



# GREENBANK HIGH SCHOOL

## RECRUITMENT PACK

### HUMAN RESOURCES AND

### COVER OFFICER

Southport  
Learning  
Trust



Inspire Care Achieve

# WELCOME

It is with great pleasure that I introduce you to Greenbank High School, a high achieving, all girls school.

Would you like to join a well-established and successful team in a consistently high performing, oversubscribed, 11-16 school that focuses on each child as an individual whilst fostering a sense of belonging to a rich and diverse community? Greenbank High School is committed to supporting every child to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skill set for a successful future as rounded, mature and confident members of modern British society.

As a school and a member of Southport Learning Trust we are determined to **inspire** our students through learning both inside and outside the classroom, **care** for individual pastoral needs and **achieve** the highest academic standards.

Due to the retirement of the current post holder, we are seeking to appoint a professional, flexible and friendly **Human Resources and Cover Officer** to provide support on all aspects of HR Administration and the daily timetabling of cover to support the needs of the school. Reporting to the Headteacher and the Office Manager, the post will assume a broad range of responsibilities.

It is a highly technologically forward-looking role, requiring a high level of independence as well as excellent teamwork. It is essential that the person for this role is super organised, admin savvy, excellent at multi-tasking, works flexibly, and has a 'can do' attitude. You will liaise with a range of stakeholders including staff, students, parents, governors, and members of the local community. The person must have an enthusiasm to strive for operational excellence through the development and coordination of activities. It is a fast-paced job where no two days are the same.

The role is integral to the daily smooth operation of the school and will provide a hardworking and ambitious administrator with great opportunities for growth and development to gain specialist knowledge and skills around school systems and processes. If you have strong HR skills and experience, are adaptable and willing to work hard we would love to hear from you. Experience of working in a similar setting is desirable but not essential. A team player with the ability to work under pressure will get the best out of the role.

I am very proud of the school, its pupils, staff and governors. We are a dynamic learning community built on traditional values. Education at Greenbank provides much more than exam excellence. It aims to develop and nurture all students to take their place as caring and confident young women in the outside world.

We have a strong safeguarding culture and will expect you to share this commitment.

We look forward to receiving your application.

**Davina Aspinall**  
**Headteacher**





# APPLICATIONS

**CONTRACT:** PERMANENT 36 HOURS PER WEEK 7:30AM START. TERM TIME ONLY PLUS 10 DAYS.

**CLOSING DATE:** MONDAY 10TH FEBRUARY AT 9AM

**INTERVIEW DATE:** WEDNESDAY 12TH FEBRUARY

**SALARY:** NJC GRADE F, £27,711 - £31,067 PER ANNUM (PRO RATA £24,663 - £27,650)

**START DATE:** APRIL 2025 OR SOONER

**PLEASE SEND APPLICATIONS TO [RECRUITMENT@GREENBANKHIGH.CO.UK](mailto:RECRUITMENT@GREENBANKHIGH.CO.UK)**

*CVs will not be considered*

Applicants are welcome to visit the school before submitting their application. If you would like to do this please contact Diane Murphy, HR Officer, via [recruitment@greenbankhigh.co.uk](mailto:recruitment@greenbankhigh.co.uk) 01704 567591 ext 124.

**Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.**

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.

# PERSON SPECIFICATION

## HUMAN RESOURCES AND COVER OFFICER

*I - Interview, AF - Application Form*

Specification		Evidence
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>• A good level of education including English and Maths GCSE [A* to C/4 - 9]</li> <li>• NVQ Level 3 in Administration or equivalent qualification or experience</li> <li>• CIPD Level 3 or working towards qualification</li> <li>• Experience of HR/Recruitment</li> <li>• An understanding of employment law</li> </ul>	All Essential - <b>AF &amp; I</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of management of clerical/administrative/HR work</li> <li>• Successful line management experience of a team, including performance management</li> <li>• Knowledge of relevant policies/codes of practice and an awareness of relevant legislation</li> <li>• Basic awareness of inclusion, especially within a school setting</li> </ul>	Desirable - <b>AF &amp; I</b> Desirable Desirable - <b>AF &amp; I</b> Essential - <b>AF &amp; I</b>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication and organisational skills</li> <li>• Ability to work hard under pressure while maintaining a positive, professional attitude</li> <li>• Ability to organise and prioritise workload and work on own initiative</li> <li>• Excellent personal, oral and written presentation skills</li> <li>• Diary and Events Management</li> <li>• Successful administrative or clerical experience</li> <li>• Experience in an educational environment</li> <li>• Successful experience of working with general public, young people and colleagues</li> <li>• The ability to work to agreed quality levels and service standards</li> </ul>	Essential - <b>AF &amp; I</b> Essential Essential Essential Desirable Essential Desirable Essential Essential
<b>Team Working</b>	<ul style="list-style-type: none"> <li>• Willingness to make a positive contribution to the wider life and ethos of the school</li> <li>• Ability to develop effective professional relationships with colleagues, students and parents</li> <li>• Demonstrate a non-judgemental approach to values, views and needs of others</li> </ul>	Essential - <b>AF &amp; I</b> Essential - <b>AF &amp; I</b> Essential - <b>AF &amp; I</b>
<b>Organisational Awareness</b>	<ul style="list-style-type: none"> <li>• Keep up to date on changes/new developments in own and other areas of the schools activities and their impact on the schools performance</li> </ul>	Essential - <b>AF &amp; I</b>
<b>Adaptability</b>	<ul style="list-style-type: none"> <li>• Supports the change process, remaining positive during times of change</li> <li>• Willingly co-operates with others and highlights potential problems in a positive and supportive way</li> </ul>	Essential - <b>AF &amp; I</b> Essential - <b>AF &amp; I</b>
<b>Use of Technology</b>	<ul style="list-style-type: none"> <li>• A strong working knowledge of Microsoft 365 software, including Excel and Word</li> <li>• Experience of MIS – Arbor/SIMS</li> <li>• Is able to share skills and knowledge with colleagues and has a willingness to remain proficient as the technological needs of the school change</li> </ul>	Essential - <b>AF &amp; I</b> Desirable - <b>AF &amp; I</b> Essential - <b>AF &amp; I</b>

