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RECRUITMENT PACK:  
**HR ADMINISTRATOR**

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# ABOUT WITHINGTON GIRLS' SCHOOL

Withington Girls' School was founded in 1890 by a small group of eminent and far-sighted Manchester families who wanted the same educational opportunities to be available for their daughters as were already available to their sons. In keeping with the Founders' wishes, the School has remained relatively small, with approximately 725 pupils; 155 in the Junior School (Years 3 – 6), 405 in the Senior School (Years 7 – 11) and 165 in the Sixth Form. The Head of Withington Girls' School is a member of both the Girls' Schools Association (GSA) and the Headmasters' and Headmistresses' Conference (HMC).

Pupils come from a wide geographical area around Greater Manchester and Cheshire, and from many different social, cultural and religious backgrounds, creating a diversity in which the School rejoices. The School is non-denominational and girls of all faiths, or none, are equally welcome. Through the Withington Girls' School Trust, up to 100 means-tested bursaries are offered each year according to need. The Governing Body is strategically focused and highly supportive of all areas of the School.

## A FOCUS ON EXCELLENT TEACHING AND PASTORAL CARE

The School's A Level and GCSE results are outstanding, with Withington ranked consistently in national league tables as the top independent school in the North West of England. The Sunday Times' prestigious schools guide, Parent Power, named Withington the North West Independent Secondary School in 2019, and North West Independent Secondary School of the Decade in 2020 and Withington has been listed in the annual Tatler Schools Guide to the UK's top independent schools since 2012.

Girls who gain a place as a result of the entrance examination normally take GCSE/IGCSE examinations in 9/10 subjects, followed by 3 or 4 A Levels. An exciting and varied Enrichment programme offers Sixth Formers core elements such as PSHCE, financial literacy and professional skills plus a range of choices from computer coding and languages, to mosaics, mindfulness and cooking and preparing healthy meals. In addition to the Enrichment Programme, which all Sixth Formers follow, many also complete an Extended Project Qualification (EPQ). Studies are directed towards encouraging a love of learning for its own sake, frequently going beyond the confines of the examined curriculum, as well as towards the ultimate goal of University entrance, including Oxford and Cambridge.

The excellent quality of teaching and pastoral care is a major factor in the exceptional level of achievement secured by pupils, both within and outside the classroom. Staff are eager to share their passion and enthusiasm for their subjects and give willingly of their time to assist individual pupils outside lesson times; the relationship between pupils and staff is a particular strength of the School. The School has little need for formal rules and runs on 'the 3 Rs' of Respect for self, Respect for others, and Responsibility for personal actions and its pupils thrive within the warm, friendly and supportive environment.

Preparation for life after school starts early and involves a programme of careers advice, work experience and UCAS application guidance. Older girls work with younger girls in numerous ways, through the House system, extra-curricular activities, peer support and mentoring.

At home or abroad, Withington girls attract positive comments and we are just as proud of them as they are of their School.

## A BREADTH OF ACTIVITIES

Academic excellence is secured alongside an extensive range of extra-curricular opportunities, including Music, Drama, Sport, Mathematics, Linguistics and Science Olympiads, the Duke of Edinburgh's Award and the Young Enterprise Scheme, Model United Nations, Debating and Robotics Clubs, to name but a few. Sixth Formers work as voluntary assistants in local primary schools, a centre for severely disabled children, residential homes, hospices and hospitals.

All girls, throughout the School, engage in charity fundraising, collectively raising over £30,000 each year. There are special links with local charities, Wood Street Mission and The Booth Centre, The Christie hospital, two schools and a hospital in Kenya and a school in Uganda. Groups of Upper Sixth Formers engage in voluntary projects in The Gambia and Uganda each year and pupils take part annually in World Challenge, or similar, expeditions. Academic departments offer subject-related trips and activities in addition to cultural trips at home and overseas.



