



HENLEY BANK HIGH SCHOOL

RECRUITMENT PACK



Proud to be part of the

GREENSHED
LEARNING

Henley Bank High School
Mill Lane
Brockworth
Gloucester
GL3 4QF



Telephone: 01452 863372

Email: admin@henleybankhighschool.co.uk

Dear candidate

Thank you for your interest in the role of Administrator/Receptionist at Henley Bank High School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Henley Bank 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.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Jo Howells, jhowells@henleybankhighschool.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Stephen Derry, Headteacher

ABOUT OUR SCHOOL

We are a successful secondary school based in Brockworth, extremely close to junction 11a of the M5. The school has consistently been achieving excellent academic results over the past few years with the GCSE results of 2023 being in the top 1% of results in the country, as well as the highest results for any non-selective school in Gloucestershire. We opened our Sixth Form in September 2024 and are really excited to see what the next stage in the school's journey will be. A crucial element of the school's vision is ensuring that we are preparing our young people for the world of tomorrow. This role plays an essential part in achieving this.

At Henley Bank High School, our aspiration is for all our staff and students to leave our school with practical wisdom gained through the teaching of intellectual, moral, civic and performance virtues. We build character implicitly, through our world class curriculum, teaching and learning in the classroom and explicitly through our Legacy Programme and Pastoral Systems. We aim to guide our students in becoming well rounded citizens of the future who can lead with honesty, integrity and resilience. The importance we place on this has been recognised through the school being awarded the Character Kitemark and Character Kitemark Plus accreditation. Our Legacy programme and values of **Ambition, Creativity, Confidence, Determination** and **Respect** are the foundations of our Character Education programme.

All students have an entitlement to a broad, balanced and relevant curriculum. We believe that all students with additional needs should be taught wherever possible, with their peers in mainstream classes by subject specialists who use a range of teaching methods and strategies to develop students' knowledge, skills and understanding. Henley Bank High School was the winner of the NASEN Award for Secondary Provision which demonstrates the value that we place on our support provided within the classroom across all subjects within the school.

TERMS AND CONDITIONS



CONTRACT

Permanent

SALARY

- Salary calculated in line with NJC pay scale Grade F, points 6-12, £25,989.00 - £28,598.00 per annum FTE (£13,058.62 - £14,140.43 per annum pro-rated). The salary stated is for the total hours of 21.50 per week, so therefore the starting salary will vary depending on working hours agreed. The starting salary and pay points will be aligned with relevant regional NJC spine on appointment, depending on the location of the posthold.

HOURS OF WORK

- 21.5 hours per week over 3 days (0.6). While the standard profile for this role is as stated above, we are committed to finding the right fit for our team. As such, we are open to negotiating contracted hours for the ideal candidate. We will consider 0.4 (approx. 14.5 hours) or 0.8 (approx. 29 hours) contracts depending on your experience and requirements. Please note that for operational reasons, all working days must conclude at 4:30pm. However, there is an inherent element of flexibility regarding specific working days and start times, which will be discussed in detail during the interview stage.

PLACE OF WORK

- Henley Bank High School, Mill Lane, Brockworth, Gloucester, GL3 4QF

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 will be paid an enhancement for holiday pay, which is included in the salary details above

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:	Administrator/Receptionist
Responsible to:	PA/Office Manager
Responsible for:	Providing an excellent service to our parents and visitors to the school. Supporting staff and the school with administrative tasks

ROLE OVERVIEW

Responsible for welcoming visitors, handling phone and email enquiries, and supporting day-to-day administrative tasks. Duties include acting as the first point of contact for parent and third-party enquiries, assisting staff and students, handling correspondence, and ensuring safeguarding procedures (such as signing in visitors) are followed. The role requires strong communication, organisation, and confidentiality skills.

MAIN DUTIES AND RESPONSIBILITIES

- Provide the school with a first point of contact for all visitors/callers, responding to enquiries where possible or referring to appropriate member of staff as required
- Managing parent/carers enquiries and visitors to the school
- Follow school security procedures regarding access and entry to the premises for all visitors
- Handle difficult situations and issues with sensitivity and calmness, ensuring you are always aware of the safeguarding of pupils, Data Protection issues and the need for strict confidentiality at all times, reporting any concerns to the appropriate person
- To provide general administrative assistance including texting/emailing, letters, printing and scanning
- Manage the school Admin Inbox and prioritising urgent work
- Manage internal and external post/packages
- Use of Mail Merge to enable efficient processes of sending out messages to parents/carers
- Manage Online Payments for educational visits/trips, catering and parental financial contributions
- Format letters/documents to ensure consistency with all communications
- Help ensure ongoing projects are organised by reviewing schedules and setup requirements regularly
- Set up and manage the booking process for co-curricular clubs ensuring communication is sent to parents/carers
- Trip Administration to include coach bookings, payments, consent, communication
- Ensure all appropriate information and communications are disseminated to appropriate staff
- Set up and manage online booking processes for all parent evenings, Year 6 open events including creation of Google Forms
- Provide administrative support and assist front of house at parent events including academic review days/evenings, Year 6 Open Evenings/Mornings
- Supporting with First Aid duties with any students who present themselves unwell or require medical attention

STAFF DEVELOPMENT

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

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 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
Qualifications and Training		
Hold at least 5 GCSE's or equivalent, which must include at least a Grade C/4 in Maths and English	x	
Previous Administrative/Reception Experience	x	
Evidence of Professional Development in a relevant discipline and willingness to undertake further CPD	x	
Experience of using schools Information Management Systems		x
Proven successful experience working within a school		x
NVQ 2 and/or equivalent qualification in relevant area		x
First Aid Qualification (or willingness to undertake)	x	
Skills and experience		
Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school	x	
Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion		
Ability to work quickly, methodically and accurately under pressure and act flexibly to support others and respond to unplanned situations	x	
Excellent communication with people at all levels of the organisation	x	
Ability to demonstrate literacy and numeracy skills, including attention to detail	x	
Excellent Customer Service skills	x	
Good interpersonal skills and an ability to develop and maintain effective working relationships	x	
Efficient, accurate and excellent attention to detail	x	
Be dependable, able to follow instructions and respond to management directions	x	

Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school	x	
Commitment to high standards and expectations	x	
Experience of using Mail Merge		x
Experience of using Google and creating Google Forms		x
Personal attributes		
Excellent communication with all staff, children and parent/carers	x	
Possess strong interpersonal skills	x	
The ability to work constructively as part of a team, be dependable, able to follow instruction and respond to management directions	x	
Have a willingness to extend skills through appropriate training	x	
Have good working ICT Knowledge	x	
Committed to the safeguarding of children	x	
Able to work flexibly to attend Parent/Carer events as required	x	
Commitment to high standards and expectations	x	
High Levels of professional integrity, energy and enthusiasm	x	
Commitment to working within the School's Safeguarding Policy and Procedures	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 Sunday 10th May 2026**. 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 arranged when suitable applications have been received. 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**



GREENSHAW
LEARNING TRUST



ORU Sutton,
7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



info@greenshawlearningtrust.co.uk



www.greenshawlearningtrust.co.uk



Mill Lane,
Brockworth,
Gloucester GL3 4QF



01452 863372



admin@henleybankhighschool.co.uk



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