



HARTLAND HIGH SCHOOL

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RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST

Hartland High School,
125 Hartland Rd,
Reading,
RG2 8AF

Email: contact@hartlandhigh.co.uk

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**HARTLAND
HIGH SCHOOL**

Dear candidate

Thank you for your interest in the role of Multisite HR Administrator at Hartland 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.

Hartland 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 Multisite HR Manager, Tara Jeffrey (tjeffrey@hartlandhigh.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Emily Davey, Headteacher

ABOUT OUR SCHOOL

At Hartland High School, our goal is for every student to climb their own personal mountain to the very best universities in the country or careers of their choosing. To achieve this, we have built our school around five pillars.

Academic Excellence

All our students will leave us with excellent grades. We recognise that to be a true vehicle of social mobility, our students must have results that enable them to make choices about their futures and leave with opportunities in front of them. We know that learning is joyful and that all children are motivated to learn when they are provided with conditions in which they can experience success and classrooms in which they feel they belong.

Character Education

Our students are taught excellent character. Our mantra 'Work hard, be kind' underpins everything we do. Students have access to a broad enrichment programme and experiences beyond the classroom that will equip them with the character required to succeed.

Pastoral Care

We recognise that adolescence is a challenging period for our young people and that with a high proportion of disadvantage in the community we serve, many of our students will require pastoral support in order to thrive. Our pastoral leaders, exceptional safeguarding and mountain rescue provision means our school is a safe and caring environment.

Community Involvement

Our community is one of our greatest assets, from parents and carers, extended families often with multiple generations who have attended our school, and other local community members and activists. And we know that parents and carers are critical in our students' journeys up their mountains.

Investment in Staff

All members of staff deserve to be treated with respect at all times. We value incredibly highly the important work that our teams and individuals do. We commit to ensuring all staff receive high quality professional development so that they can grow their careers with us or within GLT.

Hartland High School is on a rapid journey of school improvement, backed by a trust with a track record of turning around failing schools in areas of historic underperformance. This is a hugely exciting opportunity to be part of the leadership team driving forward change in a school context with high proportions of socioeconomic disadvantage.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Scale points 5 - 9, £25,583-£27,254 (pro-rated salary £22,600-£24,076)

HOURS OF WORK

Full-time, 37 hours per week, 40 weeks per year.

PLACE OF WORK

Hartland High School, 125 Hartland Road, Reading RG2 8AF.

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 Teachers' Pension Scheme or a Personal Pension Scheme.

GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure.

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:	Multisite HR Administrator
Responsible to:	Multisite HR Manager
Responsible for:	N/A

ROLE OVERVIEW

To support the Multisite HR Manager to provide a high quality and efficient HR service that contributes towards effective learning across both schools.

MAIN DUTIES AND RESPONSIBILITIES

- To provide administration support for all HR matters to a high-quality standard and within agreed timescales (including, but not limited to; processing paperwork, filing, dealing with mail, creating reports, gathering information and arranging meetings etc for all elements of HR processes).
- Administration and inputting of staff absence information, escalating absence concerns to the HR Manager and collating reports.
- To be the first line response to phone queries, escalating other queries where necessary.
- Processing letters, forms and reports in a timely manner.
- To support line managers with basic queries.
- To support the HR Team with the whole employee life cycle.
- To respond to HR queries in a timely manner or escalating them to the appropriate team member as required.
- Input and maintenance of data onto relevant HR Systems ensuring that all employee records are accurate and updated.
- To attend meetings as note taker and to type up any meeting notes as required.
- Maintain confidentiality at all times.
- To provide administrative support for the recruitment, selection and induction processes.
- Undertake other duties as directed and commensurate with the grading of the role.

Standards

- Work within the requirements of the Trust's Health and Safety Policy, Keeping Children Safe in Education, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust's Equalities policy and relevant legislation.

Personal Development

- Participate in a programme of CPD.

Safeguarding Children

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

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
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following:		
Strong academic record, including English and Maths GCSE at Grade 4 or above (previously grade C or above)	x	
Experience of working in an office environment providing administrative support	x	
Proficient in the use of a range of computer software, including MS Office and Google suite applications.	x	
Experience of working in a HR environment.		x
Understanding of school roles and responsibilities		x
CIPD Level 3/5 Qualification		x
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
Access to a vehicle and the ability to drive, with a willingness to travel to and between schools as needed	x	
Ability to maintain confidentiality at all times	x	
Ability to be flexible and supportive to colleagues	x	
Ability to work effectively in a team and as an individual	x	
Ability to work to tight deadlines whilst maintaining accuracy and rigour.	x	
Good verbal and written communication skills	x	
Ability to organise work, prioritise tasks and manage time effectively	x	
Good level of computer literacy with the ability/potential to analyse and use data	x	
Ability to deliver a customer focused service with a positive and supportive approach	x	
Resilience, tact and diplomacy, even when under pressure	x	
Be personable and set a good example to colleagues and students	x	
Experience working in a school or similar establishment		x
Experience of working in a multisite role		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 **11.59 pm on Thursday 30th April 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

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
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