# ABOUT WITHINGTON GIRLS' SCHOOL

## AN INVESTMENT IN FACILITIES

The School enjoys excellent facilities and has an ongoing programme of major developments. Recent projects have included a purpose-built Junior School building, a central, enclosed 'Hub' area at the heart of the school and an expanded and refurbished suite of university-standard Chemistry laboratories, all of which were completed in 2015.

During 2018 a significant new sports facilities development was completed, reflecting the school's ongoing commitment to the promotion of physical activity for girls, one of the school's founding principles. In 2019 the outdoor netball courts and all-weather pitch were resurfaced to a high specification, bringing Withington's sports facilities to an excellent standard across all areas. Outdoor fitness equipment – also installed in 2019 - has provided an innovative facility that benefits fitness, wellbeing and social interaction for senior pupils.

## A WELCOMING COMMUNITY

The Development Office has strong links with alumnae as well as former and current parents and staff and has been successful in raising substantial amounts for the Bursary Appeal, for the new Chemistry laboratories, new Sports facilities and for an Annual Fund which enables enrichment activities for current pupils. Withington Onwards (the past pupils' association) and the Parent Teacher Association are active in, and committed to, supporting the School socially and financially. There are also close links with the local community including, for example, a range of Saturday morning lessons run by the School for gifted and talented boys and girls from local primary schools under the SHINE Together programme and an annual event involving a number of primary schools across Greater Manchester known as Manchester Sings.

Visitors often comment on the special atmosphere they find at Withington. We are extremely proud of our consistently outstanding record in public examinations and places gained at the most selective universities but also of the happily informal atmosphere, thriving co-curricular programme, community spirit, alumnae network – and engagement with education in its broadest sense which characterise this unique environment.

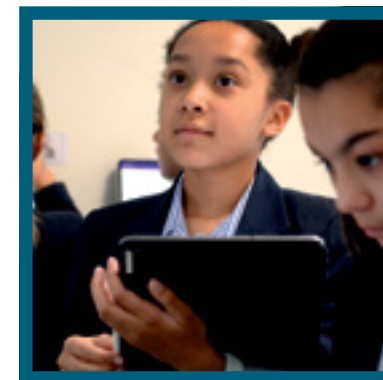
True to the vision of our Founders, our pupils aim high, have boundless opportunities to discover their talents and develop a strong sense of responsibility. We value individuality, celebrate diversity, encourage our pupils to think for themselves and to understand the importance of tolerance and teamwork. It is our aim that our girls leave school at ease with themselves, socially aware and ready to face with confidence the challenges of life beyond.



# MISSION STATEMENT

Withington Girls' School is committed to providing the highest standard of education and care for all its pupils both within and outside the classroom, together with excellent facilities for teaching and learning. Through the provision of a wide range of extra-curricular activities we seek to ensure that girls have numerous opportunities to develop teamwork, leadership,

responsibility and service, in order to prepare them, not only for outstanding academic success, but also for life beyond school. We strive to encourage all our pupils to achieve their full potential in every sphere, and to become mature, independent learners who can face with confidence the challenges and opportunities of adult life in the 21st Century.



# AIMS OF THE SCHOOL

1. To create a caring and supportive environment in which every member of the School community, pupils and staff, is well known and well supported, and where individual needs are met wherever reasonably practicable
2. To provide consistently excellent teaching throughout the school and across a broad and balanced curriculum, to help girls of above national average academic ability to achieve an exceptional standard of achievement and learning; to foster an intellectual curiosity, a love of learning, independence of mind and a sense of individual responsibility
3. To provide opportunities for teamwork, leadership and community service through the provision of the broadest possible range of curricular and extra-curricular activities
4. To encourage every girl to acquire the skills, confidence, knowledge and experience to extend her aspirations and realise her potential in terms of spiritual, moral, social, cultural, intellectual and physical development
5. To encourage respect for self and others, acceptance of responsibility for one's actions and an awareness of, and sensitivity to, the needs of others within the School and local communities and globally; and to provide all pupils with an effective preparation for the opportunities, responsibilities and experiences of life in British society
6. To provide accurate, up-to-date and impartial careers guidance to enable all girls to make informed choices about a broad range of careers options and to prepare them effectively for higher education and future employment
7. To ensure that the school has a robust financial base to withstand external challenges and has sufficient funding to maintain/add to existing buildings and to enhance the facilities and infrastructure in order to facilitate excellent teaching, learning, social interaction, extra-curricular activities and community links with a key focus on the environment and sustainability
8. To maintain and increase the level of means-tested bursary support to secure the social and economic diversity of the school community, with the eventual aim of needs-blind admissions
9. To maintain and develop strong links with parents, former members of the School, local community and businesses
10. To develop the positive profile of the School, locally, nationally and internationally, so that the school's ethos, qualities and characteristics are celebrated



