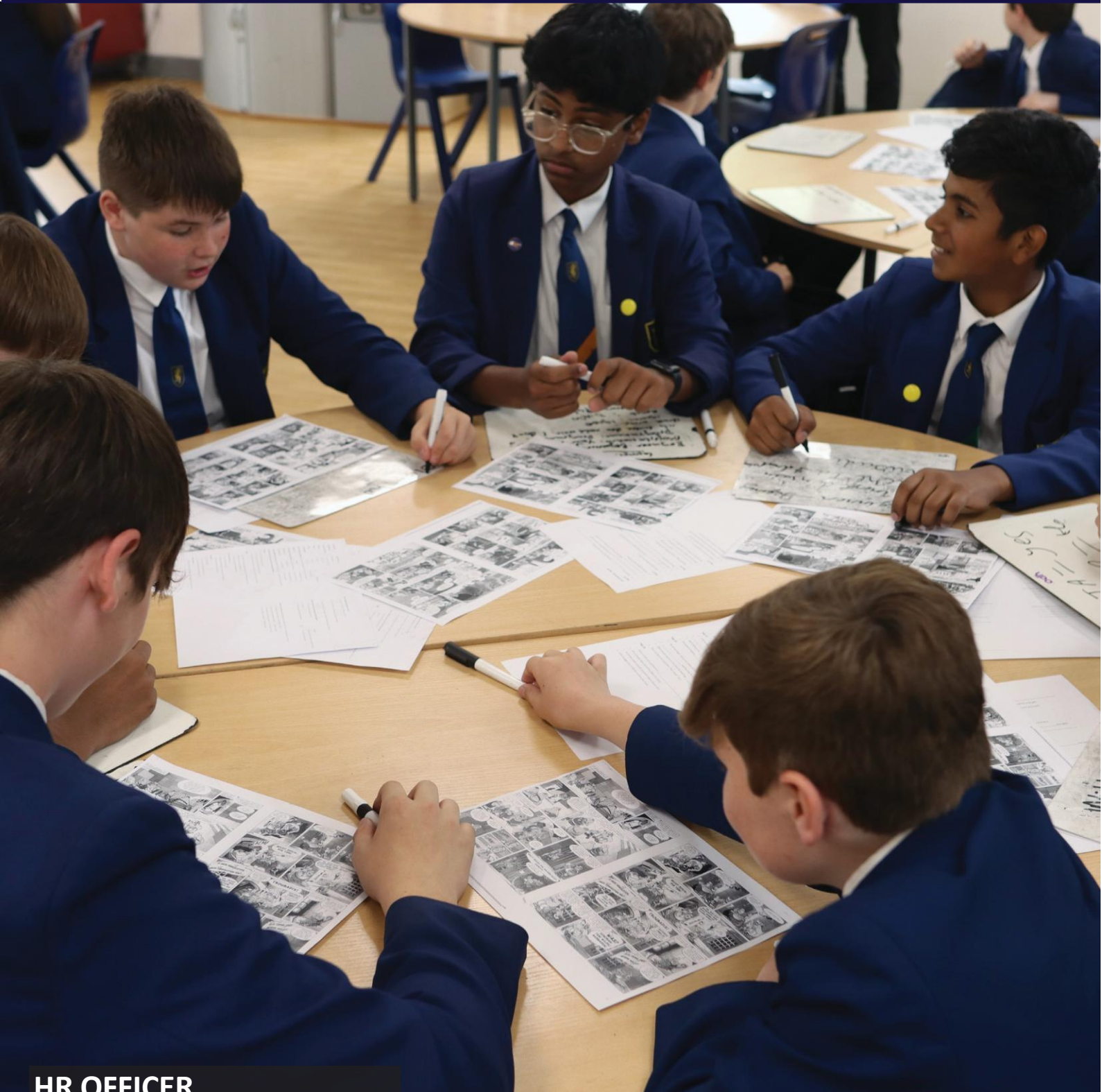




HR OFFICER RECRUITMENT PACK

WELCOME FROM THE PRINCIPAL

Thank you for your interest in Rainhill High School.
I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website rainhillhighschool.org.uk or alternatively contact jobs@rainhillhigh.org.uk

Our school has a long and strong record of academic success. The destinations that our students move onto are strong. Our continued focus is on raising the aspirations, achievements and confidence of all our students to ensure they have the best life chances; that all of our students leave us ready to take on the world with conviction and self-assurance. We make no apologies for having the highest expectations of all our students.

