



COMMITTED TO
EXCELLENCE

GREENSHAW HIGH SCHOOL

**GREENSHAW
HIGH SCHOOL**



Proud to be part of the

**GREENSHAW
LEARNING TRUST**

RECRUITMENT PACK

Greenshaw High School,
Grennell Road,
Sutton,
Surrey SM1 3DY

Telephone: 020 8715 1001

Email: info@greenshaw.co.uk



Dear Candidate,

Welcome to our school and thank you for taking an interest in joining Greenshaw High School. We are the highly popular founder school in a thriving multi academy trust. We are immensely proud of our great community and look forward to welcoming you, should you wish to be part of our special family of staff and students..

Greenshaw High School is a highly over-subscribed 11 to 19 mixed comprehensive secondary school situated in Sutton, South West London. We currently have around 1,960 students on roll, with staff providing teaching, pastoral care and many other support activities across the school. We have a very diverse population of students, meaning that this school offers a fully comprehensive range of opportunities for colleagues who work here.

We are fortunate to be a highly popular school with a long standing and trusted record for excellent education. This was endorsed in our most recent Ofsted report (October 2024) that judged four areas of our school's performance to be 'Outstanding'. We believe this comes from our ambition to achieve two different educational targets.

The first is striving for all of our students to achieve **high outcomes** - we have been in the top 10% of all schools for progress at GCSE in two of the last three years. We have also enabled over 60 students each year to achieve a place at a Russell Group university. We are particularly proud that the progress of our disadvantaged students is also in the top 10% nationally at GCSE, and that we are one of the most respected schools for the education of SEND students in Sutton.

The second ambition is to do all we can to create a culture of **high welfare**. We prize the dignity of all members of our community, greeting our pupils at the gate when they arrive at school, as they enter each classroom and around school. We encourage, and model, high quality social interaction throughout the school day so that our pupils are naturally welcoming and interested in others. Alongside our care for pupils we also have absolute regard for the workload of all colleagues, those that teach and those that are non-pupil facing, with a culture of warmth and support. I am very proud that our Ofsted report, while grading 'Behaviour and Attitudes' as outstanding also used the adjective 'friendly'.

These are very exciting times for our school. We are into an amazing building project that will see two thirds of the school rebuilt, totally upgrading the day to day experience for our pupils and staff. While we work tirelessly to maintain the fabric of the existing buildings, and the decor within them, I am very excited about our students

being able to learn in brand new science labs, drama studios, and art facilities supported by a twenty first century learning resource centre.

Joining Greenshaw represents an excellent professional opportunity. You would be joining a staff group, teaching and non-teaching, who are totally committed. Our Research School status means we have access to the most recent findings about educational effectiveness, and we run a rich training programme for all colleagues.

We are at the heart of the Greenshaw Learning Trust, a multi academy trust with very strong outcomes for our children across primary and secondary phases, spread over nine local authorities in southern England. This means we are also very well connected to subject leads, professional support and wider networks. As a group each school is focused on developing our own excellence, as well as committing to the successes of our other partner schools.

I know that there is often a relatively tight window for applications but we always welcome visits prior to making an application. In addition, our school website is very detailed and offers much information about the school. If you would like to arrange a visit, or talk over the phone or online, do please contact the school's HR team at hr@greenshaw.co.uk.

Greenshaw High School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

If our vision for education is one you share then please do read on. We are ambitious about promoting excellence, life changing opportunities and inclusion. I very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification. We encourage applications from all candidates who would like to play their part in our work to continue the development further of our successful school.

I look forward to welcoming you in person at Greenshaw High School very soon



Yours sincerely

Nick House, Headteacher

TERMS AND CONDITIONS

CONTRACT

- Fixed term (maternity cover until August 2027)

Salary

- Salary calculated in line with NJC Outer London pay scale 4/5, points 7-15, £30,288.00 - £33,987.00 per annum. Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

- Full time, 36 hours per week
- Typical working pattern: Monday to Thursday 8:00am to 16:00pm and Friday 8:00am to 15:45pm (Flexibility and the ability to work outside of the normal working hours may be required)
- The above hours will include a daily unpaid break of 45 minutes

PLACE OF WORK

- Greenshaw High School, Grennell Road, Sutton, Surrey SM1 4DY.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

- The annual leave entitlement is 23 plus 2 statutory days plus bank holidays.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	HR & Admin Assistant (Maternity Cover)
Responsible to:	Human Resources Manager

ROLE OVERVIEW

We are looking for an enthusiastic, highly motivated individual to join our committed School HR team.

The HR & Admin Assistant will support the school's HR Manager in the provision of a high quality, efficient HR service for the school. The role is varied and will oversee end-to-end recruitment, respond to HR queries under the HR Manager's guidance as well as ensuring that staff files are up-to-date. The post-holder will also provide administrative support to the Director of Operations.

