BRIDGEWATER
HIGH SCHOOL
LEARNING WITH PRIDE AND JOY

Lower School
Years 7-8
Hall Drive, Appleton
Warrington, Cheshire
WA4 5JL
Tel: 01925 263814

Upper School
Years 9-11
Broomfields Road, Appleton
Warrington, Cheshire
WA4 3AE
Tel: 01925 263919

JOB DESCRIPTION

POST: **Admin Officer (Upper Site)**

PAY GRADE: **Grade 5 SCP 8 – 14**
Actual Salary £11,557 – £12,893

HOURS: **22.5 hours per week, 38 weeks per year**
Monday – Wednesday (but can be flexible)

REPORTS TO: **HR Manager**

LINKS TO: **Principal**
Headteacher
Business Manager
Governing Body

JOB PURPOSE

1) **To provide full admin support to the HR Manager/Principal/Headteacher Business Manager.**
2) **To support the Performance Management processes for all teaching & Support staff**
3) **To support assigning teaching cover for staff absence**
4) **To provide administrative support to the Business Manager for the Governing Body**

PRINCIPAL RESPONSBILITIES

HR Support

- Provide administrative support to the HR Manager including:-
    - Responsible for the advertising, arranging of interviews, acquiring references and initial clearance checks for all job vacancies both internal and external.
    - Responsible for ensuring the staff list is accurate and up to date.
    - Responsible for ensuring the Single Central Record is accurate and up to date.

- To support with the administration of Arbor, including updating personal details and staff checks
- Responsible for the recording of Annual Leave/TOIL electronically and informing staff of their entitlement.
- Responsible for the filing and upkeep of the personnel files of all staff.
- To support arranging cover for absent teaching staff

Business Manager

- To support the business manager with staff appraisals.
- To support the business manager with admin tasks as required.

Timetable

- Assist with the day to day upkeep of the timetable and the timetabling process

Performance Management

- Be responsible for the administration of performance management processes for the teaching staff.
- Set up the control systems for the administration of performance management process, coordinating activity with Senior Leadership Team, Line Managers and school staff.
- Ensure all deadlines both internal and external are complied with and that all paperwork is accurately completed.
- Liaise with the HR Manager concerning requirements for teacher's Threshold applications to ensure that the correct procedures are complied with and to issue all staff with Annual Salary review statements.

Administrative Support to the Governing Body

- Support the Clerk to the Governors in the administrative work required to support effective Governance

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- Provide the Full Governing Body and all committees with agendas, papers and minutes in a timely and professional fashion when required

- Support the work of the committees on the development of school policies, maintaining the school policies and ensuring that the Governing Body reviews policies in accordance with best practice. Ensure that all policies are consistent in their presentation.

- Ensure all relevant Governing Body records are kept in accordance with best practice and regulations such as the Financial Management Standards in Schools.

Other

- Comply with all relevant Health and Safety processes as required by the school's Health and Safety systems.

- Any other duties as requested by the Headteacher which are consonant with the general duties and responsibilities of the post and its grade.

Reviewed By

Name Jill Stanton

Position. Business Manager

Date 16.1.23

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PERSON SPECIFICATION

POST: Administration Support
GRADE: 5 SCP 8 - 14

	Essential	Desirable
Experience		
Experience of working in an education environment	√	
Experience of liaising with Senior Leadership Team and school stakeholders	√	
Experience of working with Arbor		✓
Skills/ Knowledge		
Minimum educational qualifications of 2 A Levels or equivalent		√
Understanding and awareness of the Governance requirements on schools		√
Knowledge of Arbor		√
Understanding and awareness of the systems of Performance Management systems used in schools		√
Ability to work and communicate with a variety of people across all levels and stakeholder groups		√
Computer literate including knowledge of MS office – Outlook/ Word/ Excel	√	

Mr Keiron Powell
Principal, BA (Hons), QTS

Mrs Tracey Hatton
Headteacher, BA (Hons), P.G.C.E, N.P.Q.H.

TCAT PART OF THE CHALLENGE ACADEMY TRUST

Email: enquiries@bridgewaterhigh.com
Web: bridgewaterhigh.org

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Competencies		
Communicates well with others in a sensitive manner adapting to circumstances as required	√	
Able to analyse varied information from a number of sources and resolve problems.	√	
Able to work with others, using developed negotiating, advisory and persuasive skills to encourage others to adopt a particular course of action	√	
Ability to liaise with school employees, school leadership team and external agencies.	√	
Well-organised and able to work to deadlines	√	
Able to prioritise and work on own initiative with little close supervision. Able to respond to unanticipated problems and situations making decisions as to how tasks are to be carried out without reference to a manager.	√	
Able to handle considerable levels of interruptions, conflicting demands and changing priorities.	√	
Good administrative skills and excellent attention to detail.	√	
High degree of confidentiality	✓	