (Spine 2-6)
HOURS:	25 hours per week, 8.30am – 2.00pm, Monday to Friday, term time only <i>(The school can be flexible on hours of work for the successful candidate)</i>
CONTRACT:	Fixed Term
REPORTING:	HR Manager

MAIN DUTIES/RESPONSIBILITIES

Key Responsibilities

The postholder will provide support to the HR Support Officer at Glenthorne High School to support the HR function especially in tasks physically challenging.

HR Support

- To assist HR Support Officer in the facilitation of interview days including 'meet and greet' tours.
- Ensure prospective employees receive a warm welcome and positive experience.
- File, scan and maintain staff paper files for GHS and WLT
- Post internal letters (pigeonholes) ensure signed letters are returned and scanned to file.
- To ensure HR documents are filed in an organised manner and files are: kept up to date, and are stored securely
- To complete printing and photocopying as required including creating Welcome packs and documents for offer letters.
- Always ensure the confidentiality of HR records and sensitive HR matters.
- Contribute to, and support the delivery of, a high-quality HR service for the school
- Act as relief Receptionist and provide a professional front-of-house service as required.

All staff

- To work collaboratively within immediate team and the wider school community.
- To be fully committed to the safeguarding and promotion of welfare for all young people.
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person.
- To undertake any other duties as may be required from time to time by the Headteacher or HR Manager.

The Willow Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

HR Administrative Assistant

ESSENTIAL CRITERIA

	Criteria
1.	Educated to GCSE level (or equivalent) with 5 GCSEs graded A*-C including English and Maths.
2.	Highly developed ICT / Microsoft Office skills with a particular emphasis on Word, Excel.
3.	Excellent communication skills in a variety of contexts (verbal, email, written) and with people at all levels.
4.	Works effectively within a team and understands the impact of their actions on colleagues.
5.	A 'can do' outcome focused attitude and approach, resourceful and supportive of work colleagues.
6.	A proactive approach to work and problem solving, and to confidently to suggest resolutions.
7.	Excellent attention to detail always.
8.	Good planning and organisational skills, including multitasking.
9.	A high level of personal integrity, who displays respect and empathy for others and is consistent, open and honest
10.	Ability to maintain calmness whilst working under pressure.
11.	Flexibility and willingness to work additional hours if required.
12.	Presentation of an appropriate professional image in order to adhere to the school's Dress Code for staff.
13.	Ability to foster good, appropriate working relationships with staff and pupils at all levels.
14.	Understanding of safeguarding responsibilities and the need to work within the school's Child Protection Policy.
15.	Appreciation of the issues of confidentiality and understanding of Data Protection including an exemplary commitment to upholding confidentiality of HR records and sensitive HR matters.
16.	Commitment to equal opportunities.
17.	Willingness to participate in, and show commitment to, own continuing professional development.

DESIRABLE CRITERIA

1.	Experience of working in a school.
2.	Experienced in HR software ideally Every HR.
3.	Interest in developing HR knowledge and experiences.

The Willow Learning Trust is an equal opportunities employer and welcomes applications from all the sectors of the community. We are committed to protecting our pupils and staff and therefore have a rigorous recruitment process which include assessing candidates suitability to work with children. Candidates will be shortlisted against the above essential criteria assessable from application forms. Issues relating to safeguarding and promoting the welfare of children will be explored during the interview process.

INFORMATION FOR APPLICANTS



Glenthorne High School is a successful, over-subscribed, mixed comprehensive school for pupils between the ages of 11 and 19 situated in the London Borough of Sutton. In July 2017 we became part of the Willow Learning Trust with two local primary schools: Aragon and Abbey.

We believe in Achievement for All. We have a reputation for excellence and are well known for high standards of achievement and behaviour. Significant investment in facilities over the last few years has seen the building of two new science classrooms, a state-of-the-art Library and we are soon to add a new 6th form facility, due to be complete Summer 2023.

