

Achieving success by
working together



Garth Hill College

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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

May 2021

Dear Prospective Applicant

BUSINESS ADVISER – RECRUITMENT/HR
Salary BGH 20-24 £23,274 to £25,623 including London Weighting
Term Time Only plus 10 days Hours: 37 Hours per week

We are seeking to appoint a talented and experienced HR / Recruitment professional with a proactive and dynamic approach to join the College's Business Team.

The successfully appointed person will be responsible for the day-to-day management and administration of all aspects of recruitment and human resource management at Garth Hill College. S/he will work closely with the Business Manager, Business Team and the College's leaders and managers providing advice, guidance and support on HR related matters.

This post is key to helping us meet our strategic aims through the recruitment, selection, development and retention of high quality staff to ensure the future development and success of the College.

This post is offered on a term time only basis plus 10 days to be worked during the summer holidays.

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 S Collins at the College via email on s-collins@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 21 MAY 2021

INTERVIEWS WILL BE HELD WEEK COMMENCING 24 MAY or 07 JUNE 2021

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