



Administrator (Maternity Cover)

Recruitment Pack Hawkley Hall High School



HAWKLEY HALL HIGH SCHOOL

To provide, in partnership, high quality education within a caring environment enabling all individuals to achieve their full potential effectively.



CONTENTS

Letter from Headteacher

About us

Job Description

Person Specification

How to Apply

Application Form



Welcome



Dear Applicant,

Thank you for your interest in the Administrator (Maternity Cover) position at Hawley Hall High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to support our Exams and Curriculum team as soon as possible.

Hawley Hall is a school with a very positive outlook and a “can-do” approach amongst staff and students. A strong learning culture is evident because there is an acknowledgement that we are all learners, and we can all improve.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Hawley Hall High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting Charlotte Harrison on 01942 204640 or email c.harrison@hhs.net.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr P McKendrick
Headteacher
Hawley Hall High School



Hawkley Hall High School



Context

Hawkley Hall is a high performing, heavily oversubscribed, mixed comprehensive secondary school based in Wigan, Greater Manchester. The school was graded as good in all areas by Ofsted in November 2024.

We see successful education as a partnership between parents, students, and ourselves. Links with parents are of paramount importance, with regular and frequent contact via parents' evenings, reports, newsletters, and the school planner contributing to a continuing dialogue about the curriculum we provide for our children.

Facilities

The school is situated in the southwest of Wigan, close to the M6 motorway, in an area of substantial private development. A wild fowl nature reserve borders the school grounds providing an open attractive outlook to the site. We provide bespoke facilities for students across all subjects. We strategically invest in our ICT and site.

Commitment to CPD

Staff development is also at the heart of our school. All staff engage in regular professional learning in faculty and beyond. Staff in leadership roles are supported internally and are encouraged to engage in additional training through the national programme of NPQs. Indeed, a number of our colleagues who have been Lead Practitioners have gone on to further senior roles in the school.

The Rowan Learning Trust



The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises twelve schools: three high schools, an all-through alternative provision academy and eight primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 4250+ students
- 12 schools
- 800+ employees
- 5 local authorities
- £41,000,000+ annual budget
- 80+ governors



Job Description

ADMINISTRATOR (MATERNITY COVER)

Reports to:	Deputy Headteacher
Location:	Hawley Hall High School, Carr Lane, Wigan, WN3 5NY
Grade:	Grade 5, SCP8 - 14
Hours:	29.5 hours per week (4 days), term time plus one week
Salary:	£18,314 - £20,168

Overall purpose of post

To provide comprehensive admin and operational support for the school's curriculum, timetable and student data and examination systems.

Key Responsibilities

Curriculum and Timetable Management

- Maintain and update student class and form allocations, including managing carousel rotations
- Coordinate room and staff changes using Arbor timetable slots
- Update staff timetables to reflect changes in on call duties, PPS, ECT mentoring and LMM.
- Assigning all students to classes and forms and amending as necessary

Student Enrolment and Transition

In conjunction with the transition lead:

- Work with the transition lead on the enrolment process for the new Year 7 intake
- Manage in-year transfers, ensuring accurate data for emergency contacts, addresses and class allocations based on availability and subject-specific limits

- Remove students from roll, including notifying the Local Authority and transferring CTFs to receiving schools upon confirmation of attendance
- Download and upload CTFs and ATFs for student transitions using the school-to-school system and Arbor

Academic Year Setup and Maintenance

In conjunction with the deputy headteacher:

- Lead the creation of the new academic year structure in Arbor, including term dates, INSET days, holidays and half terms
- Promote year groups and update the pastoral structure, including form groups, room allocations and Head of Year assignments
- Manage banding changes for English, Maths and Science in Key Stage 4, ensuring students are placed appropriately

Data Management and Reporting

- Input and extract student data from Arbor for reports and analysis
- Produce student attainment reports and certificates, including mock exam results and half-termly data summaries
- Ensure data accuracy and compliance with GDPR and school policies

Exam Management

- Manage exam entries, amendments, re-marks and access arrangements
- Prepare exam rooms, seating plans, ID cards and equipment
- Ensure all signage and materials are in place
- Train and manage invigilators, ensuring compliance with JCQ requirements
- Maintain the confidentiality and security of exam materials and scripts
- Dispatch scripts and certificates appropriately
- Identify and resolve exam clashes to allow SLT to arrange catch up sessions
- Act as roving invigilator and manage emergence access arrangements
- Be present in school the day before and on GCSE results day
- Prepare certificates for presentation evening



Parental Engagement and Communication

- Create guardian consultations for Year 9 options interviews, using Arbor to facilitate appointment bookings
- Resolve duplicate bookings, liaise with parents and ensure smooth communication between home and school
- Respond to queries relating to exams and data from staff, students and parents in a timely and professional manner

Professional Development

- Participate in ongoing training relating to Arbor, JCQ regulations and curriculum systems
- Support the induction and development of new staff in curriculum and examination processes, ensuring they have secure access to awarding body portals
- Attend relevant meetings and contribute to the continuous improvement of curriculum operations and data accuracy
- Identify CPD needs relating to exams and curriculum systems

