



RIVERSIDE BRIDGE SCHOOL
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School: Riverside Bridge School
Location: IG11 OHZ
Email: recruitment@riversidebridge.com

Position: Workforce Co-ordinator
Salary: Scale 5.12
Contract: Term-time
Hours: 7:00am to 2.30pm
Location: Specialist SEND School (EYFS to Post-16)
Responsible to: Senior Deputy Headteacher

Main purpose of the role

The Workforce Co-ordinator will co-ordinate and manage the day-to-day operational deployment of staff across Riverside Bridge School, ensuring effective staffing arrangements are maintained to support the safe and efficient running of the school.

The postholder will lead the organisation of daily staff cover arrangements, agency staffing co-ordination, workforce deployment and recruitment administration within a large specialist SEND environment.

The role will co-ordinate recruitment, onboarding and workforce deployment processes, ensuring staffing procedures are organised, compliant and effectively managed in line with safeguarding, Trust and operational requirements.

The Workforce Co-ordinator will work closely with the Senior Leadership Team, operations & administration officer, safeguarding team, finance staff and external agencies to support workforce planning, staffing continuity and operational effectiveness across the school.

The successful candidate must be highly organised, calm under pressure, proactive and able to respond quickly and professionally to changing operational demands.

Context of the school

Riverside Bridge School supports pupils from EYFS to Post-16 with a wide range of complex needs, including:

- Autism Spectrum Condition (ASC),
- Severe, profound and complex learning difficulties,



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- Non-verbal or minimally verbal communication profiles,
- Sensory processing differences,
- Physical and medical needs,
- Social, emotional and behavioural regulation needs.

Many pupils use alternative and augmentative communication (AAC), visual systems and total communication approaches to support understanding and expression.

The Workforce Co-ordinator plays an important operational role within a highly specialist SEND environment where staffing consistency, safeguarding, communication and operational organisation are critical to supporting pupils safely and effectively throughout the school day.

The role involves regular communication with staff, families, agencies and external professionals and requires the ability to remain calm, organised and solution-focused within an environment that can at times be fast-paced, emotionally demanding and operationally complex.

The postholder must be able to work with sensitivity, discretion and professionalism when handling confidential pupil, staffing and financial information.

Strong organisational skills, attention to detail, emotional resilience and the ability to remain calm under pressure are essential.

Key responsibilities

1. Workforce deployment and daily cover co-ordination

- Co-ordinate daily staff cover arrangements across the school in response to staff absence and operational need from 7am onwards.
- Monitor staff absence reporting procedures and maintain accurate daily absence records.
- Check and respond to staff absence notifications and messages within required timescales.
- Record staff absences accurately on Bromcom and maintain up-to-date staffing information.
- Allocate internal cover arrangements and co-ordinate agency staffing where required.
- Liaise with supply agencies to secure suitable cover staff within required timescales.
- Co-ordinate staffing deployment to ensure safe staffing levels are maintained across the school.
- Ensure staffing deployment supports pupils' communication, medical, sensory, behavioural and safeguarding needs.
- Maintain accurate cover records, staffing deployment information and agency staffing trackers.
- Produce and distribute daily staffing and cover information to relevant staff.



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- Co-ordinate planned cover arrangements for training, educational visits, meetings and operational activities.
- Support workforce planning during periods of operational pressure, educational visits, whole-school events and staff absence.
- Monitor agency staffing usage and overtime arrangements and maintain associated records.
- Liaise with senior leaders regarding staffing pressures, operational concerns and workforce deployment decisions.
- Ensure staffing arrangements comply with school procedures, safeguarding expectations and operational requirements.

