

June 2026

Dear Candidate,

Thank you for your interest in the position of People Administrator at Falinge Park High school.

Falinge Park is more than just a place of learning; it is a community built on the belief that every interaction matters. As we look to appoint a new People Administrator to our team, we are seeking someone who doesn't just understand our values but can model these on a daily basis. In short we expect all to Aspire, Thrive and Achieve.

The successful candidate will be a proactive and reliable team player, possessing excellent communication and interpersonal skills, and a commitment to maintaining confidentiality. While previous experience in a HR administrative role or a similar fast-paced environment would be a distinct advantage, we are equally keen to hear from enthusiastic individuals with strong administrative abilities and a willingness to learn, as training will be provided for the right person.

We are looking for a colleague who:

- Is a passionate advocate and role model for Falinge Park High School
- Somebody who thrives on responsibility and hard work, and wants to develop themselves in the role
- Has the ability to use their own initiative
- Is willing to go the 'extra mile' for our staff and young people

### Why should you come and work with us?

We have high expectations and encourage all members of the community to continuously **aspire** to be the best that they can in everything that they do. This includes having excellent performance development opportunities for those with aspirations for leadership at all levels. For any professional joining us, this is a unique opportunity to apply your skills in a preventative, frontline educational setting, shaping the long-term outcomes of young people.

Professional learning is valued here at FPHS and we ensure that professionals can make decisions as well as empowering all to continue learning at all times. In addition to this the well-being of all members of our community is always considered in everything that we do and all decisions made so that all **thrive**.

We are a school that values learning in all areas.

### Next steps?

If you are interested in applying, please look at the person specification, our website and familiarise yourself with what we are about. When writing your application, I am interested in understanding

**Headteacher:** Mrs P O'Reilly

Falinge Park High School, Falinge Road, Shawclough, Rochdale, Lancs. OL12 6LD.

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why you want to work at our school as well as gathering information about your skills and knowledge that make you suitable for this role.

I look forward to receiving your application.

Yours faithfully



**Mrs Paula O'Reilly**  
**Headteacher**



**Job Description and Person Specification - People Administrator**

<b>School:</b>	Falinge Park High School
<b>Section:</b>	Associate Staff
<b>Location:</b>	Falinge Road, Shawclough, Rochdale, OL12 6LD
<b>Job Title:</b>	People Administrator
<b>Scale:</b>	Grade 4 (SCP) 7-11 (currently £27,275 - £29,071 FTE per annum)
<b>Actual Salary</b>	£24,030 - £25,613 per annum
<b>Accountable to:</b>	Headteacher, HR Lead
<b>Hours:</b>	36.25 hrs per week; Term Time only plus one week (200 days)
<b>Accountable for:</b>	N/A
<b>Special Conditions of Service:</b>	All posts require enhanced DBS clearance prior to appointment The Postholder may be required to attend evening and weekend meetings

**PURPOSE AND OBJECTIVES OF THE ROLE**

Working with the Headteacher and HR Lead, the People Administrator is a high-profile role and a key point of contact within the school. Providing administrative support, in particular concentrating on health-related absence, recruitment activity, maintaining and updating people records and assisting with the administration for Disclosure and Barring checks. All to be delivered to the highest standards of accuracy, confidentiality, timeliness, attention to detail and customer service

- To assist in the provision of an effective, flexible and responsive People/operational administrative service for the school, in collaboration with the wider People Team
- To maintain employee records on personnel files, the People software system & payroll system, throughout the employee lifecycle, from recruitment and new starter admin, to leavers.
- Supporting employees, colleagues and management with People & Payroll queries and deal courteously and efficiently with staff who require support
- To provide administrative support for interviews, hearings and meetings, including arranging diaries, facilities, ensuring packs are available as required, corresponding with relevant parties, taking minutes and providing documents as required, all in line with relevant policies
- Ensure the effective onboarding of all new starters via the Trust and school induction process and assist managers with the completion of probation periods for all support staff
- To operate the Arbor Personnel System, processing all employee lifecycle events including contractual changes & absences including liaison with payroll, the Headteacher and HR Lead.
- Prepare various People Letters, including those relating to health-related absence, contractual changes; leave requests; leavers; employee relations matters; flexible working arrangements & those relating to parental type leaves.
- Liaise with Occupational Health for the provision of any new starter or existing employee advice.