# JOB DESCRIPTION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>JOB TITLE:</b>	HR Administrator
<b>REPORTING TO:</b>	Head of HR
<b>DEPARTMENT OVERVIEW:</b>	The HR Department plays an integral role in the people aspect of Withington Girls' School, working closely across all teams in the school, providing a comprehensive HR service.
<b>ROLE OVERVIEW:</b>	The HR Administrator will provide comprehensive and administrative assistance within the HR Department, as well as assisting in the recruitment process and absence management process. The role will be 22.5 hours per week worked over 5 days, Monday to Friday 10:00am – 2:30pm, term time only plus the requirement to work 2 weeks, as directed by the Head of HR. A degree of flexibility will be required with regards hours worked during recruitment in order to fulfil the requirements of the role.
<b>CHILD PROTECTION AND SAFEGUARDING POLICY:</b>	Withington Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Withington Girls' School Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.
<b>MAIN DUTIES &amp; RESPONSIBILITIES:</b>	<ol style="list-style-type: none"><li>1. Recruitment:<ol style="list-style-type: none"><li>i. Posting job adverts</li><li>ii. Oversee and act on incoming recruitment enquiries and applications</li><li>iii. Liaising with relevant SLT members and Heads of Department with regards applications and to arrange interviews dates and schedules</li><li>iv. Ensuring all schedules are circulated to the relevant people, including candidates</li><li>v. Liaising with candidates throughout the recruitment process.</li><li>vi. Taking up and verification of references</li><li>vii. Meeting and greeting candidates and taking relevant documentation</li><li>viii. To inform the Head of HR of the successful candidate so a job offer and contract can be prepared</li><li>ix. To carry out all post interview correspondence.</li></ol></li></ol>



# JOB DESCRIPTION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## MAIN DUTIES & RESPONSIBILITIES:

2. Following offer of employment, ensure that all documentation is sent to the successful candidate, in accordance with Safer Recruitment Legislation and keep the Head of HR informed.
3. To help the Head of HR with the onboarding process for new staff including: the delivery of the new starter onboarding day at the start of the academic year; and ensure that line managers are aware of any probationary reviews due, supplying them with the relevant documentation.
4. To help maintain staff digital and paper HR systems, ensuring record keeping is appropriate and up to date.
5. To log any sickness absence and carry out return to work interviews in accordance with the School's absence management policy.
6. To advise the Head of HR of any complex sickness issues.
7. To ensure that all digital and paper filing is up to date.
8. To ensure that all leaver files are scanned and that the School's retention periods are followed at all times.
9. Archive all leaver information appropriately.
10. Ensure that all new starter and leaver information is made available to the relevant personnel.
11. To attend any CPD/training days as appropriate.
12. To uphold the ethos of the school.
13. In all aspects of the post to be fully aware of the School's Health and Safety Procedures.
14. To carry out any other duties as reasonably requested by the Head of HR.

## BENEFITS OF WORKING AT WITHINGTON GIRLS' SCHOOL:

1. Lunch is provided daily.
2. A competitive salary based on the Withington Girls' School scale, commensurate with the qualifications and relevant experience of the candidate.
3. Workplace pension with 3 x death in service benefit and a 10% employer contribution.
4. Free use of the School gym following an induction.
5. The School promotes a happy, professional and stimulating work environment.



