



# Sutton Coldfield Grammar School for Girls

## Application Pack for HR Administrator

Start date: **May 2025**

Closing date for applications: **9.30 am on Thursday 3rd April 2025**

Interview date: **Tuesday 8th April 2025**

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### **Part-time, Permanent post**

30 hours per week, term time only

7.45 am – 1.45 pm

Full time equivalent salary range: £29,093 - £32,654 (Pay Award pending)

Actual Pro rata Salary Range: £20,999 - £24,115

*(dependent on skills and experience)*

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

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Dear colleague,

Thank you for your interest in our vacancy for an HR Administrator. We are seeking a positive, proactive, team player with strong organisational and communication skills to join our HR team in delivering effective and timely HR advice and processes. The successful applicant will be comfortable working productively in a fast-paced environment, working closely with the senior leadership team and finance team. The role will be part-time during term-time only, working 7.45am until 1.45 pm, Monday to Friday. This exciting and pivotal role would suit someone with previous experience of working in an HR department, who is looking to grow and develop their HR experience in an educational environment.

At Sutton Girls, we provide high quality teaching and learning, strong pastoral support and a wide range of extra-curricular opportunities within a caring environment that values character development and wellbeing. There are over 1,200 students in the school, including 316 students in our sixth form comprised of a mixture of students who were with us in Year 11 at Sutton Girls and others who joined at the start of Year 12.

Ranked the 45th best state secondary school nationally in the recent Sunday Times Parent Power Survey, we take pride in offering students an inspirational environment. Our students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-Level results, we provide students with so much more than mastery of examination syllabuses, we have a wide ranging and developing super-curricular offer. Our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community. Every individual will be encouraged to be aspirational, prepared for their future and inspired to make a difference.

Our culture is one which celebrates the diversity of the school's intake and through the assembly, tutor time and Personal Development programme we build an understanding, kind and respectful ethos. Our wide variety of extra-curricular activities enable students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DofE, STEM, various student led clubs and many residential trips, including CERN, World Challenge expeditions to Tanzania and ski trips to Canada. Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls.

There is a wide variety of CPD that colleagues can opt into, teaching and learning sessions form most staff meetings and these are led by a variety of colleagues. We are informed by educational research, and focus on developing our questioning, retrieval practice and continuing to refine our approach to assessment. Growth mindset strategies and character development are central to our day-to-day activities whilst maintaining staff and student well-being.

This [link](#) is to our most recent newsletter to give you a flavour of what has been happening in school. Having joined Sutton Girls in September 2017, I can testify to the fantastic support offered to new staff both in terms of the formal induction programme and the daily informal help readily offered by colleagues.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls, we look forward to receiving your application.

Yours sincerely,



Dr B. Minards  
Headteacher



## Job Description - HR Administrator

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Responsible to:** The HR Manager

### Job Purpose

- To be responsible for the administration of the day-to-day HR processes and support the provision of an efficient and professional HR service to the school community.
- To assist the Finance & Operations Director with the school's payroll function.
- To provide administrative support to the Senior Leadership Team, dealing with confidential and sensitive issues in a professional and efficient manner.
- To be the point of contact for staff absence, organising cover for absent teaching staff.

### Key Responsibilities:

#### Administration and Record Maintenance

- Provide a comprehensive and confidential administrative support service to the Senior leadership Team, including minuting hearings and meetings, developing staff surveys, formatting policies.
- Co-ordinate the administrative processes involved in staff appraisal and act as the first point of contact for the staff development system used (CPD Genie), setting up new staff and resolving any issues.
- Issue employment contracts and prepare written notification of contractual changes, updating the school's management system and payroll provider's portal.
- Provide administrative support in response to variations to an employee's current contract, updating the payroll portal and school management system (SIMS) and providing written confirmation.
- Maintain and update online staff personnel files in line with legislation and best practice guidelines.
- Support the maintenance of the Single Central Register in compliance with current safer recruitment legislation and the DfE Keeping Children Safe in Education documentation.
- Work with the Timetable Coordinator and Deputy Headteacher – Curriculum and Assessment to ensure the database reflecting teaching hours and commitments is accurately maintained.
- Assist with the recruitment process, obtaining references, undertaking and documenting pre-employment checks as required.
- Maintain the employee training log, ensuring mandatory training is completed, including Safeguarding and PREVENT.
- Maintain the School Policy log, liaising with relevant members of the Senior Leadership Team to ensure statutory policies are kept up to date on the school's website and staff shared area.
- Assist the Data Manager in resolving queries highlighted through the School Workforce Census.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality.
- Liaise with the Governance Professional to ensure details of the members and trustees of the Governing Board are kept up to date on the school website, Companies House and Get Information about Schools

#### Absence

- Be the point of contact for staff absences.
- Update school management system (SIMS) and payroll portal with details of absences.
- Organise cover for absent teaching staff and assign cover supervisors, internal and supply teachers to classes as required.
- Source temporary agency staff when required, ensuring the relevant checks are made in line with legislation and best practice; liaise with the appointed staff to ensure they have the required resources, and complete timesheets for submission.
- Complete and share daily absence returns with the Headteacher and Deputy Headteachers.
- Arrange and complete return to work meetings.
- Review absence reports and highlight any staff to the HR Manager who have hit absence triggers.