We were inspected by OFSTED in November 2021 and were judged good with outstanding in Behaviour and Sixth-form provision. Inspectors recognised 'pupils are happy and safe and behave exceptionally well'. Relationships between staff and pupils are excellent. Also recognising Leaders and staff high expectations of pupils and that pupils do well in their subjects and are focused on doing their best.

The school was designated as a National Teaching School in March 2013 and we developed the Sutton Teaching School Alliance to support professional development and further improve best teaching practice across the Borough of Sutton. Glenthorne became a SCITT in 2014, leading secondary and primary schools in Sutton and Merton to deliver high quality ITT. The SCITT was judged 'Outstanding' in 2021. The SCITT comprises of over 20 high-performing local, yet diverse secondary and primary schools, which have made rapid progress over recent years, have high expectations of students and view teacher training as the key to future success.

We also have a specialism in the arts. We are a centre of excellence in the arts and hold the Artsmark Gold Award. We hold the Challenge Award recognising excellence in meeting the needs of our more able pupils. In 2020 the school featured in the highly acclaimed and award-winning Channel 4 documentary, 'The school that tried to end racism', which gives you a flavour of the work the school is undertaking. Professional development is encouraged at all levels of the school and is supported by performance management.

We value professional development and there are opportunities to develop subject, pastoral, and management skills.

Our priorities are to continue to improve specific aspects of teaching and learning, develop our curriculum and raise standards of attainment. Standards achieved by our pupils in public examinations are high; GCSE & A level results

stand at:

- 47% of entries obtained A*/A grades or 9-7 grades
- 88% of pupils gained at least a standard pass in English and Maths
- 73% of pupils gained at least a strong pass in English and Maths
- 91% of pupils achieved at least a standard pass in English Language or Literature.
- 84% of pupils achieved at least a strong pass in English Language or Literature.
- 91% of pupils achieved at least a standard pass in Maths.
- 76% of pupils achieved at least a strong pass in Maths.
- 59% of pupils achieved the E-Bacc with a standard pass.
- A Level results at 100% with 92% A*-C grades.

The curriculum at Glenthorne is organised into Subject Areas, each with its own Subject Leader. In Year 7, pupils are set in core subjects and languages with mixed-ability groups for other subjects. A wide range of GCSE and A Level courses are taught together with BTEC and other vocational courses. Subjects are taught in their own suites of well-equipped classrooms. Extra-curricular activities are a further strength of the school. Subject Areas encourage a wide range of extra-curricular activities - visits to galleries and theatres, clubs in Science and Technology, field trips, museum visits and so on. Recent school productions have included "Starlight Express", "Annie", "Bugsy Malone", "Billy Elliot", "We Will Rock You", "Mary Poppins" and "Oklahoma" in 2022. All involved over 100 pupils and proved to be huge successes.



Sport is a key area of achievement and the school runs a Football Academy for Sixth Form students. We run many teams and clubs in a variety of different sports. There is also an excellent Challenge Week for all KS3 students in July each year designed to promote teamwork, problem solving, creative thinking and resilience.

Pupils at the school are organised in mixed-ability tutor groups with nine (ten in Y7/8 & 9) in each year group. Most form tutors and Heads of Year move up the school with the year group. Together they play an important role in the monitoring of pupil progress as well as in supporting individual pupils. All pupils and staff are all allocated to one of four Houses: Rollason, Seacole, Turing and Morris, providing opportunities for pupils in all year groups to work together in friendly competition.

The SEN Department at the school is fully committed to supporting the needs of pupils who experience learning, behavioural or emotional difficulties. We offer a wide provision of intervention and support encompassing literacy, numeracy, speech and language, social skills, anger management and individual mentoring.



We also offer the cycle to work scheme to all staff, on site parking and generous pension scheme.

Willow Learning Trust is committed to promoting a positive and diverse culture in which all staff and young people are valued and supported to fulfil their potential irrespective of their age, disability, race, religion, belief, sex or sexual orientation. The Trust works hard to provide a working environment and management practices which balance the drive for high standards and expectation with the need to promote employee wellbeing and good health.

