



# BIRKDALE HIGH SCHOOL

Southport  
Learning  
Trust



NIHIL NISI BONUM



## RECRUITMENT PACK

OFFICE ADMINISTRATOR

# ABOUT US

As the only 11-16 all-boys academy in Sefton, Birkdale High School aims to be a beacon for outstanding practice in the education of boys and be the school of choice for all boys in the Southport community and beyond. We passionately believe that a single-sex setting at this particular stage of a boy's education is the ideal environment for them to grow in confidence, close the attainment gap with girls and develop their love of learning. Our boys are able to mature at their own pace, supported and challenged by staff who are experts in teaching boys, and surrounded by peers to whom they can closely relate.

Our vision is driven by the strong moral imperative that it is our mission to provide all our boys with a first class education, outstanding outcomes and better life chances. We seek to challenge stereotypes, we are ambitious for every boy we teach and we want to see a society that benefits from the contributions of our well-educated, well-rounded and empowered young men.

We believe that every child, regardless of their background, should be able to fulfil their academic potential and go on to thrive amongst the demands and expectations of life in modern Britain and beyond. The school's motto is "Aspire – Thrive – Succeed" and underpins its ethos and approach.

We aim to engage, support, stretch and challenge all boys by providing them with a range of exciting opportunities; a varied and purposeful curriculum and a strong set of core values, demanding of all its students the highest standards in all they undertake whilst supporting them in the fulfilment of their personal and academic potential.

We are proud of our academic achievements and the examinations success of our boys over the years. These achievements would not be possible without our talented and dedicated staff, who work tirelessly to engage and challenge each and every student, or without the hard work of the boys and the support of their parents and carers.

We also have a sporting record that is second to none amongst the local schools, whether on the track, the field or the court. We regularly top the local league tables and enjoy success at regional and national level too.

We strive to be an inclusive school, an outward facing centre of academic, professional and personal achievement, prepared to lead, learn from and collaborate with all available partners in the pursuit of excellence for our pupils and staff.

You would be joining the Southport Learning Trust, a family of eight schools which includes six secondary schools and two primary schools in the locality where you would gain support from a wider group of senior leaders. Schools in our Trust include Birkdale High School, Bedford Primary School, Greenbank High School, Kew Woods Primary School, Maghull High School, Meols Cop High School, Range High School and Stanley High School. Being part of a Trust would give you the opportunity to share and be involved in developing practice across multiple schools. You would benefit from an excellent Employee Assistance Programme and a commitment to your well-being and professional development. Please see separate document in relation to well-being.

Interested applicants are strongly encouraged to visit us, meet our team and most importantly, get to know our incredible students. To organise a tour ahead of application, please contact PA to the leadership team, Karen Anslow on [kanslow@birkdalehigh.co.uk](mailto:kanslow@birkdalehigh.co.uk)

**Gareth Banks**  
Headteacher





# APPLICATIONS

**CONTRACT:** FULL TIME - PERMANENT

**CLOSING DATE:** Friday 15 July 2025

**INTERVIEW DATE:** WEEK COMMENCING Monday 28 July 2025

**SALARY:** Grade D scp 5-6 (£24,790 - £25,183)

**START DATE:** 1 SEPTEMBER 2025 OR EARLIER

**PLEASE SEND APPLICATIONS TO [RECRUITMENT@BIRKDALEHIGH.CO.UK](mailto:RECRUITMENT@BIRKDALEHIGH.CO.UK)**

***CVs will not be considered***

Appointments are subject to the successful candidate obtaining a satisfactory Enhanced Disclosure (via the Disclosure Barring Service).

Along with the application form, please provide a supporting statement of no more than **1000 words** that illustrates your suitability for the job, referencing the job description, person specification and your relevant experience.

Further details and an application form can be downloaded from [www.birkdalehigh.co.uk](http://www.birkdalehigh.co.uk) or obtained from Ms Karen Anslow at the school.

**Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.**

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.





# OFFICE ADMINISTRATOR

We have an exciting opportunity for a full time Office Administrator. The post holder will work alongside existing staff to support the busy Administration Team. You should have excellent attention to detail and knowledge of using administrative systems. Ideally, you will have experience of working in an administrative role or an Administration qualification.

The application form, along with an equal opportunities form, should be returned to [recruitment@birkdalehigh.co.uk](mailto:recruitment@birkdalehigh.co.uk) by the specified closing date. Other forms or curriculum vitae are not acceptable in place of a completed application form.

Southport Learning Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 & 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides

that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found

on the Ministry of Justice website, which can be accessed here:  
<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

In accordance with our statutory obligations under Keeping Children Safe in Education Southport Learning Trust is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Southport Learning Trust might want to explore with you at interview. A copy of our Child Protection and Safeguarding Policy can be found on our website.