# Job Description - HR Administrator

## Payroll

- Keep an accurate record of additional hours and any other payroll variances and enter all changes on the payroll provider's portal in a timely manner to meet payroll deadlines.
- Support the Finance and Operations Director with maintaining the pay forecast, providing information on staff contractual changes.
- Complete initial monthly payroll checks ready for final checks by the Finance and Operations Director and Headteacher.
- Liaise with the payroll provider to resolve any payroll issues.
- Provide support with addressing pension queries, liaising with Teachers' Pensions and the West Midlands Pension Scheme to submit the necessary forms and documentation.

## General

- Promote the agreed vision and aims of the school and set an example of personal integrity and professionalism.
- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to the job description following consultation.



## Person Specification

|                                       |  |
|---------------------------------------|--|
| <b>Experience</b>                     | <ul style="list-style-type: none"><li>• Previous experience of working in an HR environment and operating HR systems.</li><li>• Proven track record of prioritising administrative workload and managing conflicting deadlines.</li><li>• Experience of working in the education sector desirable.</li></ul>   |
| <b>Qualifications &amp; Knowledge</b> | <ul style="list-style-type: none"><li>• Applicants should have a good standard of general education, ideally qualified to at least A level standard (or equivalent), with GCSEs in Maths and English.</li><li>• HR Qualification (CIPD level 5 or equivalent) desirable but not essential.</li><li>• Understanding of data protection and confidentiality.</li></ul>   |
| <b>Skills &amp; Abilities</b>         | <ul style="list-style-type: none"><li>• Substantial experience of using Microsoft Office, including Outlook and Excel; keen to develop these skills further.</li><li>• Excellent IT skills, including the use of Management Information Systems.</li><li>• Ability to work calmly under pressure, prioritise effectively and meet deadlines.</li><li>• Highly organised with strong attention to detail.</li><li>• Excellent interpersonal and written communication skills.</li><li>• Positive and driven with a flexible, can-do attitude.</li><li>• Ability to work both independently and as part of a team, building effective working relationships with others.</li><li>• Ability to proactively adapt, improve and introduce new administrative systems and processes to achieve greater efficiency.</li></ul> |
| <b>Personal Qualities</b>             | <ul style="list-style-type: none"><li>• Committed to the ethos and values of Sutton Girls and achieving the best outcomes for all students.</li><li>• Committed to acting with integrity, honesty and fairness.</li><li>• Commitment to always maintaining confidentiality.</li><li>• Commitment to safeguarding and equality.</li><li>• Personal commitment to continuous self-development.</li></ul>   |



## How to apply

In order to apply for this post, please complete the Application Form, Equal Opportunities Monitoring Form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post;
2. Outline the experiences that you believe have prepared you for this post;
3. Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. You are welcome to telephone or e-mail the school to ask for clarification on any matters regarding this vacancy. Informal visits to the school can be arranged before the deadline for applications, though applicants will have a tour of the school on the day of interview. Completed applications should be emailed to [recruitment@suttcold.bham.sch.uk](mailto:recruitment@suttcold.bham.sch.uk), and addressed to Dr Barbara Minards, Headteacher.

**Deadline for Applications: 9.30 am on Thursday 3rd April 2025.**

**Interviews will be held on Tuesday 8th April 2025.**

Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

## References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.





## Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to all necessary pre-employment checks. This includes enhanced DBS, barred list clearance, medical fitness, identity and right to work; and where applicable prohibition check, qualifications, certificate of good conduct and letter of professional standing from the regulating authority in the country in which the applicant has worked. An online search will also be carried out as part of due diligence on all shortlisted candidates.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people.
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- emotional resilience in working with challenging behaviours.
- attitudes to the use of authority and maintaining discipline.
- any relevant issues arising from references.
- any gaps in time not covered by details in the application form.

## Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Please refer to our policy statement on the recruitment of ex-offenders.

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

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

# Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.

If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

**Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mr Neil Eaton.**

If this person is not available please contact

**Deputy DSL/SPOC: Mrs Samantha Hart  
Mrs Lisa Neal  
Mrs Meg Mahoney  
Miss Rebecca Pegg  
Dr Barbara Minards**

**Headteacher: Dr Barbara Minards**

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

If anything worries you or concerns you, report it straight away. The main office will direct you to the appropriate member of staff to report your concerns.

***The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.***

