

St Bede's School

64 Carlton Road, Redhill, Surrey, RH1 2LQ



HR Administrative Assistant

12 hours per week, term time only

Starting Salary £5,313

To Start ASAP

Application Deadline:

09:30hrs 29th April 2019

Belonging Education Determination Excellence Service



About St Bede's

At St Bede's we are proud to serve roughly 1,700 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In January 2017 Ofsted carried out an inspection of St Bede's and judged the school outstanding in every category. The report acknowledged that pupils make exceptional progress in all year groups and in almost all subjects. Disadvantaged pupils and those who have special educational needs and/or disabilities also make rapid progress. The inspection highlighted the teaching in the sixth form as consistently challenging and as a result, students are motivated to learn and achieve excellent outcomes.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and Maths results achieved in the new 9-1 GCSEs. Both departments achieved fantastic results at 4 and 7 grades. St Bede's also saw a steep rise in the number of students achieving the English Baccalaureate.

| Measure | 2017 | 2018 |
|---------------|-------|-------|
| Attainment 8 | 54.9 | 57.4 |
| Progress 8 | +0.48 | +0.68 |
| EBACC | 43% | 49% |
| EBACC entered | 74% | 77% |
| 4/C+ English | 84% | 86% |
| 4/C +Maths | 89% | 88% |

Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our school application form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.



“A zest for learning permeates the whole school. Teachers’ high expectations mean that pupils are ambitious for their own futures and approach their learning with determination and resilience.” Ofsted 2017

Human Resources Team at St Bede's

Currently the HR team at St Bede's consists of the HR manager working 4 days per week and a senior HR officer who works 2 days per week. As the school expands we are creating a new position; HR Administrative Assistant.

The person appointed will work 3 hours per day, 4 days per week for the 39 term time weeks of the year (including inset days). The working days will be Monday, Tuesday, Thursday and Friday of each week. The daily working pattern will be discussed and agreed with the successful candidate, but it will be important that the person is available to work in the mornings e.g. 09:00 to 12:00 or 09:30 to 13:30. During busy periods it may be necessary to work additional hours taking time off in lieu at a mutually agreed time. For the right candidate we may be able to offer appointment for 15 hours per week Monday to Friday inclusive.

The post holder will provide general administrative support for all HR processes and will be responsible for the basic administration of recruitment exercises. Whilst previous HR or recruitment experience may be helpful it is not essential. We are seeking someone who is a strong administrator, with excellent communication skills.

We welcome visits to the school prior to application (during term time). If you would like to make an appointment, or have queries you would like to discuss, please contact:

Carole Whybra HR Manager

Tel: 01737 214048

Email: jobs@st-bedes.surrey.sch.uk

Job Profile

St Bede's is a voluntary-aided school in which staff are employed by the Governors and will work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. All staff are expected to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

Role Purpose: To provide a broad range of routine administrative and support activities as a member of the school HR team enabling the school to function efficiently.

Contract The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force.

Job Family: Business Function

Grade: 4

Responsible to: HR Manager

Accountabilities & Tasks

The key accountabilities are numbered below. Additional information/responsibilities are shown as bullet points under each accountability and are not considered to be exhaustive.

1 Service & Support Delivery

- 1.1 Carry out administrative and/or support activities to contribute to the smooth running of the school
 - Receive, log and organise applications for vacancies
 - Carry out basic administration for recruitment exercises including; preparation of packs for selection panels; issue of invitations to interview; requesting references; booking rooms; arranging for students to conduct tours of the school; ordering refreshments; and other related tasks
 - Create and maintain electronic staff records (SIMS)
 - File documents and maintain the HR files
- 1.2 Receive and respond to everyday enquiries from school managers, job applicants, external agencies, and staff, providing a timely, courteous and efficient service, escalating those outside own knowledge

2 Work with Others

- 2.1 Receive visitors and provide basic information in a courteous manner to promote a positive image of St Bede's school
 - Welcome job applicants and complete document checks as required
 - Receive incoming telephone calls and action or redirect as necessary