Management

- Supervise and manage the invigilator team
- Provide training to new exams staff and invigilators

Other Duties

- Provide general clerical support related to exams and data including photocopying, filing and correspondence
- Ensure compliance with safeguarding, health and safety, confidentiality and data protection
- Undertake other duties commensurate with the grade and responsibilities of the role as directed by the Headteacher or SLT



Person Specification

Experience

- Working in an administration environment
- Working in a school/college environment
- Managing the examination process within an educational setting
- Managing own workload
- Advising senior leadership teams
- Completing tasks to deadlines
- Working on several different projects / areas at the same time
- Dealing with confidential matters
- Using a management information system (MIS) within an educational setting or equivalent, ideally Arbor
- Using online tools
- Working with databases and managing data input
- Complying with the requirements of regulatory bodies

Knowledge

- Aware of the Joint Council for Qualifications (JCQ) regulations or equivalent
- Aware of current developments in the secondary school/college curriculum and examination systems
- Aware of qualifications contributing to performance tables (school and/or college performance measures)
- Commit to safeguarding and promoting the welfare of young people

Skills and Abilities

- Calmness under pressure
- Manage and maintain the integrity and confidentiality of the exams system
- Communicate clearly and concisely both orally and in writing (High standard of verbal and written communication skills)

- Interact with others in a positive way (Effective interpersonal skills working with a range of internal and external stakeholders)
- Proficient in the use of a range of IT software packages
- Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines
- Work with a high degree of accuracy
- Work well under pressure
- Work without close supervision
- Work well both as part of a team and independently, demonstrating initiative (Regularly review own (and team's) work and take the initiative to suggest ideas to make improvements)
- People management – including management of a team of invigilators
- Contingency planning/risk management – including covering the absence of the exams officer role during a critical stage of the exam cycle/academic year
- Prioritising tasks/workload/multitasking
- Problem solving
- Communication skills
- Handling difficult conversations
- Presentation skills
- Managing deadlines

Qualities and Attributes

- Honesty
- Integrity
- Work flexibly
- Follow relevant policies, procedures and regulation to complete work
- Adapt quickly to changes to regulations and processes
- Deal with enquiries in a professional and sensitive manner
- Work in a confidential manner and observe and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR)



How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to jobs@hhhs.net Alternatively, send a hard copy to:

Mr P McKendrick
Headteacher
Hawkley Hall High School
Carr Lane
Wigan
WN3 5NY

Closing Date: Tuesday 7th October 2025

Interview Date: TBC – Interviews will take place w/c 13th October 2025

The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: 18 Beecham Court, Goose Green, Wigan, WN3 6PR

Company Number 8010464





HAWKLEY HALL HIGH SCHOOL

JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

CARR LANE, WIGAN, WN3 5NY

TELEPHONE: 01942 204640

FACSIMILE: 01942 403570

EMAIL: jobs@hhhs.net

1. POST APPLIED FOR

Post Applied For:		Ref No:	
Organisation:	Hawley Hall High School		
As advertised in:		On date:	

2. PERSONAL DETAILS

SURNAME:		FORENAME:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
POSTCODE:		Email:	
Telephone No:		Work No:	

3. CURRENT POST

CURRENT EMPLOYER AND JOB TITLE:			
DATE OF APPOINTMENT:		SALARY:	
NOTICE PERIOD:			
MAIN DUTIES AND RESPONSIBILITIES			



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4. PREVIOUS WORK EXPERIENCE

Name of Employer	Dates of employment		Post(s) held	Reasons for leaving
	From	To		

5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			



6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates

7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

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9. ADDITIONAL INFORMATION

(i) Are you related to, or a close friend of, any member of the Board of Trustees? If yes, please state relationship.



(ii)	Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? YES/NO. If yes, please give details, including dates, post held and employer.
(iii)	Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? YES/NO
If yes, please give details of dates and resources.	
(i)	Do you hold a current and valid driving licence? YES/NO Please state category.....
(ii)	The Rowan Learning Trust is committed to providing equal opportunities and supporting all applicants. If you require any reasonable adjustments to allow you to participate in the application process, please let us know. Do you require any reasonable adjustments? YES/NO
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES/NO	
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? YES/NO	
<p>In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.</p> <p>The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application.</p> <p>To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below:</p> <ul style="list-style-type: none"> - Facebook - Instagram - Twitter - LinkedIn - TikTok - YouTube 	

10. STATEMENT IN SUPPORT OF APPLICATION

Please attach a supporting statement, indicating any matters which you feel may be relevant to this application. Please head additional documentation with your name and post applied for.



11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1		REFEREE 2	
TELEPHONE NO:		TELEPHONE NO:	
EMAIL:		EMAIL:	
Can this reference be taken up immediately YES/NO		Can this reference be taken up immediately YES/NO	

12. FURTHER INFORMATION FOR CANDIDATES

- i) In the interests of the protection of children, all posts are subject to enhanced criminal record and other relevant disclosures through the Disclosure & Barring Service (DBS). A criminal record will not necessarily prevent you from obtaining a position.
- ii) You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- iii) Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure & Barring Service Disclosure, to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:.....

Date:.....

