



# Chessbrook

## Education Support Centre

Courage | Pride | Resilience

**Candidate Brief**

**Business & HR  
Administration  
Assistant**

Chessbrook ESC

Tolpits Lane

Watford

Hertfordshire

WD18 6LJ

Telephone: 01923 212025

[www.chessbrook.herts.sch.uk](http://www.chessbrook.herts.sch.uk)

*Chessbrook ESC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share this commitment. All post holders are subject to a satisfactory full enhanced, with list checks, Disclosure and Barring Service check (DBS).*

*As an equal opportunities employer, Chessbrook ESC is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.*

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## Welcome from the Executive Headteacher



Dear Applicant,

Welcome to Chessbrook ESC: Empowering Schools and Families in South West Hertfordshire. I am delighted you have chosen to apply for the post of Tutor, this is an exciting time to be joining our school.

At Chessbrook we are dedicated to fostering success and providing exceptional support to our network of schools and families across South West hertfordshire. Each year we proudly serve around 1,400 children and young people by working together with their families, guiding them all towards brighter futures.

Our core values - Courage, Pride and Resilience (CPR) - are the foundation of everything we do. Many students join us with negative educational experiences, feelings of rejection, and a disconnection from learning. Through our CPR values students build confidence, capability and perseverance, reigniting their passion for education.

In March 2022 the government's green paper on Special Education Needs and Disability (SEND) an Alternative Provision recognised Chessbrook's outstanding contributions to students, families and schools. Our role in developing the Alternative Provision Toolkit highlighted our exceptional practices, showcasing us as a notable case study.

Following this we were invited to Westminster to share our insights on reducing permanent exclusions through early intervention. The CEO of a leading Alternative Provision Multi Academy Trust expressed his intention to adopt the 'Chessbrook Model' across his schools, underscoring the excellence of our approach.

Chessbrook offers timely, tailored support enabling most students to continue their education in mainstream schools. For those with more complex needs, we provide an ambitious and personalised curriculum at our centre.

Our high level of pastoral care includes assigning each student a dedicated Personal Learning Mentor to support them throughout their time at Chessbrook. We maintain exceptionally high

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standards and expectations, and are committed to educating, challenging and inspiring our young people to achieve their aspirations.

Our motivated and expertly trained staff work diligently to identify and address gaps in students' development and learning, ensuring every student receives the support they need from the moment they arrive. Families immediately experience the warmth and robust support network we offer. Our goal is for all students to attain the qualification and experiences necessary to progress to the next stage of their educational journey and into adulthood.

To explore more about what we have to offer please browse our website:

[www.chessbrook.herts.sch.uk](http://www.chessbrook.herts.sch.uk)

If you would like to arrange an informal visit or have any questions about the role please contact Suzanne Briscall (Executive Assistant to Executive Headteacher & HR Lead) on 01923 212025.

With best wishes

Steve McShannon  
Executive Headteacher



# Our Values & Ethos



Courage	Pride	Resilience
<p>Chessbrook students exemplify courage and a willingness to explore new lessons, engage in various activities, and establish connections with both fellow students and staff.</p> <p>Within our broad curriculum, we extend opportunities for our Key Stage 3 (KS3) students to cultivate courage. This curriculum combines practical and academic elements, nurturing a genuine passion for learning from an early stage. Simultaneously, within our Key Stage 4 (KS4) programme, students actively participate in the Duke of Edinburgh Award, which pushes them out of their comfort zones to embrace novel challenges. This award not only encourages our KS4 students to try new things but also complements their leadership development, fostering the confidence to communicate effectively with their younger peers and staff.</p>	<p>Recognising and taking pride in students' achievements holds significant importance and at Chessbrook, we keenly observe the distinctive skills, talents, and attributes of our students, even those they might not always recognise in themselves. Within our lessons, we actively work to nurture and enhance these talents. As students gather the courage to share their unique experiences, our dedicated staff create opportunities to further develop and celebrate them.</p> <p>Chessbrook is committed to valuing and acknowledging the diverse accomplishments of every individual in various forms. Our annual awards evening serves as a platform to highlight and celebrate these achievements, fostering a strong sense of pride within our community.</p>	<p>Navigating life as a young person can be quite demanding, and at our school, we place a strong emphasis on the importance of resilience in every aspect of our approach. Our curriculum is designed to be both exciting and challenging and we support students to be resilient in order to achieve success. We have exceptionally high standards because we firmly believe that they are the key to long-term success.</p> <p>In addition to our aspirational environment, we incorporate inspiring stories into our circle time sessions. These stories come from our own staff or guest speakers, who share their experiences of how they've had to embrace the value of resilience in their own lives. These narratives serve as powerful sources of motivation, allowing our students to learn from real-life examples and gain insights into the practical application of resilience.</p>