Please note the Trust is committed to promoting and safeguarding the welfare of all our children and staff. As such, all posts are subject to an enhanced

DBS disclosure and pre-employment checks.

For further information about the school, please visit our website at www.glenthorne.sutton.sch.uk

GUIDANCE TO APPLICANTS

Please read these carefully before making your application.

THE APPLICATION FORM

Please complete in **black** pen or type. Additional sheets may be used.

The application form will play a key part in whether you are called for an interview, so it is important that you take your time and complete it as fully and accurately as possible.

When selecting candidates for interview we have to base our decisions on the information you give us. The Person Specification is enclosed with this application form. This is a list of the skills, knowledge, qualifications, experience, aptitudes and abilities that are required to perform the job. When we read your application form we will be looking for evidence of examples which demonstrate how you meet the criteria in the person specification. You must include sufficient evidence and examples to show that you meet the requirements.

PERSONAL DETAILS

For monitoring purposes we would ask that you provide the information requested on the Equal Opportunities Monitoring Form at the back of the application form. This form is removed before shortlisting and will be destroyed after monitoring.

CAREER HISTORY

This is the record of your work history. It may include periods of unpaid or voluntary work as well as paid employment e.g. you may include time spent as a carer for one of your family or a voluntary helper in a school. Please account for any gaps in your employment history.

If the title of the position does not make it clear what work you did e.g. twilight crew, canvasser, please briefly describe the main duties.

You may continue on another sheet if you need extra space.

EDUCATION, QUALIFICATIONS, TRAINING

The Person Specification may ask for specific qualifications or training. You should list the relevant qualifications or courses undertaken. Where you have additional qualifications or training, mention these if they relate to your knowledge or skills. Proof of qualifications will be required at interview.

STATEMENT OF SUITABILITY

This section is your opportunity to show us that you meet the Person Specification. Take each criterion of the Person Specification and tell us the details of your knowledge and experiences. Give specific examples of things you have done which demonstrate your ability.

When reading your application, we cannot assume that because you have experience you also have the ability to carry out a task and vice versa. You may have experience of managing staff, but we need to know how you motivated your staff. We don't expect you to have formal experience, but if you can show that you have the ability to do the component tasks, that will be equally acceptable e.g. to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments, and compile agendas.

You may already have prepared a CV and want to send that instead of answering the Statement of Suitability. You may send it, but you must also complete the Statement of Suitability. CVs often list the jobs you have had and their responsibilities, but they often do not properly describe your skills and abilities. It is unlikely that we will be able to find enough evidence in a CV alone.

You may use examples and evidence from outside paid employment. You may use examples from voluntary work or your hobbies or interests.

PRE-EMPLOYMENT CHECKS & ONLINE CHECKS

If you are offered the post, the offer will be made subject to receipt of satisfactory references, online check, pre-employment medical clearance, an enhanced DBS disclosure and, for teaching staff, a check on your teaching qualification status. If your referees do not confirm what you have told us, we may want to discuss this with you.

We will ask you to complete an online Medical Questionnaire which will be sent to our Occupational Health Department. It is their job to make sure that you are fit to do the job we have offered you. In some instances,



you may be asked to go for a medical examination. You will also be asked to supply evidence of any qualifications that are required.

All employees are required to have DBS clearance. Unless you have a clearance issued within three months of being appointed, and have had no break in employment, we will require a new check to be carried out.

RELATIONSHIPS

We do not have a policy of excluding people who are related to school staff, Trustees or Governors, but if you are related to someone we will make sure that they are not involved in the selection process for this post. If we find out after you have been appointed that you are related to someone who interviewed you, we may dismiss you. 'Related' includes co-habiting with someone.

INTERVIEWS

Glenthorne has a policy of using a wide range of selection methods to assess whether people meet the criteria. All teaching staff will be asked to take a lesson but you may also be asked to take an ability test, do a presentation or other work related exercise. You will be advised of any method being used for the post when called for interview.

