



# Hillcrest School & Sixth Form Centre

## Job Application Pack

### Administrator - Cover

*Pupils at Hillcrest School and Sixth Form Centre are hard-working, polite and welcoming.  
They enjoy coming to school and achieve well.'*

(Ofsted, September 2022).





# Hillcrest School & Sixth Form Centre

Headteacher Julie Ann Davies BEd (Hons) N P Q H  
Stonehouse Lane, Bartley Green Birmingham B32 3AE  
Email: [enquiry@hillcrest.bham.sch.uk](mailto:enquiry@hillcrest.bham.sch.uk)

Tel: 0121 464 3172

Dear Applicant,

I am delighted to introduce you to Hillcrest School and Sixth Form Centre and hope that you find the application pack, along with the information on our school website, useful.

Hillcrest School is an all-girls school for students aged 11 to 16, with a mixed sixth form, located on a greenfield site in the Edgbaston constituency on the southwest edge of Birmingham. Our students come from a range of backgrounds across Birmingham and the surrounding areas.

The school was rated 'Good' with outstanding behaviour and safety by Ofsted in September 2013, and following short inspections in July 2017 and September 2022, retained its 'Good' rating. We are focused on continuing our drive for excellent attainment and progress outcomes, with an aspiration to be rated 'Outstanding' at our next full inspection.



The Hillcrest approach to teaching and learning is underpinned by evidence-based research, and staff regularly engage in professional development both within the school and externally, including attending ResearchEd Conferences and undertaking NPQ studies.

Teachers focus on key effective classroom strategies encompassing the work of Teach Like a Champion, Teaching WalkThrus, and the EEF.

At Hillcrest, we provide each student with the opportunity to achieve their full academic and social potential. We combine the best of traditional values with the latest in teaching methods and extra-curricular experiences to inspire our students to succeed in everything they do.

We have very high expectations of our students. Great emphasis is placed on self-discipline and self-respect, hard work and achievement and high standards of behaviour. We have a highly qualified teaching staff and support staff committed to delivering quality administration and support services to our school.

We would like to hear from you if you are interested in providing exceptional support to our staff and students within a forward-thinking, hardworking school community.

Thank you for your interest in our school. I want to take this opportunity to wish you well in your application.

**Julie-Ann Davies**, BEd (Hons), NPQH  
Headteacher

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A company limited by guarantee and registered in England & Wales company number: 7744525



## Hillcrest School & Sixth Form Centre

### Advert - Administrator - Cover

To start as soon as possible

15 hours per week, Term Time Only

7.30am to 10.30am - Monday to Friday

Salary: Grade 3 (pro rata salary £9,531 rising to £11,785)

We are looking to appoint an enthusiastic, friendly, proactive team player to join our busy administration team. You will provide admin support to administer all short- and long-term cover for teacher absence to ensure the smooth running of the school's daily operations, planned events and activities.

The successful candidate will have excellent administration, communication and IT Skills, be organised and be able to work to tight deadlines. Training for the role will be given.

**The ability to start work every morning at 7:30am is essential.**



**Closing date for applications:** Monday 16th June 12:00pm

**Interviews to be held between:** Wednesday 18<sup>th</sup> June - Friday 20<sup>th</sup> June

**Visits to the school are welcome:** Please contact the school on 0121 464 3172 to arrange a visit and find out more about the role.

Hillcrest School is committed to safeguarding all children and as such any appointment will be subject to receiving an enhanced DBS check and satisfactory references.

We are committed to creating a diverse workforce, we treat all applicants in a fair and equal manner to ensure that unlawful discrimination does not occur.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.





## How to apply

If you would like to apply for this position you will need to complete an application form. Our application form is available online from our website <https://www.hillcrest.bham.sch.uk/job-vacancies>. If you have any queries, please contact the school on 0121 464 3172.

## Completing your application form

- Please read all the information provided before completing your application form.
- Please complete your form electronically (this is our preference) or, if handwritten, please use black ink: it is going to be photocopied and so needs to be legible.
- Birmingham City Council application forms and CV's are not accepted: we need information about all applicants to be presented in a consistent format so please use the application form on the school website.
- Please complete all sections: do not leave any blanks; put N/A if not applicable and give as much information as you can.
- Please continue on a separate sheet if you require more space to complete any section.
- Please include a cover letter addressed to the Headteacher outlining why you think you are suitable for the role (should not exceed 2 sides of A4)

## Guidance for the completion of the section 'other relevant information in support of your application'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities.

## For Leadership posts you should evidence: -

- How your leadership and management will have a positive impact on student progress.
- How your leadership skills will inspire and develop the department, to ensure that it becomes an outstanding one.

## For all posts you should evidence:-

- Where you have had a positive impact on student performance, including for disadvantaged students.
- How you keep up to date with the latest pedagogical knowledge.

## References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative/friend.

Shortlisted applicants for posts are advised that references will be taken up **prior to interview**. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

## Online Search

As part of the updated KCSIE guidance, the school reserves the right to conduct online searches as part of their due diligence on the shortlisted candidates to identify any publicly available information about the candidate that may be relevant to their suitability to work with children.

## Submission of applications

Completed application forms should be returned with a cover letter addressed to the Headteacher by the closing date. Electronic application forms should be sent to: [recruitment@hillcrest.bham.sch.uk](mailto:recruitment@hillcrest.bham.sch.uk).