# Working at Chessbrook

## Locality

Chessbrook is situated 1.8 miles from Watford town centre. Transport links are good, with access to public transport, major roads and the M25 is only a few miles away. Watford town centre offers many sports, leisure and arts facilities, an extensive shopping centre and a good range of accommodation, including flats and houses to rent.



## Development

Chessbrook has an excellent, well-qualified team of staff who are dedicated to their own professional development and the development of others. We actively encourage staff to undertake CPD and have a programme of weekly sessions through the academic year. All staff have access to The National College and can request to undertake external CPD.



## Wellbeing

Chessbrook has an established wellbeing programme for staff with an active committee who deliver a variety of events throughout the academic year. We have signed up to the Education Staff Wellbeing Charter and are fully committed to supporting our staff.



# About the role

This is a unique and exciting opportunity to join our school. We are looking for an outstanding Business & HR Administration Assistant who thrives working in a dynamic, fast-paced environment, to work full time hours (37 hours per week) for term-time + 5 Inset days. The successful candidate will join our exceptional team to support the growing demands of our main school office, business services and HR administration.

We are looking for somebody who:

- Has excellent business administrative and organisational skills
- Has excellent communication skills
- Has an understanding of working in a school office environment
- Has exceptional interpersonal skills and a 'can-do' attitude
- Is motivated by supporting the positive wellbeing of others
- Enjoys the challenge of supporting and developing children and young people
- Builds strong positive relationships with students, staff and outside professionals
- Enjoys partnering with colleagues across the school community and externally
- Is willing to undertake CPD and training relevant to the post and the development of the organisation

We can offer:

- An outstanding and happy school environment, with a highly skilled and supportive team of staff
- A commitment to personal and professional development
- A rewarding post with the opportunity to be part of a high performing team
- A supportive Management Committee who work in partnership with the school community
- A package of support for your health and wellbeing
- Free use of our on-site gym
- A free annual flu vaccination
- Free onsite parking
- Access to professional 1:1 coaching
- Opportunities to develop professionally as part of our Associates Programme
- As a Local Authority employer, membership to local government pension schemes
- HCC Cycle to Work scheme

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# Job Description

**Job Title:** Business & HR Administration Assistant

**Responsible to:** Office Manager / HR Lead

**Grade & Salary:** HCC-H3 £24,790 - £25,183 FTE; (Pro-rata based on 37 hours per week, 39 weeks per year: £21,204 - £21,540)

**Working Hours:** 37 per week, 8:00-4:00pm Monday to Thursday, 8:00-3:30pm Friday

**Working Weeks:** 39 (term time + 5 Inset days)

**Contract Type:** Permanent

## Job Outline

### **Business:**

- To provide efficient and effective clerical and administrative support for the whole school under the management and direction of the Office Manager
- To provide a full range of professional and effective reception services
- To provide professional and effective communication with all staff, students, parents and carers, visitors, agencies and stakeholders, dealing with a range of issues
- To serve as Clerk to the Management Committee

### **HR:**

- To establish a working knowledge of the school's Human Resources (HR) procedures and gain an understanding of its underlying structures
- To support the HR Lead and where required the Executive Headteacher and Head of School with the day to day operation of the school's HR functions and responsibilities, providing an efficient administrative service
- To support with the administration of the recruitment process for the school as required
- To support the HR Lead with payroll administration
- To maintain a high level of confidentiality at all times