3 Planning & Organising

- 3.1 Organise routine meetings and interview programmes, make arrangements and bookings under clearly defined instructions and maintain school calendars and diaries
- 3.2 Help to prepare straightforward materials to assist in the effective organisation of internal/ external activities
- 3.3 Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard

4 Analysis, Reporting & Documentation

- 4.1 Organise information to agreed procedures by filing, data entry, checking, matching data etc to ensure accurate records are maintained
- 4.2 Prepare and dispatch a range of routine documents to meet the daily priorities in their area of responsibility
 - Provide an efficient, high quality, accurate and confidential administrative and support service which contributes to the smooth running of the HR Team
 - Providing effective internal and external communications to school managers, staff, job applicants and external agencies

5 Duties for all

- 5.1 Values: To uphold the values and behaviours of St Bede's School
- 5.2 Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity
- 5.3 Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of yourself and others
- 5.4 To have regard to and comply with safeguarding policy and procedure as appropriate

6 Additional Requirements

- 6.1 Carry out any other task which might reasonably be required

Person Specification

| | Essential | Desirable |
|-------------------------------|---|--|
| Christian Commitment | <ul style="list-style-type: none"> • Able to support the aims and mission of an ecumenical Christian school | <ul style="list-style-type: none"> • Personally committed Christian, member of any denomination served by the school. |
| Education and Training | <ul style="list-style-type: none"> • Broad general education to at least sound GCSE standard | <ul style="list-style-type: none"> • Relevant qualification in recruitment or general HR work (e.g. Chartered Institute of Personnel and Development) |
| Experience | <ul style="list-style-type: none"> • Successful experience in an administrative role (including voluntary work) | <ul style="list-style-type: none"> • Successful administrative experience in a role supporting recruitment and HR work |
| Personal Qualities | <ul style="list-style-type: none"> • Sense of humour • Patience • Calm under pressure • Flexible and adaptable • Very good at dealing with people • Team player • Able to maintain confidentiality | <ul style="list-style-type: none"> • Able to use initiative • Sound judgement |

How to Apply

If you would like to apply please complete our application form for Support posts and send it to us with a supporting statement which explains what attracts you to the post as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

jobs@st-bedes.surrey.sch.uk

or sent by post to:

HR Team
St Bede's School
64, Carlton Road
Redhill
Surrey
RH1 2LQ

If you have any queries please ring Carole Whybra on 01737 214048 or send an email to jobs@st-bedes.surrey.sch.uk

The deadline for receipt of completed applications is

09:30 hrs on 29th April 2019

Interviews will be arranged as soon as possible.

We look forward to hearing from you.



Our data protection policy for job applicants is available at:

<http://www.st-bedes.surrey.sch.uk/3041/data-protection>

Quotes from our Ofsted Report

January 2017

"Pupils conduct themselves impeccably in lessons and around the school. They are polite and welcoming to visitors and wear their uniforms with pride".

"Teaching in the sixth form is consistently challenging. As a result, students are motivated to learn and achieve excellent outcomes".

"Teachers go the extra mile to meet pupils' individual needs exceptionally well. Their detailed subject knowledge, clear explanations and expert use of questioning ensure that pupils make rapid progress in their learning".

"Pupils are exceptionally well prepared for their next steps. A higher than average proportion of pupils, including disadvantaged pupils and those who have special educational needs and/or disabilities, progress to further education, employment or training. These destinations match pupils' career paths closely".

"The headteacher has created an open, tolerant and ambitious culture, underpinned by the Christian ethos of the school. He is a highly visible and approachable figure, well respected by staff, pupils and parents alike. Consequently, relationships between staff and pupils are exceptionally strong, and there is a purposeful and scholarly atmosphere throughout the school".

"Parents are overwhelmingly positive about the school. They value the school's nurturing climate, the range of opportunities available to their children and the visible and approachable leadership of the headteacher".