Postal application forms should be sent: Private & Confidential, F.A.O Headteacher Ms J A Davies, Hillcrest School and Sixth Form Centre, Stonehouse Lane, Bartley Green, B32 3AE.

## Shortlisted candidates

Shortlisted candidates will be contacted by email and telephone to inform them of the next stages of the recruitment process and arrangements for interviews. If you have not heard from the school 7 days after the closing date you have not been shortlisted on this occasion.

## Following the interview

All candidates will be asked to complete a short recruitment survey before the end of the interview process. Once all candidates have been interviewed the successful candidate will be contacted by telephone as soon as possible after the interview (usually within 2 working days). Candidates who have not been successful will be contacted by email (usually within 2 working days) with details of how to contact the school if they would like feedback.



## Hillcrest School & Sixth Form Centre

### Job Description - Administrator - Cover

<b>Job title:</b>	<b>Administration Assistant - Cover</b>
<b>Department / Location:</b>	<b>Support Staff</b>
<b>Accountable to:</b>	<b>Data Manager</b>
<b>Salary Grade / Range:</b>	<b>Grade 3</b>
<b>Job Purpose</b>	
To carry out the administration of cover within the school. To provide whole school admin support.	
<b>Work Performed</b>	
<b><u>Cover Administrator</u></b> <ul style="list-style-type: none"><li>• Plan and organise staff cover needs on a daily basis.</li><li>• Administrate and arrange cover by managing the day to day short term cover and long term cover for staff absence.</li><li>• Enter and record all requests for cover onto the database system and into the cover diary, planning ahead where possible.</li><li>• Receive calls and information from staff regarding their absence.</li><li>• Send daily cover email to staff.</li><li>• Check cover work has been received, photocopy and distribute cover work as required.</li><li>• Meet new agency supply staff on their arrival and prepare a welcome pack for them.</li><li>• Ensure that rarely cover guidance and agency worker regulations are adhered to (training provided)</li><li>• Liaise with agencies, including consulting on contractual terms, negotiating preferential rates, obtain CV's and co-ordinate interviews of agency staff for short and long term cover.</li><li>• Check and authorise agency timesheets on a weekly basis and ensure invoices are matched against timesheets for accuracy and correct budget.</li><li>• Input staff absences on to the EPM HR portal on a daily/weekly basis.</li><li>• Ensure compliance with regulations and safeguarding are met in terms of safer recruitment and ensure this information is passed to the Headteacher's PA.</li><li>• Produce/maintain recording systems to record staff absence and special leave of absence data.</li><li>• Produce statistical information on staff absence in a variety of formats eg excel, charts.</li><li>• During examination periods liaise with Exam Manager to arrange appropriate staff cover.</li><li>• Arrange re-rooming of lessons as necessary.</li><li>• Ensure that systems (eg BromCom, EPM portal) are kept up to date.</li></ul>	

### **Whole School Administration**

- Provide general office administration cover and support the day to day running of the school as a team.
- Word processing, photocopying, filing etc.

### **Other**

- To be responsible for weekly submission of own timesheet.
- To attend and participate in meetings, parents evening and school events as required.
- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To comply with and actively promote all school policies.
- To deal with all telephone and personal enquiries (internally and externally) efficiently and effectively, in a way that promotes a positive image of the school.
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts

### **Responsibilities**

#### **Safeguarding**

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping children safe in education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above procedure and information can be obtained from the jobholder's line manager.

#### **People**

- No specific responsibility for people, however the jobholder must observe their safeguarding, health and safety, confidentiality, data protection and equality and diversity obligations, as set out in this job description

#### **Financial**

- No financial responsibility other than a responsibility to report to the Headteacher any financial risks identified e.g cash not secured, potential theft or impropriety.'



## Hillcrest School & Sixth Form Centre

### PERSON SPECIFICATION - Adminstrator - Cover

<b>Job title:</b>	<b>Administration Assistant - Cover</b>
<b>Department / Location:</b>	<b>Support Staff</b>
<b>Accountable to:</b>	<b>Data Manager</b>
<b>Salary Grade / Range:</b>	<b>Grade 3</b>
	<b>Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an administration/office environment</li> <li>• Experience of using Microsoft programmes including Excel, Word and email.</li> <li>• Experience of using database applications, including quick and accurate inputting and producing data and reports.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Proven interpersonal and communication skills to deal effectively with staff, students, parents and outside agencies, in person and on the telephone.</li> <li>• Excellent record keeping skills.</li> <li>• Discreet and considerate when dealing with sensitive and confidential matters.</li> <li>• Able to work under pressure.</li> <li>• Good organisational skills and has the ability to organise work schedule</li> <li>• Flexible and able to respond calmly to a range of requests.</li> <li>• Able to work as part of a team, developing and maintaining effective working relationships with staff at all levels</li> <li>• Ability to work on own initiative with minimum supervision</li> <li>• Ability to set and maintain high standards</li> </ul>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• A*-C in GCSE or equivalent in English and Maths</li> <li>• Business admin qualification or equivalent.</li> <li>• First Aid certificate (desirable)</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Must be able to work flexibly and within contracted hours</li> <li>• Must be able to start work at 7:30am</li> <li>• Attendance at meetings, INSET, parent's evenings and school events as required.</li> <li>• Ability to demonstrate an understanding of policies and procedures in relation to Child Protection/Safeguarding, Health and Safety, Equal Opportunities, Data Protection and Confidentiality within the school environment</li> </ul>