



**Information & Application Pack  
Office Manager, HR & Cover**



**Brookvale Groby Learning Campus**



## Welcome from the Headteacher

Dear Prospective Applicant,

Thank you for expressing an interest in the role of Office Manager, HR & Cover at the Brookvale Groby Learning Campus. This is an exciting time to join our campus and we look forward to working with a new member of staff who will share our ambitious vision, "Valuing Everyone, Achieving Excellence".

The campus has been through a period of significant change having converted to a multi academy trust in 2017 and a merger to a single academy trust from September 2019. Our founding schools were Brookvale High School, an 'outstanding' 11-14 high school, and Groby Community College, a 14-19 upper school graded as 'good with outstanding features'. As a campus we meet the educational needs of over 1500 students with over 300 of those enrolled in our Post 16 provisions.

We have a strong ethos of valuing everyone and achieving excellence for all. We set very high standards for our students and ourselves, we work hard, we look after each other, and we are committed to professional learning for all staff. As a consequence the motto we use on a daily basis with our young people is to work hard, be kind which we feel symbolises the culture we aim to create on campus.

We have a spacious semi-rural campus location and most of our students live in the surrounding villages with some travelling from Leicester and its western suburbs.

We hope the documents provided help you to gain a feel for the school, but if you'd like to find out more, then please contact Tracey Malsbury - [tmalsbury@brookvalegroby.com](mailto:tmalsbury@brookvalegroby.com) or telephone 0116 2879921, in the first instance.

All of the documents to support this application process are available on our website, [www.brookvalegroby.com](http://www.brookvalegroby.com).

We would like to thank you again for your interest in the post and we look forward to receiving your application. Please do note however that, to adhere to our Child Protection and Safeguarding procedures, CVs are not accepted as a form of application and are not put forward to the shortlisting panel. If you have not heard from us within 2 weeks of the closing date, then please take it that on this occasion your application has not been successful. If this is the case, then we thank you for your interest, and for the time spent applying.

Yours sincerely

Will Teece  
Headteacher



## Visions, Values and Ethos

The shared vision and values of the Trust underpins all that we do, including the governance arrangements for the Trust.

### **Our Vision**

*Valuing Everyone, Achieving Excellence*

### **Our Motto**

*Work Hard, Be Kind*

### **Our Core Values**

*Community, Aspiration, Resilience, Excellence*







## **Testimonials**

### **Extract taken from email correspondence, following a tour of the school by a prospective parent:**

*I would just like to say thank you for the time spent with me today on my tour of the campus, and state how impressed I was with the school. There seems to be a very calm, relaxed and organised approach to how the school operates, and I believe that obviously shows in the way your students behave.*

### **Email from parent:**

*Every teacher, every office and every reception staff which our daughter and family have encountered over the years at Brookvale/Groby, have been amazing.*

*Their level of genuine care for her as their student is what any parent/ carer or grandparent would wish for.*

*Not only did they help her meet her academic challenges, they helped her on every level. Too many incidents to mention but teachers will know. Always making themselves available for my very many visits to school when things weren't great. Always demonstrating positive input to our challenging family situations.*

*Saying Thank You hardly seems enough but Thank You.*

### **Written comments from parents following Open Evening:**

*I just wanted to write to say what a credit the students were to your campus last night. They were very helpful, polite and informative. I was in awe of the two students who spoke so confidently in front of a hall full of parents – what a talent to have at such a young age. The staff were all lovely too! We definitely left with a very positive view of the campus.*

### **Written comments from parents following Year 11 Progress Evening:**

*'All the teachers I have met tonight know my son very well. I think all of them are interested and care about his progress.'*

*'All 3 of our children have thrived through the support that the school has given them, so happy with their education.'*

*'The school is excellent, helping my child progress and I would recommend it.'*

### **Year 10 student:**

*In my opinion, the teachers that teach me are very patient in the sense that if I don't understand something, they will try their best to ensure that I grasp that piece of knowledge whether it be by a diagram or an acronym etc. Another great thing about the school is that we have so many facilities so that we can excel in whatever we may want to do.*

### **Year 7 student:**

*'At our school we have amazing facilities and most importantly, very supportive staff!'*

*'Students feel safe at BGLC.'*

*'We are rewarded for hard work.'*

*'We are listened to and supported by the teachers and staff.'*

### **Extracts from staff members:**



*'I have had the most positive experience and have enjoyed every day of it. I have worked in schools for the last 10 years and have never worked anywhere like this. From day 1, I have felt part of something amazing and special....the school has such a positive atmosphere and nothing has been too much trouble for anyone. I am sad to leave, but now I have a great basis for my career ...although I think it will be hard to find a school as good! I wish you continued success and maybe one day we'll meet again!'*

*I just wanted to say a huge thank you to every member of staff at Brookvale Groby for your kindness and support over my last seven years here. I will miss you all a great deal and thank you for the lovely memories. You are a fantastic team and an immensely talented bunch of people; our students are very lucky to have you.*