- Engage actively in the annual review process for Associate staff and on behalf of the Headteacher keep up to date records of Appraisal Documents for Teaching & Associate staff
- Keep up-to-date the School's Single Central Record (as directed by the HR Lead) in accordance with the Keeping Children Safe in Education and Trust policy and procedure
- Provide general administrative support to the HR Lead.

**Organisational Chart:**

<b>HEADTEACHER</b>
<b>HR LEAD</b>
<b>PEOPLE ADMINISTRATOR</b>

**Relationships**

Internal:

1. School staff.
2. Senior managers.
3. Governors.
4. Volunteers.
5. Pupils.
6. Users of the school.

External:

1. Parents/carers.
2. Staff in other Trust schools and within the wider LA.
3. Suppliers of equipment and services.

**Control of Resources**

**Personnel**

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

**Financial**

To work in accordance with Financial Regulations and procedures of the school.

**Safeguarding**

Fulfil responsibilities and obligations in relation to the safeguarding of staff and learners.

**Assets/Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

**Health/Safety/Welfare**

To promote staff well-being and be responsible for the safety and welfare of self, colleagues and learners in accordance with the Health and Safety Policies of Watergrove Trust.



## Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Watergrove Trust's Appraisal Framework.

## Values & Behaviours

Our mission is to be ever "**Providing more**" to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

School's mission is to empower all to aspire, thrive and achieve.

<b>Aspire</b>	to want something very much, hope to achieve an aim
<b>Thrive</b>	to grow, develop, flourish and be your best self
<b>Achieve</b>	to success in finishing something or reaching an aim, especially after a lot of work or effort.

## Responsibilities

The postholder must:

1. Perform his/her duties in accordance with the Equal Opportunities Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

## Policy and Procedure

- Ensure any People policy and procedure updates communicated by the Trust are applied into the school effectively and efficiently, as directed.
- Keep up-to-date the School's Single Central Record (as directed by the HR Lead) in accordance with the Keeping Children Safe in Education and Trust policy and procedure
- Complete People checklists / procedures in accordance with the Trust's policies and procedures

## Recruitment & Contractual Administration

- Provide administrative support during staff recruitment, placing adverts internally and externally, preparing and circulating information to applicants, issuing reference requests and supporting with the facilitation of assessment days
- To support the HR Lead, or nominated person, in ensuring that the procedures associated with the recruitment of staff are followed.
- Providing administrative support for interviews, hearings and meetings, including arranging diaries, facilities, ensuring packs are available as required, corresponding with relevant parties, taking minutes and providing documents as required, all in line with relevant policies



- Support safer recruitment by carrying out safeguarding checks on application forms (relevant to role type), incl. Right to Work, ID, DBS, Prohibition of Teaching checks, Rehabilitation of Offenders, & Childcare Disqualifier declarations ascertained through checks and reference checks, etc. and ensuring the recruitment panel are aware of any matters that require clarification.
- Prepare offer letters, contracts and recruitment related documentation for successful applicants.
- Process pre-employment medical screening via OH provider
- Ensure all pre-employment checks are completed prior to commencement and escalation of any issued to the line manager or appropriate person.
- Provide absence analytics to the Deputy Headteacher to spot trends and identify where additional support may be required.

### **Induction, Probation and training**

- Ensure that the Safeguarding e-Learning is circulated to all new starters.
- Oversee that induction procedures for new staff are completed, ensuring line managers have the information they need for the process.
- Work with managers to ensure that Probation periods are effectively managed
- Manage and keep up-to-date training records and requirements for staff, ensuring relevant persons are notified when refresher training is due.
- To manage health related absence, risk assessments, occupational health and health and wellbeing support.