2. Agency staff and workforce administration

- Co-ordinate agency staffing bookings from 7am onwards and maintain positive working relationships with external agencies.
- Confirm agency staffing arrangements including role, timings and operational requirements.
- Ensure agency staff are appropriately checked, recorded and signed in on arrival.
- Ensure all statutory safeguarding, vetting and safer recruitment checks for agency staff are received, verified and compliant before agency staff are permitted to work within the school.
- Verify and record Enhanced DBS, identity checks, right to work documentation, safeguarding declarations, training records and agency compliance documentation in line with statutory and Trust requirements.
- Maintain and update the live Single Central Record (SCR) daily for all agency, temporary and visiting staff.
- Ensure all new agency staff complete required induction, safeguarding and compliance documentation before first placement within school.
- Check that all required training documentation and safeguarding declarations have been completed in accordance with the school's Agency Compliance Agreement and operational procedures before agency staff commence work within the school.
- Ensure no agency staff member enters classrooms or works with pupils until all required safeguarding and compliance documentation has been checked and confirmed.
- Welcome and oversee agency staff on arrival each morning, ensuring sign-in procedures, safeguarding checks, induction processes and required documentation are completed before deployment.
- Ensure agency staff receive appropriate operational guidance, safeguarding information, class information packs and school procedures before beginning work.
- Monitor the day-to-day deployment, conduct and effectiveness of agency staff across the school to ensure staff are working appropriately within allocated classrooms and fulfilling expected responsibilities.



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- Carry out regular operational checks within classrooms and around the school to monitor agency staff practice, professionalism, engagement and compliance with school expectations.
- Carry out operational spot checks regarding agency staff deployment, classroom allocation and workforce coverage where required.
- Obtain and record feedback from class teams, senior leaders and other staff regarding agency staff performance, suitability and operational effectiveness.
- Liaise with agencies regarding performance concerns, safeguarding issues, conduct matters or operational standards where required.
- Escalate safeguarding, conduct, professionalism, attendance or suitability concerns relating to agency staff promptly and appropriately to senior leaders and safeguarding staff.
- Support the development of consistent operational expectations and professional standards for agency staff working across the school.
- Maintain a visible and active presence across the school during the school day to support workforce deployment, agency staff oversight and operational consistency.
- Maintain accurate records relating to agency staff performance, deployment, safeguarding compliance and operational monitoring.
- Monitor and record agency staff attendance, punctuality and operational feedback.
- Liaise with agencies regarding concerns, feedback or staffing issues where necessary.
- Maintain accurate records relating to agency staffing, overtime and workforce costs.
- Support monitoring of agency and overtime expenditure in liaison with finance staff and senior leaders.

3. Recruitment co-ordination and onboarding

- Co-ordinate recruitment administration processes across the school.
- Upload and manage job advertisements through agreed recruitment platforms and systems.
- Co-ordinate recruitment timelines, interview arrangements and candidate communication.
- Liaise with senior leaders regarding shortlisting, interview schedules and recruitment processes.
- Prepare interview schedules, candidate packs and recruitment documentation.
- Co-ordinate interview day logistics including candidate sign-in, safeguarding documentation and operational arrangements.
- Request and monitor references and pre-employment documentation.
- Support safer recruitment procedures including:
 - DBS checks,
 - references,
 - right to work documentation,



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- qualification checks,
 - safeguarding compliance documentation.
- Maintain accurate recruitment and onboarding trackers.
- Co-ordinate onboarding arrangements for new staff including induction schedules, training and systems access.
- Liaise with ICT staff regarding email accounts, logins and systems access for new starters.
- Support induction administration and ensure relevant documentation is completed and recorded.
- Liaise with the operations & administration officer regarding staffing records, contracts and onboarding compliance processes.
- Maintain organised and auditable recruitment records and staffing documentation.

4. Staffing systems and compliance

- Maintain accurate recruitment, deployment and workforce information on Bromcom and other agreed systems.
- Support the accurate maintenance of staffing compliance documentation and workforce records.
- Liaise with safeguarding staff regarding Single Central Record updates and compliance processes.
- Ensure staffing data is accurate, secure and maintained in line with GDPR and school procedures.
- Maintain organised and confidential staffing filing systems and documentation.
- Support audit and compliance checks relating to staffing and recruitment records.
- Monitor operational staffing trackers, absence records and deployment information.
- Prepare staffing information and reports for senior leaders where required.

5. Communication and operational co-ordination

- Act as a professional point of contact for staffing, recruitment and operational workforce enquiries.
- Liaise effectively with staff, agencies, families and external organisations.
- Maintain positive and professional working relationships across the school community.
- Support operational communication relating to staffing arrangements and deployment.
- Co-ordinate communication regarding interview processes, onboarding and staffing administration.
- Support the smooth operational running of the school through effective organisation and communication.