Specification		Evidence
<b>Professional Values and Practice</b>	<ul style="list-style-type: none"> <li>• Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration</li> <li>• Ability to work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice</li> <li>• Ability to improve own practice through observations, evaluation and discussion with colleagues</li> <li>• Possess integrity, optimism, resilience, calmness and a sense of proportion</li> <li>• The ability to display a calm, tactful and responsible attitude</li> <li>• Flexible approach and the ability to adapt to change within the working environment</li> </ul>	All Essential - <b><i>AF &amp; I</i></b>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Requirement to complete Support Staff Induction Programme. Undertake training, as appropriate</li> </ul>	Essential - <b><i>I</i></b>

# JOB DESCRIPTION

*Responsible to Headteacher and Office Manager*

<b>Responsible for</b>	<p>The management and administration of all aspects of HR, payroll and daily staff absence and cover administration to support the needs of the school. With direction from the Headteacher and Office Manager. Making sure HR policies and processes are kept up to date and are compliant ensuring highest standards are maintained.</p> <p>To develop, manage and maintain HR administrative systems, processes, functions and services as required in line with the school development needs and priorities and work of those the role provides support to.</p> <p>To provide senior level administrative support as required across the school when the need arises making sure that an outstanding service is always delivered.</p>
<b>Main Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Be the primary initial daily contact for staff with all questions and queries relating to HR and payroll.</li><li>• In liaison with Trust HR Manger, ensure the school is compliant with current relevant legislation, including equal opportunities, data protection and safeguarding legislation.</li><li>• Leading on sickness absence management policies and procedures, undertaking all related daily administration in relation to this and monitoring outcomes over time providing information and reports.</li><li>• Making sure robust systems and procedures are in place across the school in relation to all day to day HR and payroll matters, providing guidance and support across the school to make sure there is a consistent approach to personnel management and wellbeing.</li><li>• Leading all administrative payroll functions, making sure staff are paid accurately and on time and that the correct authorisations, approvals and processes are in place.</li><li>• Monitor the development and implementation of quality procedures and systems throughout the school on HR and payroll matters to ensure that the school's needs are met, and staff are supported.</li></ul>
<b>Payroll Management</b>	<ul style="list-style-type: none"><li>• To have responsibility for the school's end to end payroll function, undertaking all tasks and communication in relation to this.</li><li>• Making sure staff are inducted, trained and supported to be able to use the school's self-service HR portal.</li><li>• Be the main facilitator between the school and the school's payroll provider.</li><li>• Advise payroll of all maternity/paternity leave applications and any changes to dates of return and amendments to contracts in relation to this.</li><li>• Complete pension forms for staff, liaising with relevant departments and the school's payroll provider to ensure all pension details are correct.</li><li>• Responsible for the inputting of data on the schools HR MIS and payroll system.</li><li>• To take responsibility for (having received SLT approval) the administration of all grade changes, pay amendments, updates and incremental rises and allowances are correct, communicating verbally and in writing with the payroll provider and staff in a timely and effective manner that meets audit requirements.</li><li>• Work alongside the Trust Finance Team to manage and administer agreed employee benefit schemes (childcare vouchers, fitness and cycle schemes), providing details to staff, the external provider and the Trust Finance office and uploading details to the external provider online portals where applicable.</li><li>• Deal with personal queries from staff on all aspects of their pay whilst being compliant with GDPR.</li><li>• Providing relevant reports to the Headteacher and the Trust, as required throughout the year.</li></ul>