RECRUITMENT

The post-holder will support the HR Manager in the end-to-end recruitment of all teaching and support staff. This will include, but is not limited to, the following and with direction from the HR Manager:

- Placed advertisements and ensuring that the school's website provides accurate information on vacancies and that relevant documents are up-to-date;
- Respond to queries from interested parties and candidates during the advertising process;
- Monitor applications, preparing shortlisting packs and inviting successful candidates to interview;
- Identify gaps in application forms and advise the HR Manager for review;
- Request references and following up on any queries;
- Produce and issuing interview schedules and in co-operation with the Recruitment Panel;
- Prepare interview day packs for candidates and the shortlisting panel;
- Provide support on the interview day to candidates and the Recruitment Panel;
- Support the HR Manager in the administration of new starter paperwork for the successful candidate;
- Support the HR Manager in completing the necessary pre-employment checks for successful candidates e.g. DBS, Occupational Health, qualifications, right to work checks;
- Produce and issuing induction day schedules and in co-operation with the Line Manager;
- Provide support on induction days and throughout the induction process to new starters and the Line Manager;
- Ensure that probation periods are suitably diarised and that confirmation letters are produced once probationary reviews have been undertaken by Line Managers.

STAFF DATA & RECORDS

- Support HR Manager in ensuring that the HR database is kept fully up-to-date with accurate staff records;
- Ensuring that electronic staff files (and paper files where available), are maintained to a high standard and are located and stored in the correct location and in the proper manner;
- Support the HR Manager to ensure that the school's Single Central Register is kept up-to-date at all times;
- Support the HR Manager in compiling and reviewing data during the audit period and the annual School Work Force Census;
- Support HR Manager with absence administration:
 - Issuing sickness certificates and leave of absence forms
 - Logging all absences in staff personnel files and notifying payroll
 - Compile statistical absence reports
 - Ensure there is a consistent and regular line of communication with all absent colleagues
 - Process Occupational Health referrals, monitor progress and arrange Independent Medical Assessments (IMA) if necessary
 - Organise sickness review and return to work meetings where applicable
- Monitor and record annual leave and holiday working for all support staff.

PAYROLL

- Support the HR manager with processing payroll on a monthly basis ensuring that the return is accurate and processed in a timely manner.

ADMINISTRATIVE

- Answer day-to-day enquiries (both internal and external) in a timely and efficient manner, escalating or re-directing where appropriate, and liaising with the HR Manager to resolve any staffing, pay and contractual issues;
- Support the HR Manager in the administration of new starters, leavers and contract variations, as well as any other paperwork as may be required during the school year. This includes, but is not limited to:
 - Producing paperwork for new starters, leavers and contract variations
 - Producing paperwork for any other payroll changes e.g. allowances etc
 - Providing administrative support during the annual appraisal review process
 - Preparing and issuing annual salary statements to teaching and support staff
- Providing additional administrative support to the Director of Operations, as required;
- Monitor the HR email inbox, handling and distributing both internal and external post, and responding to telephone queries;
- Carry out any other general administrative duties e.g. filing, photocopying, scanning and shredding;

- Being responsible for keeping up to date with the requirements of the role, by attending appropriate INSET and meetings, and keeping abreast of changes in legislation;
- Being aware of and complying with policies and procedures relating to safeguarding, equal opportunities and race equality, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person;
- Undertaking any other duties commensurate with the post as may be required by the Headteacher.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school;
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons;
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Education, qualifications and training		
Educated to at least A-level standard (or equivalent)	x	
Educated to at least GCSE grade C/4 standard (or equivalent) in English and Mathematics	x	
CIPD Level 3 qualification or working towards		x
Experience working in a school or similar establishment		x
Experience and knowledge		
Experience of working in a Human Resources related environment	x	
Understanding of basic employment law and Knowledge and understanding of key HR processes e.g. recruitment, appraisals, absence management	x	
Experience of HR systems and databases as well as excellent computer literacy	x	
Working knowledge of relevant HR issues and an up-to-date understanding of HR good practice	x	
Experience of managing a payroll system and some knowledge of PAYE	x	
Experience working in a school or similar establishment		x
Experience of school data and information systems in a school environment		x
Understanding of Teachers Pensions / LGPS		x
Aptitude and skills		
Courteous and effective when dealing with people, able to exchange information in a tactful and diplomatic manner	x	
Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion	x	
Ability to work quickly, methodically and accurately under pressure and act flexibly to support others and respond to unplanned situations	x	
Excellent verbal and written communication skills, and the ability to communicate with colleagues, pupils/students, parents/carers and other visitors in a professional manner	x	
Good interpersonal skills and an ability to develop and maintain effective working relationships	x	
Efficient, accurate and excellent attention to detail	x	
Ability to work under pressure and to strict timelines	x	

Excellent organisational and administrative skills	x	
High standard of literacy and numeracy	x	
Willingness to undertake ongoing training	x	
Committed to the safeguarding of children	x	
Additional requirements		
Knowledge and understanding of the education sector, a desire to work in a school, and a willingness to contribute to various aspects of school life	x	
Desire to enhance and develop skills and knowledge through CPD	x	
Demonstrate a commitment to safeguarding and the highest standards of child protection	x	
Recognition of the importance of personal responsibility for Health and Safety	x	
Commitment to the school's ethos, aims and its whole community	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on Tuesday 4th August 2026. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held shortly after the application closing date. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post from September 2026.



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7 Throwley Way,
Sutton SM1 4AF



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