6. Administrative and operational support

- Support wider administrative and operational functions of the school where required.



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- Assist with maintaining effective administrative systems and procedures.
- Support operational processes during periods of increased staffing pressure or organisational demand.
- Contribute positively to the professional culture and operational effectiveness of the school.

Flexibility of working

- The postholder will be expected to work flexibly to meet the operational needs of the school.
- The role includes early morning operational responsibilities linked to staff absence and cover co-ordination.
- Occasional attendance at recruitment events, meetings or operational activities outside normal working hours may be required.
- The role requires flexibility, responsiveness and the ability to prioritise effectively within a busy specialist school environment.

General duties

- Participate in training and professional development.
- Promote equality, inclusion and positive working relationships.
- Undertake any reasonable duties commensurate with the level of the post.
- Maintain professional standards and conduct at all times.
- Support the wider aims and values of Riverside Bridge School.

Safeguarding

The Workforce Co-ordinator plays an important role in supporting the safe and effective operation of Riverside Bridge School.

Although the role is not classroom-based, the postholder will work daily within a specialist SEND environment and must maintain a safeguarding-focused approach at all times.

The postholder must:

- understand and follow all safeguarding, child protection and safer working practice policies;
- report concerns promptly in line with school procedures;
- maintain confidentiality regarding pupil, family, staffing and organisational information;
- demonstrate professionalism, emotional resilience and sound judgement within sensitive situations;
- contribute to a culture of safety, inclusion and respect across the school community.



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The role involves handling sensitive staffing, safeguarding and recruitment information and therefore requires high levels of confidentiality, organisation and professional judgement.

All staff are expected to safeguard and promote the welfare of children and young people and maintain appropriate professional boundaries at all times.

Riverside Bridge School is committed to safeguarding and promoting the welfare of all pupils and expects all staff and volunteers to share this commitment. A criminal record check via the DBS will be undertaken for any successful candidate.

Person Specification

Essential qualifications and experience

- Experience working within administration, staffing, recruitment or operational co-ordination roles.
- Experience co-ordinating multiple operational processes and priorities simultaneously.
- Experience maintaining accurate records and administrative systems.
- Experience using Microsoft Office applications and management information systems.
- Strong organisational and time management skills.
- Ability to work accurately under pressure and respond quickly to changing operational demands.
- Experience handling confidential and sensitive information appropriately.

Desirable qualifications and experience

- Experience working within a school or education setting.
- Experience within a SEND or specialist school environment.
- Experience co-ordinating staff cover or workforce deployment.
- Experience supporting recruitment and onboarding processes.
- Experience using Bromcom or school management systems.
- Knowledge of safeguarding and safer recruitment procedures.
- Experience liaising with external agencies and providers.

Essential skills and attributes

- Excellent organisational skills and attention to detail.
- Strong communication and interpersonal skills.
- Ability to remain calm, organised and solution-focused under pressure.
- Ability to build positive professional relationships with staff and external agencies.
- High levels of professionalism, discretion and confidentiality.
- Ability to prioritise workload effectively and manage competing demands.
- Ability to work independently and use initiative.
- Flexible and proactive approach.
- Commitment to safeguarding and inclusion



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Points for applicants to consider

This is a highly specialised SEND environment supporting pupils with complex additional needs.

- Pupils may communicate distress, anxiety or dysregulation non-verbally through behaviour, sensory responses, withdrawal or changes in presentation.
- Staffing deployment decisions directly impact pupil safety, regulation, communication support and continuity of provision throughout the school day.
- The school environment can at times be fast-paced, emotionally demanding and operationally complex.
- The role requires early morning operational decision-making and responsiveness to urgent staffing situations.
- The postholder will regularly co-ordinate sensitive staffing arrangements, agency deployment and recruitment processes.
- Strong organisational skills, emotional resilience and the ability to remain calm under pressure are essential.
- The role requires professionalism, discretion and effective communication when working with staff, families, agencies and external organisations.
- Applicants should understand that effective workforce deployment and staffing co-ordination are critical to maintaining safe, stable and well-supported learning environments for autistic pupils and pupils with complex needs.