### **People System; Records & Payroll**

- Provide administrative support for health-related absence as directed by the HR Lead
- Administer the People aspects of Arbor to ensure that the data is fit to deliver items such as the Workforce Census and Single Central Record, by;
- Maintain the People aspects of Arbor (or relevant system) with all People transactions including any amendments to terms and additional contracts
- Ensure that all data is collated within the system to produce a compliant Single Central Record
- Administer update the People system across the school with updates to pay scales
- Work with the Operations Manager to administer updates to the school's single central record for employees/ governors/ supply/ agency/ contractors and visitors
- Ensuring that school records on the People system are up to date and that payroll are informed of any transactions in advance of the relevant payroll cut off
- To assist the finance manager in processing the monthly payroll run supporting employees, colleagues and management with People & Payroll queries
- Ensure that all employee documentation and correspondence is stored in the school personnel files (scanned where appropriate)
- To provide People advice around operational People issues such as discretionary leave, medical appointments and maternity leave. The post holder will refer to the Trust People team as required for detailed support and guidance.

### **General**

- The post holder must ensure full commitment to the Trust vision, values and key priorities.
- The above list is not exclusive or exhaustive, and the Trust may require the job holder to undertake duties commensurate with the grade and level of the role.



The post holder will be based primarily at Falinge Park High School, though will also be expected to attend meetings at and work from any of the Trust schools from time to time.

## **SECONDARY DUTIES**

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.
2. Work collaboratively across departments with colleagues and students to ensure the Academy and Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.
3. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
4. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns as appropriate.
5. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
6. To support and participate in team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
7. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.
8. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
9. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
  - a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
  - b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g., operate safe working practices including both mental and physical wellbeing.
  - c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.
10. To attend and participate in meetings as required.
11. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.
12. Support the Academy and the Trust in meeting our legal requirements for worship.
13. Actively promote the Academy and Watergrove Trust corporate policies.



Job Description Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Postholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.*

**Watergrove Trust  
Person Specification**

Academy:	Falinge Park High School	Post:	People Administrator
Section:	Associate	Scale:	Grade 4 (SCP) 7-11

**Note to Applicants:**

**Essential Criteria (E)** are the qualifications, experience, skills or knowledge that you **MUST SHOW YOU HAVE** to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you **MUST** include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>Qualifications</b>		
Good standards for literacy and numeracy GCSE Grade C (4 or above) in Maths and English or equivalent	E	AF, certificates
Level Two qualification in Business Administration	D	AF, I, check certificates
<b>Skills and Experience</b>		
Experience of using ICT packages	E	AF, I
Experience of dealing directly with the public and providing excellent customer care.	E	AF, I
Previous experience of end-to-end People & Payroll administration	D	AF, I
Logical thinker and ability to act on own initiative	E	AF, I
Experience of administering Arbor People elements & processes	D	AF, I



Experience of working within a busy customer focused, service driven support department preferably (but not essential) within a school environment	D	AF, I
Previous experience of working in a MAT academy schools environment	D	AF, I
Ability to communicate effectively with a range of people both verbally and in writing.	E	AF, I
Ability to work effectively and respond positively to the demands of a varied workload.	E	AF, I
Ability to work to strict deadlines whilst maintaining accuracy.	E	I
Ability to work effectively as both part of a team and as an individual.	E	I
Knowledge of data protection and understanding of the importance of maintaining confidential information.	E	I
Analytical skills to interpret information, identify potential areas of concern and use judgement to solve problems, working within policies and procedures	E	I
Excellent communication skills and ability to deliver effective customer service over the telephone and in person.	E	I
Experience working with cloud products e.g., Google Suite.	D	AF, I
<b>Knowledge and Ability</b>		
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I
Able to find solutions to the problem, understanding the importance of adopting a logical approach and working within codes of good practice	E	AF, I
Ability to prioritise own workload, work as part of a team and work to deadlines	E	AF, I
Ability to relate well to both Staff and Students with a range of People abilities (Diplomacy)	E	AF, I
Able to demonstrate integrity and confidentiality	E	AF, I
Flexible and open-minded approach to completion of work	E	AF, I
Adaptable to change and a 'growth' mindset	E	AF, I
Understanding and commitment to the Trust's Equality Policy and how it relates to the duties of the post	E	AF, I
Detailed knowledge of and interest in a wide range of People practises with a particular focus on People (HR) in education (Credibility)	D	AF, I
<b>Special Working Conditions</b>		
From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description.	E	AF, I
There may be a requirement for you to work at any of our partnership schools as required	E	AF, I



***Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.***

***Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. As part of this commitment the postholder will be subject to enhanced DBS clearance.***