Our curriculum is ambitious. Students are expected to work hard, and this is complemented by our excellent pastoral care, support and guidance. You will find the staff here are determined to support academic achievement but also provide a wide range of enrichment and extra-curricular activities both within and beyond the classroom, ranging from trips to New York to football teams in school; all of which are important in building the confidence, resilience and experiences of every child.

Our school's mission is 'In Pursuit of Excellence' in everything that we do and our core values; Learn, Think, Contribute, Care, embody our determination to ensure that all our students receive a first-class education that enables them to take their place in society with confidence. We are a popular and high achieving school on the edge of Merseyside with a very strong reputation locally and significantly oversubscribed.

I am very proud of the continued success of Rainhill High School.



Mrs J Thorogood
Principal



ROLE OVERVIEW

COMMENCING:

As soon as possible

CONTRACT:

Full Time Full Year Permanent

CLOSING DATE:

9am on Monday 14th September 2026

INTERVIEW DATE:

Wednesday 23rd September 2026

SALARY:

NJC SCP 26-28

£38,510 – 40,444 pa

LOCATION:

Rainhill High School, Merseyside
(Stephenson Multi Academy Trust)

Prospective candidates are warmly encouraged to visit the school. To arrange a visit, please call

01744 677205

Please return application form to
jobs@rainhillhigh.org.uk

Are you an organised, proactive HR professional looking for a rewarding role in education?

We are seeking to appoint an enthusiastic, highly efficient and accurate HR Officer with a positive and professional attitude, to join our forward thinking team. This is an exciting opportunity to play a key role in supporting staff across all aspects of the employee lifecycle, helping to ensure that our school continues to provide an outstanding environment for students.

What You'll Be Doing

- Managing and delivering a comprehensive, high-quality HR operational service across the school, taking ownership of all elements of the employee life cycle.
- Ensuring all records and information relating to employees are legally compliant, correctly maintained, and strictly confidential.
- Providing proactive HR advice and operational support to senior leaders, contributing directly to the effective running of the school and the delivery of teaching and learning.

About You

- Confident, proactive and adaptable
- Strong communication, interpersonal and teamwork skills
- Excellent organisation skills
- Able to build positive relationships
- Confident in handling sensitive and confidential information
- Previous experience working in an educational setting would be an advantage but not essential

Why Rainhill High School?

At Rainhill, we live by our values — **Learn, Think, Contribute, Care.**

We are proud of our reputation for excellence and inclusion, and you'll be part of a dedicated, welcoming team that makes a real difference every day. We are an ambitious, inclusive 11–18 academy within the Stephenson Academy Trust, serving Rainhill, Nutgrove, Knowsley, Widnes and beyond.

Why Join Us?

- **Permanent, full-time role**
- **'Good' Ofsted-rated school (2023)** - Part of Stephenson MAT
- **Supportive inclusive environment** - Reduced workload, tech investment & career development
- **Excellent partnerships** - Hope University, Ambition Institute, Rainbow Teaching School Hub and more.

If you are passionate about developing others and have the passion to make a lasting difference ensuring every student feels they belong, we would love to hear from you.

Rainhill High School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people as well as promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued and expects all staff, volunteers and other workers to share in this commitment. This post is subject to an Enhanced Disclosing & Barring Certificate and online searches as part of our Safer Recruitment & Selection Procedures.



“The culture of improvement is something I love about working for Stephenson Academy Trust. At Rainhill High School, we have a bespoke approach to CPD for all staff members from ECT to Senior leader. Each member of staff is supported to work on their teaching pedagogy through a collaborative approach that meets the needs of the teacher at all stages of their practice. I feel that this quality of education centered approach supports the wellbeing of the staff and allows teachers to make significant and measurable improvements to their teaching and learning pedagogy which in turn supports the students.”

Rainhill Teacher

“Helping my child to be the best they can be.”

Parent

“A dedicated teacher who encourages and guides my child in lessons. Make the lessons enjoyable and provide positive feedback. An excellent teacher.”

Parent

“Because from the caretaker to the headteacher, all the staff are amazing. Thank you.”

Parent

“Knowing that my child feels happy/safe whilst eager to learn around her.”

Parent

“Fantastic, great communication with parents and great educators, making learning fun and getting results.”

Parent

“I couldn’t have asked for a better form tutor for my son. It’s really reassuring to know that there is someone there to support him and check in with him daily. He has thrived since starting high school and I am very grateful for her kindness and reassurance.”

