

achieving **Success** for all



Candidate Information Pack
**HR Administrator/CPD and
Training Coordinator**



Welcome

Thank you for your interest in the HR Administrator/CPD and Training Coordinator position currently advertised at Churchdown. I thought it would be useful if I gave you a personal perspective of our unique school to help you to decide if this role is the right opportunity for you - a role where you would be happy, thrive and make a valuable contribution to the school community. A place where we rip up the status quo and follow our own path towards excellence.

Churchdown is a school that never stands still. This is evident in the outcomes we have achieved. The progress our students make is truly exceptional and has grown sustainably over the previous years with our Progress 8 score putting Churchdown in the top 1% of all schools nationally. The attendance of our students has also been continuously recognised as excellent by the FFT national attendance awards. However impressive these outcomes are for our children, we are not done yet as we are continuously stubborn about the improvement we still want to make. **Are you someone who could help improve our school yet further for each and every child in your care?**

To help us on our improvement journey, we are part of the SSAT Leading Edge – a group made from the highest performing schools nationally. As a Leading Edge school, we are able to share the best educational practice. This means that the innovation in our school will never stand still. Through working with the best educational leaders in the country we have continued to develop our practice and expertise. For example, we ensure teachers are significantly under allocation to help give the space and time in school to prepare well planned lessons. We also have far more INSET days within the school calendar to support quality department time: we passionately believe professional practice is vital to our proud profession. **Are you someone who wants to develop their practice in school time alongside other high performing schools?**

Regardless of the position of responsibility we hold at Churchdown, all the staff are responsible for inspiring and encouraging those we work with; first and foremost, the students. Our goal is based not on focussing on what's standing in our way; it is about taking steps that will be positive and that will have a lasting effect on everyone around us. We have a very outward facing staff body who also work in a number of other organisations such as the University of Gloucestershire, Best Practice Network and Love My Coaching. As a result of our unrivalled staff provision, individuals move along their own unique career progression pathway much faster here. Because here there are more opportunities to grasp beyond just those in school. **Are you someone who wants to develop their expertise and progress in their career both in school or with one of our partner organisations?**

Our students deserve the best and proudly I can say that, as headteacher, we aspire to give the best for our students. I know this because in our school are people who will care for them; want the best for them; will not allow them to fail; will make them feel part of something bigger than themselves; help them succeed; provide a place where they can do their best and allow them to see a life they didn't know existed. **Could that someone be you?**

I hope this is an insight which inspires you to apply for the role of HR Administrator/CPD and Training Coordinator. Please do call the school to speak with me so you can decide if Churchdown really is a place you can develop your career. It would be my pleasure to tell you more about our school, show you around and find out more about you.

David Potter



Headteacher



Our School Mission and Purpose

Our mission is to be a school where student development and learning are at the centre of everything we do. Students are expected to strive for personal excellence and demonstrate a commitment to learning as they fulfil their potential. Our community is a nurturing and caring one where students are encouraged to show compassion, friendship and support towards one another. We aim to provide an education which is fully inclusive, where every child is valued for who they are and who they can become.

At Churchdown School the education we provide is guided by values of **integrity, resilience, respect, ambition and friendship**. These values are particularly important to us as we develop the students into lifelong learners and prepare them for a life beyond school.

Employee Benefits

- Car Salary Sacrifice Scheme
- Onsite parking and cycle storage
- Cycle-To-Work Scheme
- Free Flu Vaccines
- Free access to school fitness suite
- Dry cleaning delivery service
- On site car valet service
- Family-focused leave
- Discounted Nuffield Health gym membership
- Subsidised, onsite exercise classes
- Comprehensive Free Employee Assistance Programme
- Free onsite financial advice clinics
- ...and more!

JOB DESCRIPTION

JOB TITLE: HR Administrator/CPD and Training Coordinator

CONTRACT DETAILS: Permanent, 37 Hours per week, term time only 0.8538 FTE

SALARY SCALE: Actual Salary £26,486—£28,772

LINE MANAGER: Business Manager

Responsibilities

This dual-role position combines HR administrative support for the school with the coordination of continuing professional development (CPD) programmes delivered to external organisations. The postholder ensures smooth internal HR operations while managing the planning, delivery, and evaluation of training initiatives offered to partner schools. This role requires excellent organisational and communication skills, attention to detail, and the ability to build strong relationships across educational networks.

HR Administration

- Coordinate recruitment campaigns, job postings, candidate communications
- Assist on interviews days, interview packs, book rooming and catering, organising student tour guides
- Prepare offer letters, contracts, and onboarding documentation
- Deliver a smooth onboarding experience for new staff, including induction scheduling
- Conduct pre-employment checks (DBS, references, right-to-work) and maintain the Single Central Record (SCR)
- Maintain accurate personnel records and liaise with Business Manager/ payroll
- Record absences for support staff, contract changes, and probation reviews

CPD & Training coordination

- Coordinate CPD programmes for external schools
- Coordinate bookings, venues, resources, catering and communications for CPD events
- To support delivery of courses and events to ensure that they run effectively and efficiently
- To track project budgets, expenses and income with clarity and accuracy
- Maintain attendance records and feedback data for all external training sessions
- Act as the primary contact for all external providers. Cultivate strong, professional relationships to ensure smooth operations and high-quality course delivery
- Promote CPD offerings through newsletters, websites, and school networks
- Ensure compliance with safeguarding and data protection standards in all training activities

Single Central Record (SCR) Management

- Maintain and regularly update the Single Central Record for all staff, volunteers, governors, and contractors
- Ensure all required checks are recorded accurately, including: Conduct regular audits of the SCR to ensure full compliance with Ofsted and safeguarding standards
- Liaise with safeguarding leads and school administrators to ensure timely updates and consistency across sites
- Provide SCR reports and evidence during inspections and internal reviews

School Workforce Census

- Manage the completion and submission of the annual School Workforce Census

Routine and Daily Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities and performance development as required

Qualification and Experience

- A good general standard of education is required
- Office experience is essential
- Excellent computer skills (Microsoft Office)
- Willing to be trained in and to keep abreast of all developments and skills necessary to execute all the above duties and responsibilities
- Ability to work under pressure and remain cheerful and always composed
- Ability to understand and apply all aspects of school policy
- Willingness to undertake anything else that may reasonably be asked by the Leadership Team

Why Churchdown?

Click [here](#) to find out more about
a career at Churchdown School.