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> <li>Educated to at least GCSE Grade C or above gained in English and Maths</li> </ul>		<ul style="list-style-type: none"> <li>Production of the Applicant's original certificates</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>Must have strong proven administrative experience</li> </ul>	<ul style="list-style-type: none"> <li>Education HR experience</li> <li>Knowledge of the education sector</li> <li>Knowledge of safer recruitment/safeguarding/child protection</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the application form. Evidence of work experience</li> <li>Interview</li> <li>Professional references</li> </ul>
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> <li>Ability to use at least an intermediary level Microsoft Office including Word, Excel and Outlook or equivalent and google</li> <li>Ability to be proactive and prioritise work, dealing with multiple diverse projects and tasks</li> <li>Able to engage with stakeholders at all levels</li> <li>Ability to develop and produce accurate correspondence and identify errors</li> <li>Good literacy and numeracy skills.</li> <li>High level of accuracy</li> <li>Ability to undertake administration tasks</li> <li>Organisational skills to prioritise work and complete tasks to deadlines.</li> <li>Ability to follow instructions, procedures and policies.</li> <li>Ability to work effectively with others and to meet deadlines.</li> <li>To be willing and able to work to work flexibly</li> <li>Excellent command of English both spoken and written</li> </ul>		<ul style="list-style-type: none"> <li>Contents of the application form</li> <li>Interview</li> <li>Professional references</li> </ul>



# PERSON SPECIFICATION

## PERSONAL COMPETENCIES AND QUALITIES

ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> <li>• <b>Interpersonal skills.</b> Demonstrable ability to listen, be curious and inquisitive in wanting to understand more, build rapport and communicate persuasively with people of different backgrounds. This person must be calm and considered in their approach</li> <li>• <b>Communication.</b> Ability to write and speak messages that are clear and accurate</li> <li>• <b>Creativity.</b> The ability to adapt to new situations and address problems from new perspectives</li> <li>• <b>Reliability.</b> Attention to detail, to hit deadlines and get the job done</li> <li>• <b>IT awareness.</b> Competence in standard office software including Excel skills. A desire to understand school IT systems and their benefits</li> <li>• <b>Willingness.</b> To go the extra mile, with a 'can do attitude, and ability to want to explore new ways of doing things</li> <li>• <b>Independence.</b> While you must be passionate about people, working with a wide variety of roles and personalities on a daily basis, this is a role which requires someone who is confident to work alone, but will still build the relationships to get the job done</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>





## THE SUNDAY TIMES SCHOOLS GUIDE

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Alastair McCall, Editor of The Sunday Times Schools Guide, Parent Power, on Withington being named Northwest Independent School of the Decade in November 2020.

*"This... accolade acknowledges the consistent academic excellence achieved by the school over the past 10 years, when it has finished as the top-ranked independent school in the Northwest in our annual Parent Power rankings every year.*

*"This has been achieved without creating an academic hothouse. Girls thrive in a supportive, caring environment, where they are encouraged to contribute to school life in myriad ways, not just in examination halls. The school's commitment to accessibility through a generous bursary scheme sees many study here for reduced fees – or even no fees at all. The diverse community of more than 700 girls leave the school ready to take their place in the world and become leaders in their chosen fields, as so many of their predecessors have done."*

## TATLER SCHOOLS GUIDE 2021

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*"This is a decidedly academic yet happily informal girls' day school that celebrates diversity and individuality. Thanks to its generous bursaries, Withington is a melting pot of different cultures, religions and backgrounds – a microcosm of Greater Manchester."*

*"There may not be a 'typical Withy girl', but there is a Withy state of mind: an intellectual curiosity and an unwavering commitment to the principles of respect for self and respect for others."*

## GOOD SCHOOLS GUIDE REVIEWS

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Junior School:

*"This is a warm and happy junior school where girls who love academic learning thrive and reach their potential while immersing themselves in enriching interests and challenges across arts, music and sports."*

Senior School:

*"A school with dazzling academic results which seeks to empower girls to think independently, cultivate wide-ranging interests and embrace challenge. Girls who have a deep thirst for knowledge and learning will absolutely fly at this impressive high-performing school."*