Prior to interview you will be asked to complete a Criminal Records Self Declaration, any issues of concern arising from a reference and/or Self Declaration will be explored during the interview process. At interview you will also be asked questions related to your Personal Statement, safeguarding and promoting the welfare of children.

COMPLAINTS

The school is keen to ensure equality of opportunity in its recruitment and selection process. If you think that you have been discriminated against during the selection process on the grounds of your race, age, gender, marital status, caring responsibilities, gender re-assignment, sexual orientation, social class, religion, belief or disability you may make a complaint and we will investigate. If you feel you have been unfairly treated you must contact the CEO, in writing, within 3 working days of being rejected after an interview. You should explain the reason for your complaint to the Headteacher, or his/her representative. The CEO, or his/her representative, may want to talk to you before confirming the outcome of the investigation.

DATES FOR YOUR DIARY

The deadline for applications is **12 pm , Monday 25th September 2023**

JOINING DATE: As soon as possible



WHY WORK WITH WILLOW LEARNING TRUST?

The Willow Learning Trust offers a wealth of opportunities and benefits for staff working in WLT schools, including the opportunity to work in good and outstanding schools with well-established and highly effective behaviour systems where pupils feel valued, supported and able to learn.

Professional Development

- The Trust offers a comprehensive programme of professional development for staff, both teaching and non-teaching, at all levels with numerous pathways to support your professional development through in-house and national professional qualifications, whether as a teacher or member of the support, administrative, technical or site staff. In addition, the Trust offers rigorous induction, tailored CPD through appraisal and established teams and experienced colleagues to advise and learn from.
- The Trust has a long and successful track record of supporting teachers from ITT, through ECT and into lead practitioner and various middle and senior leadership roles. The Trust leads the Sutton SCITT, judged outstanding by OFSTED in 2021, and is at the vanguard of research and innovative practice. Glenthorne High School runs its own bespoke ECT programme
- The Trust offers collaborative opportunities to work on innovation and in partnerships across the Trust.
- The Trust offers apprenticeships in Finance and IT to support the development of staff new to those roles.

Other benefits at the Willow Learning Trust

- The Trust offers national pay and conditions for teachers and for support staff, including Teachers' Pensions for teachers and the Local Government Pension Scheme (LGPS) for all support staff.
- The Trust also be offering the following benefits:
 - ◆ The Octopus Electric Vehicle (EV) salary sacrifice scheme
 - ◆ Cycle to work scheme, salary sacrifice scheme
 - ◆ A pro-rata Christmas payment to all staff of £250.
 - ◆ A Golden Hello of £1,500 to be paid as a lump sum in first month's salary to new external teaching staff (Abbey and Glenthorne).
- Long Service awards for staff reaching the following length of service with the Trust:
 - ◆ 5 years+: £50
 - ◆ 10 years+: £100
 - ◆ 15 years+: £150
 - ◆ 20 years +: £200
- A 50% flat-rate subsidy for the Benenden Health scheme for employees, so staff and the Trust each pay £6.40 per month, ie £76.80 per annum.

Wellbeing

The Trust considers the wellbeing of its staff paramount and are constantly looking to improve the work/life balance of our staff. These are some of the initiatives we have in place at present:

- A 24/7 employee assistance programme for all staff which provides counselling and support/advice in a wide array of areas.
- Flexible working can be requested from day one accommodated where feasible.
- Opportunities for Hybrid working for appropriate posts.

For staff at our Primary Schools:

- Dedicated, blocked PPA time for teachers that can be taken at home.
- A Wellbeing Day pilot for staff with 5+ years' service for Wellbeing Days/half days ie a day that full-time staff can choose to take off at any time of the year to improve their wellbeing.
- A Wellbeing Team that proposes initiatives on staff wellbeing and oversees and monitors staff work-life balance.

For staff at Glenthorne High School:

- A maximum of three cover lessons per year.
- Guaranteed, protected "gained time" for planning for the next academic year.
- Organised wellbeing activities and initiatives based on suggestions from staff surveys.