## Why work at BGLC?

	
<ul style="list-style-type: none"> <li>• Fully resourced curriculum for KS3-5</li> <li>• Clear / Evidence informed approach to teaching through our “Model of Expert Teaching”</li> <li>• Clear CPD pathways to support every career aspiration</li> <li>• Simple QA process through our Developmental Drop Ins</li> <li>• Simple approach to home learning - 20/20/20</li> <li>• Centralised behaviour system</li> <li>• Friendly supportive community</li> <li>• A commitment to staff well being - evidenced by our workload charter</li> <li>• Professional learning community - looking at the most impactful pedagogy</li> <li>• Strong SLT presence</li> <li>• Amazing campus</li> </ul>	<ul style="list-style-type: none"> <li>• No disruption to lessons permitted</li> <li>• No fads - We have a plan and we stick to it</li> <li>• No individual lessons plans</li> <li>• No high stakes observations</li> <li>• No gimmicks</li> <li>• No unnecessary marking of students’ classwork - simple and effective whole class feedback prioritised</li> <li>• No excess data analysis or data inputs</li> <li>• No lengthy written reports</li> <li>• No stagnancy or complacency</li> <li>• No excessive after school meetings</li> </ul>





## Wellbeing at BGLC

The wellbeing of our staff is hugely important to us at BGLC and something we are determined to look after as best as we can. We know our staff are the most valuable resources in school for securing the best education for our young people and a warm learning environment for our whole community. We very much believe in these two quotes from Sir Richard Branson:

*"If you look after your staff, they will look after your business, it is that simple."*

*"Train people well enough so that they can leave. Treat them well enough so they don't want to."*

Our core belief is prevention of burnout and stress is the best approach and as such we have spent a lot of time looking at how we can protect our staff from unnecessary work and allow for a suitable work life balance. We have pulled all our approaches together in our Workload Charter and Wellbeing offer. You will see there is a wide range of approaches designed with staff at the heart of what we do.

Despite these approaches we know that life isn't always straightforward and at times we will all face our own unique curve balls and at these times it is important to know that you have support that can be called upon. We would always advise discussing issues with your line manager first but know there may be times you may feel uncomfortable doing that, in which case we have dedicated staff that you can seek support from, these being:





## **Office Manager, HR & Cover Permanent - Term Time**

**Grade 10, Pt 23 – 26 - £30,904 - £34,143**

**37 hours per week**

**plus 3 weeks additional hours for training days, events, meetings etc.**

We are seeking to appoint an Office Manager who will demonstrate strong organisational and administrative skills and experience, working closely with the Business Manager to manage a full administrative service, achieve strategic objectives of the academy whilst providing high quality office support. The post will also provide an effective and efficient HR administration service; responding to all HR enquiries, maintaining accurate HR system and administer teacher cover arrangements in line with parameters set by the Senior Leadership Team

*Working pattern will be agreed with successful candidate on appointment*

Full details can be found on our website – [www.brookvalegroby.com](http://www.brookvalegroby.com)

Visits to the campus are welcome - please contact Tracey Malsbury on [tmalsbury@brookvalegroby.com](mailto:tmalsbury@brookvalegroby.com) or telephone 0116 2879921.

**Closing Date: 9am, Wednesday 11 June 2025**

**It is anticipated that interviews will be held within 1 week of the closing date, however please be aware that should a suitable application be received, the school may choose to interview before the closing date.**

*The Brookvale Groby Learning Campus is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undertake pre-employment checks which will include an Enhanced Disclosure and Barring Service (DBS) check, and a declaration that you are not a disqualified person under the Childcare (Disqualification) Regulations (2009).*

*Applicants are advised that online searches may be carried out as part of due diligence checks.*

*Other necessary checks will also be undertaken, including the requirement for two satisfactory references (one from your most recent employer) to be received prior to any offer of employment being made.*





## How to apply

Completed applications should be returned to [tmalsbury@brookvalegroby.com](mailto:tmalsbury@brookvalegroby.com).

Or hand-delivered/by post to

**F.A.O. Tracey Malsbury  
PA to Headteacher/SLT  
Brookvale Groby Learning Campus  
Ratby Road  
Groby  
Leicester LE6 0FP**

## **Queries**

If you have any queries on any aspect of the application or need additional information please contact Tracey Malsbury, PA to Headteacher on the above email address.

Thank you.