Parent



JOB DESCRIPTION

HR OFFICER

Trust:	Stephenson Multi Academy Trust	Rainhill High School
Grade:	NJC SCP 26-28	
Contract:	37 hours per week, full time Monday – Friday	
	Permanent	
Start date:	As soon as possible	
Responsible to:	Chief Finance and Operations Officer	

Purpose of the post:

- To manage and deliver a comprehensive, high-quality HR operational service across the school, taking ownership of all elements of the employee life cycle.
- To ensure all records and information relating to employees are legally compliant, correctly maintained, and strictly confidential.
- To provide proactive HR advice and operational support to senior leaders, contributing directly to the effective running of the school and the delivery of teaching and learning.
- Service Level Agreements (SLAs): To actively contribute to, and potentially deliver, HR support services to partner or external schools as part of agreed Service Level Agreements, providing an opportunity for wider professional collaboration and development.

Main Duties and responsibilities

The post holder may be requested to undertake any but not necessarily all of the following duties.

HR Strategy, Casework and Leadership Support

- To act as the school's internal HR lead, providing operational advice and guidance to school senior leaders on HR policies, procedures, and employment matters, seeking external legal or professional HR counsel only in highly complex cases.
- To complete the school's workforce census in a timely manner.
- To provide robust caseworker support to school senior leaders in:
 - Management of short-term and long-term absence.
 - Undertaking investigation meetings and preparing comprehensive investigation reports/packs.
 - Performance management, including formal capability processes. contract
 - Grievance and disciplinary procedures.
- To act as the formal note-taker in complex HR meetings and, where appropriate, lead or co-ordinate operational HR meetings.
- To lead on the development of new job roles, ensuring the compliant and effective design of new job descriptions and person specifications.
- To partner with senior leaders to provide operational support during any school restructuring and organisational change projects.

Recruitment and Onboarding

- To oversee and manage an effective, legally compliant end-to-end recruitment process, including advertising vacancies, logging applications, supporting short-listing panels, and co-ordinating interviews.
- To manage the new starter on-boarding processes, ensuring the timely completion of all pre-employment checks, including references, Enhanced DBS disclosures, right to work in the UK, and medical clearances.
- To oversee the accurate generation and issuance of offer letters and employment contracts.
- To co-ordinate and monitor staff induction processes.

Safeguarding and Compliance

- Single Central Register (SCR): To hold absolute accountability for the accuracy and maintenance of the school's Single Central Register, ensuring it is 100% compliant with the latest Keeping Children Safe in Education (KCSIE) statutory guidance.
- To ensure all HR administration processes for leavers, contract changes, maternity, paternity, and probation are completed strictly in accordance with school policies and statutory employment legislation.

Operations, Absence and Cover Management

- To provide timely advice and operational HR support to the Cover Manager when needed, ensuring that staff absence management, supply staff recruitment, and compliance checks align with school policies and safer recruitment standards.
- To maintain flawless personnel files, including the provision of annual salary statements for teaching and support staff (electronic and paper), HR spreadsheets, and management information databases (MIS).
- The production and completion of all records associated with support staff pensions providers.

- To manage regular absence monitoring and reporting, ensuring fit notes and self-certifications are recorded, and alerting senior leaders when absence triggers are met.
- To facilitate referrals to occupational health as required.
- To provide regular data metrics to senior leaders to assist in the management of HR processes (e.g., probation timelines, performance management tracking, expiry of fixed-term contracts).
- To track, calculate, and monitor annual leave entitlements for all year-round support staff.

Payroll and Training

- To liaise directly with the school's chosen payroll provider, ensuring all monthly variations (new starters, leavers, contract changes, overtime, unpaid leave) are recorded and communicated accurately within strict deadlines to guarantee correct employee payments.
- To maintain up-to-date employee training and professional development records.
- To co-ordinate the administration of the annual performance review cycle for all staff sectors.

Outward-Facing and Collaborative Delivery (SLA)

- To deliver operational HR services, support, and advice to external or partner schools as required under Service Level Agreements entered into by the school.
- To manage and prioritise a demanding workload to meet conflicting deadlines across both internal school demands and SLA commitments.

Other Specific Duties

- **Professional Conduct:** Demonstrate consistently high standards of personal and professional conduct, maintaining strict confidentiality and high standards of ethics and behaviour, within and outside school.
- **Safeguarding:** Treat all students with dignity, observe proper boundaries, and understand that every adult in the school has an absolute responsibility to safeguard children and young people.
- **Continuous Development:** To actively engage in personal professional development and the school's performance review process.
- **Flexibility:** All support staff may be deployed to perform appropriate duties as and when required by the school, commensurate with the salary grade of the post.
- **School Context:** To work in the best interests of the school, its students, parents, and staff, adhering to all school policies and procedures.
- **Working Conditions:** To work flexibly, including occasional evening work (e.g., recruitment events, panels), and to travel to other local school sites if required to fulfill Service Level Agreements.

