



Principal:
Mr K G Grainger MA

Vice Principal:
Mrs G Powell BA Hons

Assistant Principals:
Mr C Anderson BSc Hons
Mrs J Hart BA Hons
Mr N Huskinson M.Ed
Mrs A Keen MSc Hons
Mrs H Manning MA
Mrs C Morris BSc Hons
Mrs E Renny BA Hons
Mr E Turner MSc Hons

October 2020

Dear Prospective Applicant

ADMINISTRATION ASSISTANT - PUPIL RECEPTION

Salary: BGJ 4-6 10.13-10.53 per hour (£16,229 - £16,870 per annum including London weighting)

Fixed Term to start immediately until 16 July 2020

37 hours per week Term Time only

We are seeking to appoint a reliable, efficient and effective member of the support staff to the position of Administration Assistant for Pupil Reception on a fixed term basis. This position is available to start immediately, subject to relevant recruitment checks until 16 July 2020 to cover a sabbatical within the team.

The successfully appointed person will be required to provide administrative and medical support as part of a select team dealing with pupil welfare.

The role will report to the Administration Manager and will also involve providing effective administrative support for a 'School'. S/he will be a member of a wider team of administration staff, providing support for all administrative, secretarial and reception tasks, efficiently and courteously.

Prospective candidates are advised to study the person specification and job description for this post carefully.

Garth Hill is a 'good' school (OFSTED May 2019). Our last OFSTED report was very positive and all areas were rated 'good' by the inspection team. The inspectors commented on the determination and passion of staff to continue to develop the College. We are excited and confident about the future as we continue our journey to excellence.

Our behaviour and inclusion support is exceptional. There is a very clear and well established behaviour management system with 'send out'. The Behaviour Support Team helps staff and pupils to help resolve any issues that occur and work to ensure that pupils behave impeccably (one of our 'Seven Habits' for pupils).

Furthermore, our CPD programme is very strong. An outstanding team of teaching and learning professionals, including Lead Practitioners and Teaching and Learning Coaches, lead whole college and bespoke teacher development programmes. This important area of our work also provides more opportunities for career development for teachers keen to develop and progress in the profession.

I am fortunate to work with an extremely dedicated team of staff. We are passionate about our pupils' learning, and the Garth Hill community. We seek the very best for our pupils' education and their achievement and we are committed to providing excellent service and care to all of our pupils and their families. We also work in a great learning environment (our school building opened in September 2010) with superb facilities. A new Sixth Form Centre and specialist SEND unit provision (Rise@GHC) opened in 2015.

Finally, we believe that anyone can achieve, and beyond expectation, with relentless dedication, commitment and purposeful hard work. If you possess the qualities listed, have the necessary skills and experience, believe that working with young people is a privilege and are ambitious for the future of Garth Hill College, we welcome your application.

Applications

Should you have any queries please contact Mrs J Drury at the College via email on j.drury@garthhillcollege.com.

The Interview Process

If selected, the interview process will test and assess your fulfilment of the requirements for this position. As part of this process, you will be expected to attend a panel interview. You may also be asked to complete a task relevant to the position. The interview process will include consideration of your suitability to work with children and the interview panel will ask questions on safeguarding children/young people. During this time we are all adhering to all Covid 19 guidance regarding onsite interviews to keep everyone safe.

CLOSING DATE FOR RECEIPT OF APPLICATIONS IS 09h00 ON MONDAY 2 NOVEMBER 2020.

Please Note: Applications may be dealt with on receipt which may cause this position to close earlier than stated.

Safeguarding Children

Please note that Garth Hill College is committed to safeguarding children. In line with our Safeguarding Policy, we adopt safe recruitment procedures and always check the suitability of applicants to work with children/young people through the appropriate authorities. Only applications submitted on the College's application form will be considered and the successful applicant will be required to undertake a full check and disclosure by the Disclosure and Barring Service. It is our normal procedure to request references on shortlisted candidates prior to interview.

Support and Professional Development

A range of support and professional development opportunities are available at Garth Hill College.

- Superb CPD including from our outstanding 'Teaching and Learning Team'
- OFSTED 'good' (May 2019)
- Friendly and supportive working environment
- Free use of on site gym with rowing machines, cross-trainer, spin bikes and free weights
- An active Staff Association
- A comprehensive Induction programme for NQTs and new staff

Yours sincerely



Keith Grainger
Principal