# PERSON SPECIFICATION

## OFFICE ADMINISTRATOR

*L - Supporting Letter, I - Interview, A - Application Form*

Specification		Evidence
<b>Ethos</b>	<ul style="list-style-type: none"><li>Support for the aims and objectives of Birkdale High School</li><li>A commitment to work and liaise with members of the school community</li></ul>	All Essential - <b>L &amp; I</b>
<b>Qualifications / Training</b>	<ul style="list-style-type: none"><li>Level 2 qualification or equivalent in Maths/numeracy and English/literacy</li><li>Relevant Level 2 qualification or equivalent experience</li><li>First Aid Training (or willingness to complete it)</li></ul>	All Essential - <b>A &amp; I</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>Carrying out administrative tasks</li><li>Dealing with face-to-face and telephone interactions</li><li>Working with children or young people</li><li>Working and collaborating within a team</li></ul>	Essential - <b>A &amp; I</b> Essential - <b>A &amp; I</b> Desirable - <b>A &amp; I</b> Desirable - <b>A &amp; I</b>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>Good oral and written communications skills</li><li>Ability to respond quickly and effectively to issues that arise</li><li>Ability to plan, organise and prioritise to meet deadlines</li><li>Ability to use own initiative and take action accordingly</li><li>Excellent attention to detail</li><li>Ability to use IT packages</li><li>Ability to use relevant office equipment effectively</li><li>Ability to build effective working relationships with colleagues</li><li>Understanding of data protection and confidentiality</li><li>Understanding of safeguarding</li></ul>	Essential - <b>A, L &amp; I</b> Essential - <b>A, L &amp; I</b> Essential - <b>A, L &amp; I</b> Essential - <b>A, L &amp; I</b> Essential - <b>A, L &amp; I</b> Essential - <b>A, L &amp; I</b> Essential - <b>A, L &amp; I</b> Essential - <b>A, L &amp; I</b> Essential - <b>A, L &amp; I</b> Essential - <b>A, L &amp; I</b>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>Commitment to promoting the ethos and values of the school</li><li>Ability to work under pressure and prioritise effectively</li><li>Commitment to maintaining confidentiality at all times</li><li>Commitment to safeguarding and equality</li><li>Deal with difficult situations effectively</li></ul>	Essential - <b>A, L &amp; I</b> Essential - <b>A, L &amp; I</b> Essential - <b>A, L &amp; I</b> Essential - <b>A, L &amp; I</b> Essential - <b>A, L &amp; I</b>

# JOB DESCRIPTION

## Office Administrator

<b>Duties specific to the role</b>	<ul style="list-style-type: none"> <li>• To provide administrative support for identified members of the SLT</li> <li>• To provide administrative support as required for identified areas of school including curriculum, pastoral, house system and specific subject areas</li> <li>• To complete administration relating to in-year admissions including pupil photographs</li> <li>• To coordinate the academy approach to marketing, publicity and the use of social media to advertise events and showcase the academy</li> <li>• To regularly update internal notices/TV displays relating to in-house events</li> <li>• Complete all administration relating to Y6 admissions and updating Arbor, including monitoring receipt of CTFs</li> <li>• To assist in administration relating to Health &amp; Safety as required (eg. Covid 19)</li> <li>• Provide support in all aspects of administration relating to KS2/3 transition</li> <li>• Facilitate pupil attendance monitoring (including First Day Response, Truancy Call, generating reports, administration related to Fixed Penalty Notices and monitoring procedures)</li> <li>• To undertake associated first aid duties in-line with school policy and procedure</li> <li>• Carry out tasks related to reprographics, such as photocopying, collation of materials etc.</li> <li>• To support with the completion of main office duties</li> </ul>
<b>Summary of Office Main Duties</b>	<ul style="list-style-type: none"> <li>• To provide confidential, effective, efficient and flexible administrative support to the school as part of the wider office team</li> <li>• To answer standard enquiries by telephone or in person from parents/pupils/community users/other employees, giving and resolving non complex queries within areas of responsibility</li> <li>• To file documents, after familiarisation with the filing system.</li> <li>• To open, sort and distribute incoming post and ensure despatch of outgoing post</li> <li>• To produce a range of documents from a variety of sources, using various software packages (eg Access, Excel, Publisher and Word)</li> <li>• To operate office equipment, eg telephone system, photocopier etc</li> <li>• To input information into database (eg Arbor) and/or spreadsheets, and to extract information as directed</li> <li>• To offer support in providing and organising refreshments for meetings</li> <li>• To undertake any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description following consultation with the recognised trade unions</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• To support and promote the school's aims and objectives.</li> <li>• To ensure a duty of care at all times to safeguard and promote the welfare of all students</li> <li>• To work within the school's Health and Safety policy to ensure a safe working environment for all students, staff and visitors</li> <li>• To work within the school's Equal Opportunities policies to promote equality of opportunities for all students and staff</li> <li>• To maintain high professional standards of attendance, punctuality, appearance, conduct and courteous, positive relations with students, parents, colleagues and visitors</li> <li>• To actively support and promote positive professional and curriculum links across the school</li> <li>• To actively engage with the performance management process and continue with personal and professional development</li> <li>• To adhere to school policies and procedures as set out in the staff handbook and other documentation available</li> <li>• To adhere to and support as appropriate school and departmental procedures regarding assessment including preparation and entry for public examinations as specified by the boards</li> </ul> <p>This job description is a representative document. Other reasonably similar duties may be allocated from time to time as required to facilitate the efficient operation of the admin team and the school.</p>



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www.birkdalehigh.co.uk



@birkdale\_high\_school



@BirkdaleHS



@BirkdaleHighSchool



**EMPOWERING OUR COMMUNITIES TO POSITIVELY  
IMPACT THE WORLD**