Generic Responsibilities

- To work consistently to uphold school's aims
- To work in a co-operative and polite manner with all stakeholders
- To work with students in a courteous, positive, caring and responsible manner at all times
- To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the school's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times always be supportive of school policies for the students e.g. professional and appropriate appearance at all times, including when out of school e.g. trips, CPD etc.

Additional Duties

To be willing to be trained as, and to be one of the school's many, First Aid Officers (for support staff recruited after September 2004). Any other duty deemed reasonable, as directed by the Principal/Chief Finance and Operations Officer.

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'

This post is subject to a satisfactory Enhanced Disclosure & Barring Service check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown, but, in consultation with you, may be changed by the Principal/Line Manager to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION

Criteria	E/D	A/I
Qualifications		
5 or more GCSE's at grade 5/C or above, including English and Maths (or equivalent)	E	A/I
Evidence of experience in a similar role	E	A/I
Experience of working to deadlines	E	A/I
Experience of using databases, word processing and a range of other IT packages	E	A/I
CIPD qualified (or working towards)	D	A/I
Experience of working in a school environment (understanding of safeguarding and child protection issues)	D	A/I
Knowledge and Experience		
Knowledge and IT experience of Microsoft Office systems and Outlook	E	A/I
Knowledge of effective HR systems and processes	E	A/I
Basic knowledge and understanding of employment legislation	E	A/I/T
Ability to deal with confidential and sensitive information	E	A/I/T
Understanding of data protection	E	A/I
Knowledge and experience using Arbor	D	A/I
Safer recruitment training, or understanding of recruitment in a school environment	D	A/I
Skills and Abilities		
Excellent time management and organisational skills	E	A/I
Ability to communicate and effectively to a range of audiences (internal and external) through strong inter-personal, written, oral and presentation skills	E	A/I
Sound judgment and ability to make decisions based on understanding of relevant information	E	A/I
Able to prioritise work and to manage work to meet tight deadlines	E	A/I
Can work well as part of a team and on an individual basis	E	A/I
The ability to multi-task in a demanding environment	E	A/I
The ability to problem-solve effectively	E	A/I
Excellent IT skills including knowledge of MS Office	E	A/I
Adaptability to changing circumstances/ideas	E	A/I
Deal sensitively with people in difficult situations	E	A/I
Reliability and integrity and a commitment to confidentiality	E	A/I
Commitment to Equal Opportunities		
Ability to understand and demonstrate commitment to equality and diversity	E	A/I

E = Essential element D = Desirable element A = Assessed via the application form I = Assessed at interview T = Task



STEPHENSON TRUST

Stephenson Trust is based in Rainhill, Merseyside and is currently a single school in a multi academy trust. We have several external partners, including Hope University, Ambition Institute, SSAT, Rainbow teaching school hub and the educational endowment fund.

We are now seeking to expand in the next couple of years with those who share our desire to provide an excellent education

In our trust, our vision is one of excellence for everyone, students and staff. We believe that by working together, we can make a positive difference to children's lives. We place emphasis on wellbeing, collaboration and professional development for our staff, underpinned by research. Our aim is to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is supported and professionally challenged, underpinned by comprehensive CPD programmes and wellbeing initiatives. We offer the following benefits, designed to promote your wellbeing and make your role enjoyable and rewarding.

For the right candidate there will be additional opportunities based on potential, ability and capacity to make a difference across the team and the school.

BENEFITS OF WORKING FOR STEPHENSON TRUST

- A culture that actively promotes a positive work-life balance
- Local Government Pension Scheme with a generous employer contribution
- Flexible and Family Friendly Policies
- Continued Professional Development
- Lifestyle benefits and discounts
- Competitive salaries
- Free on-site parking
- On-site catering facilities

HOW TO APPLY

<https://rainhillhighschool.org.uk/about/rhs-vacancies>

GUIDANCE FOR COMPLETING YOUR APPLICATION FORM

Your application form should be submitted to the school by email to the school's job vacancies email address provided, or by hard copy to the school postal address. Your application consists of two parts; the application form and the optional Equal Opportunities form.

Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for. You may also wish to submit a covering letter outlining how your career to date has prepared you for the post.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

If you are applying for a post that includes working with children or vulnerable adults please include the date that you left secondary education. We may contact any of your previous employers to confirm information provided in your application.