## JOB DESCRIPTION

<b>Job Title:</b>	<b>Officer Manager, HR and Cover</b>
<b>Grade:</b>	<b>10</b>
<b>Line Manager:</b>	Business Manager
<b>Responsible To:</b>	Business Manager
<b>Job Purpose:</b>	The post holder will demonstrate strong organisational and administrative skills and experience, working closely with the Business Manager to manage a full administrative service, achieve strategic objectives of the academy whilst providing high quality office support. To provide an effective and efficient HR administration service; responding to all HR enquiries, maintaining accurate HR system and to administer teacher cover arrangements in line with parameters set by SLT
<b>Hours:</b>	37 hours per week, term time plus additional training day/campus events/holiday hours – <b>Total 41 weeks</b>
<b>MAIN DUTIES AND RESPONSIBILITIES: OFFICE MANAGER</b>	
1.	To work closely with the Business Manager ensuring a high standard of service and administrative support is achieved within the Academy administrative functions, manage allocated resources, prioritising tasks and work, and communicating with internal and external stakeholders
2.	Take full management responsibility for the administrative and office staff, including reception & student reception
3.	To assist with the development and implementation of the Academy's administration support policies, systems, and procedures; ensuring that they adhere to agreed standards and relevant legislation or guidelines, including for example trips and medical care for students
4.	To support the school in achieving positive and effective lines of communication with all staff parents/carers, the local community, and other users of the Academy's facilities
5.	Liaises with and answers queries from various stakeholders, including parents/carers and staff on admin policy, procedures, and best practice
6.	Organises communication systems and any periodic Academy events, parent evenings, seminars, etc. providing appropriate promotional posters, information sheets, etc.
7.	To ensure that documents are linked to student files (electronic and paper) in an appropriate and consistent manner
8.	To maintain efficient administration relating to personnel matters and to keep accurate HR records
9.	To be responsible for recruitment of new staff, following Safer Recruitment Standards and Procedures
10.	To provide advice and information relating to HR matters; seeking support and advice as needed
11.	To conduct Risk Assessments for expectant mothers
12.	To be a Registered Officer for DBS checks
13.	To advise (with assistance from the Trust office or the adviser to the academy) on employment legislation (maternity, paternity, sickness absence, other types of absence, retirement, flexible working hours etc.)
14.	To adapt template letters of employment, Statement of Particulars for employees and standard correspondence relating to a wide variety of personnel matters
15.	To input data and maintain accurate records for staff using Arbor system
16.	To provide statistics and management reports when required, using a variety of data programs
17.	To devise recording sheets and databases to monitor and report on metrics
18.	To liaise with payroll and deal with pay and pension queries
19.	To arrange Occupational Health referrals in conjunction with the Business Manager



20.	To process contracts for Teachers and Support Staff, calculate annual leave entitlements and term time contracts
21.	To be responsible for the coordination of Induction of new staff at school
22.	Responsible for inputting and checking timesheets, additional payments and adjustments to payroll
23.	Responsible for maintaining any HR information system as necessary
24.	To administer the appraisal process at school
25.	To respond promptly to HR queries from staff
26.	To organise own workload in a methodical, efficient and logical manner
27.	To administer teacher cover arrangements in line with parameters set by SLT
28.	To adapt template letters of employment, Statement of Particulars for employees and standard correspondence relating to a wide variety of personnel matters
29.	To be responsible for the accuracy of the Single Central Record at school and ensure it is up-to-date; highlighting risks and issues to the Business Manager
30.	Arranging for cover teachers or supply staff to take over lessons when a regular teacher is absent
31.	Liaising with Agencies: Contacting external supply agencies to book temporary cover when necessary
32.	Timetabling Adjustments: Ensuring cover is scheduled within the school's timetable and making any adjustments to avoid conflicts
<b>OTHER</b>	
1.	Support other administrative tasks
2.	Support the aims and ethos of the school
3.	Set a good example in terms of dress, punctuality, and attendance
4.	Be professional when dealing with staff, students, parents, and outside agencies
5.	Attend team and staff meetings
6.	Be proactive in matters relating to health and safety
7.	To undertake professional duties that may be reasonably assigned by the Principal
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Your employment will be based at Brookvale Groby, but you may be required to work at any of the Trust's academies.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. These duties may be varied or added to in order to meet the changing demands of the school at the reasonable discretion of the Principal.</p> <p>This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (DBS) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</p>	



## PERSON SPECIFICATION

[illegible]



	Essential	Desirable	How assessed
<p>Able to secure the commitment of staff, parents/carers governors and the community to the academy. Able to generate and sustain successful partnerships with colleagues, Principals, community organisations, partners of the Trust.</p> <p>Willing and able to keep up to date with legislation/guidelines/ new/best techniques/as they change or study for/obtain/train for further skills and qualifications as necessary for the role.</p> <p>Reliable and displays integrity.</p> <p>Must be able to recognise discrimination in its many forms and willing to put the Equality Policies into practice.</p> <p>Can role model the values and principles of the Brookvale Groby.</p> <p>Full and clean driving licence</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	
<p><b>Other Conditions</b></p> <p>Must satisfy relevant pre-employment checks.</p> <p>This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (DBS) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</p>	<p>✓</p> <p>✓</p>		App/Int
<p><b>Equal Opportunities</b></p> <p>Must be able to recognise discrimination in its many forms and willing to put the Equality Policies into practice.</p> <p>Willing and able to deal with people professionally at all levels and from a variety of backgrounds.</p> <p>Can role model the values and principles of Brookvale Groby.</p>	<p>✓</p> <p>✓</p> <p>✓</p>		App/Int

**KEY:**

**App = Application Form**  
**Test = Test**

**Doc = Documentary Evidence (e.g. Certificates)**  
**Int = Interview**