<b>Payroll Management</b>	<ul style="list-style-type: none"> <li>• To create and present regular reports, e.g. staff incremental progression reports, teacher TLR and recruitment and retention allowances.</li> <li>• To check and monitor statutory occupational entitlements in relation to sickness, maternity paternity, and adoption absence.</li> <li>• Ensure paperwork and approvals supports all changes and that staff records are kept up to date.</li> <li>• Monitor monthly analysis from external payroll provider ensuring compliance. Identification and notification to the Headteacher of any areas of concern in prevention of error or fraud and cooperate with auditors as appropriate.</li> <li>• Be conversant and up to date with Trust and national policies and pay and conditions for school staff.</li> <li>• To complete statistical returns on behalf of the school in relation to staffing and salaries and student suspension and permanent exclusion data.</li> <li>• To comply with and make sure robust checking and authorisation processes are in place.</li> <li>• Managing the payroll submission calendar with the school's payroll provider, making sure staff are kept informed of appropriate dates and deadlines.</li> <li>• To be the lead contact for the school with the school's payroll provider making sure regular meetings are held and regular monitoring of the contract and payroll performance.</li> </ul>
<b>Personnel Information and Records Management</b>	<ul style="list-style-type: none"> <li>• Maintain individual personnel files (electronic &amp; hard copy) to effectively reflect and relate to standing and progress throughout their employment within the school, in line with data protection.</li> <li>• Ensure high standards of records management and assume responsibility for all information assigned to the post.</li> <li>• Making sure the schools electronic records and filing systems are well organised up to date and fit for purpose with templates in place for all key areas of HR practice.</li> <li>• Ensure all records of personnel are to the standard required for audit investigation by internal and external agencies.</li> <li>• Carry out regular housekeeping on HR files for archiving purposes.</li> </ul>
<b>Sickness &amp; Absence Management</b>	<ul style="list-style-type: none"> <li>• Be the schools lead contact in managing all day to day staffing issues post-recruitment including absence management, performance and attendance.</li> <li>• Monitor and maintain absence systems and processes in line with Trust policy, fully utilising the school's information management system.</li> <li>• To send letters and communication to staff and make sure that line managers are appropriately informed and are supported to deliver a consistent approach.</li> <li>• To liaise with external providers to obtain regular reports around use, taking action to promote better staff wellbeing, as appropriate.</li> <li>• To lead and provide support with issues relating to sickness absence, including making recommendations, giving advice and support to managers, liaising with OH, leading and following up review meetings in line with policy.</li> <li>• Drafting OH referral documentation and escalating and seeking guidance as required.</li> <li>• To manage the preparation of management information reports when required to support continuous improvement in the management and monitoring of sickness absence and performance management, monitoring probationary periods. To use these reports to target resources, inform actions and actions.</li> </ul>
<b>General HR Responsibilities</b>	<ul style="list-style-type: none"> <li>• To provide advice and guidance to staff, who need differing levels of support and advice in line with school policies and procedures.</li> <li>• Minute confidential meetings relating to staff sickness, disciplinary, grievance and capability.</li> <li>• Provide direct support to managers on employee relations issues including maternity / paternity/adoption/ parental leave, and employee well-being.</li> <li>• To be available across the working day to support members of staff in the provision of HR. Liaising with the Trust's HR Manager and external legal HR provider whenever required, provide accurate and timely advice to managers and employees on related policies practices and procedures. To prioritise urgent casework.</li> </ul>

<b>General HR Responsibilities</b>	<ul style="list-style-type: none"> <li>• To keep up to date with developments in employment legislation and human resources, best practice to ensure continuous development and improvement in the service offered, supporting enhancement of CPD. Identify and communicate these implications of changes of legislation, and employees pay and conditions to the SLT.</li> </ul>
<b>Timetabling / Daily Cover</b>	<ul style="list-style-type: none"> <li>• To act as Cover Officer; to act as point of contact for absent staff and ensure that suitable arrangements are made for adequate lesson cover when teaching staff are absent by managing a team of Cover Providers and making arrangements with supply agencies when required.</li> <li>• Re-rooming for events such as school productions, conferences, examinations (with the school's Examinations Officer) and sports days.</li> <li>• Produce schedules of re-rooming to be distributed to individual staff affected via the staff bulletin and school notice boards.</li> </ul>
<b>Support for the School</b>	<ul style="list-style-type: none"> <li>• Supporting the administrative work and activity of the Attendance Hub.</li> <li>• Co-ordinating and providing administrative support for the wider admin team, as appropriate.</li> <li>• Providing support to other members of the Senior Leadership Team.</li> <li>• Such other duties as may reasonably be expected commensurate with the grading of the post.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.</li> <li>• Contribute to the organisation's ethos, aims and development / improvement plan.</li> <li>• Work as part of a team appreciating and supporting the role of other people in the team.</li> <li>• Attend and participate in meetings as required.</li> <li>• Undertake personal development through training and other learning activities as required.</li> <li>• Recognise own strengths and areas of expertise and use these to advise and support others.</li> </ul>
<b>General</b>	<p>This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.</p> <p>All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.</p> <p>School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.</p>

**Note** This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.





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