Section 6: This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

Section 7: Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

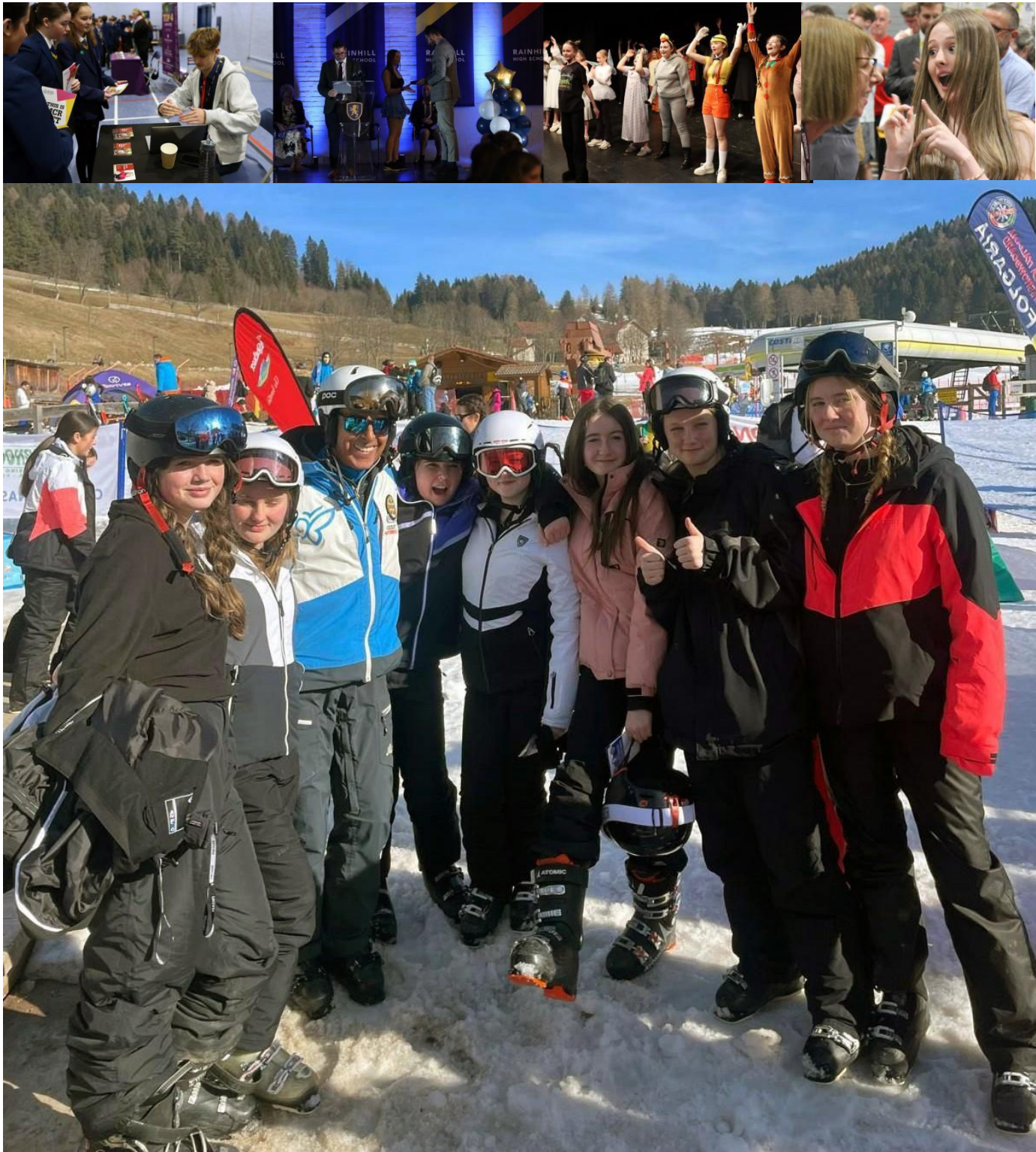
Section 14: In line with the statutory guidance document Keeping Children Safe in Education (2024) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

Application forms should be returned to jobs@rainhillhigh.org.uk

Please note it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

Click here for the [Application Form](#)





**RAINHILL
HIGH SCHOOL**

RAINHILL HIGH SCHOOL
WARINGTON ROAD, RAINHILL, MERSEYSIDE, L35 6NY

WWW.RAINHILLHIGHSCHOOL.ORG.UK