## Duties and Responsibilities

### **Business Administration:**

- Provide general administrative and organisational services to the school, the Office Manager and wider staff body e.g. sending school letters, scanning student information/documents, liaising with contractors, supply ordering, IT equipment management)
- Undertake reception duties, act as the first point of contact in response to enquiries through all channels of communication used by Chessbrook ESC
- Signing in all visitors following the procedures laid down by Chessbrook ESC, following the safeguarding practices within the school
- Open, sort and distribute incoming mail and post outgoing mail
- Monitor and process the Admin email account, forwarding emails to relevant staff, or responding accordingly

- Monitor and record student attendance for both the centre and off-site provision/programmes on a daily basis (collection of attendance/ensure registers are completed for all students; contact parents, carers, schools for absentees according to the procedures laid down by Chessbrook ESC, following the safeguarding practices within the school, ensuring all communications are recorded accurately on the relevant documentation and management information system)
- Liaise with students, parents and carers
- Liaise with other staff, external agencies and stakeholders
- Undertake word-processing and IT based tasks, including operation of relevant equipment and advanced ICT packages
- Maintain manual and electronic records and management information systems (e.g. SIMS; Student Folders on google; Registers; Asset Management etc.)
- First point of contact for sick students, accidents and accident reporting, liaising with parents, carers and staff
- Receive deliveries, check and arrange collection/distribution, and secure storage of supplies
- Undertake the duties required for a Fire Marshall (e.g. producing registers for building evacuations etc.)
- To ensure personal development is undertaken and kept up to date in relation to First Aid at Work training, Fire Marshall training (where indicated), Anaphylaxis training, Online Safety training, Safeguarding training and any other relevant training as directed by Chessbrook ESC
- Produce lists, information and data as requested by school and senior staff or external agencies
- Support in the organisation and delivery of school visits and events as directed by the Office Manager and/or Senior Leaders
- Assist and support in the processing of Subject Access Requests (SARs), and/or Freedom of Information requests (FOI) as directed by the Office Manager, DPO and/or Senior Leaders
- Assist with the producing of marketing and promotional materials for the school
- Contribute to the planning and development of administrative procedures and systems
- Serve as the Clerk to the Management Committee providing a full and comprehensive administrative service including minute taking at the termly meetings; maintaining all statutory records in accordance with school governance requirements; and the administration and maintenance of GovernorHub

**HR Administration - The role may undertake some or all of the following duties:**

- To support the HR Lead regarding the school's recruitment processes, preparing job descriptions, person specifications and adverts
- Placing job adverts on recruitment platforms and preparing application paperwork for shortlisting
- Contact shortlisted candidates in accordance with procedures, issue relevant documentation and take up references at the appropriate time(s)
- In liaison with the HR Lead, prepare interview schedules and all administrative duties relating to the recruitment interview process
- Carry out all pre-employment and safeguarding checks when relevant, including DBS checks, Right to Work, Occupational Health and References
- Prepare relevant paperwork for payroll for all new starters and staff with contract changes to ensure paid correctly
- To ensure that all Safer Recruitment administration and complete in line with the school's policy and best practice
- Ensure all appropriate safeguarding checks (as per the current Keeping Children Safe in Education) are carried out on contractors, volunteers, students and agency staff and the relevant information is supplied for entry on the school's Single Central Record (SCR)



- To support the HR Lead with providing initial HR support/guidance to the Executive Headteacher, Head of School and staff body. To be the first point of contact for any queries
- To support with the preparation of all staff contracts and other employee life cycle letters
- Assist with all aspects and administration of the appraisal process
- To support the HR Lead with the administration process for leavers
- Managing sensitive and confidential information
- To support with the administration of maternity, paternity, adoptions, shared parental leave requests and ensure they are recorded and processed effectively and payroll notified accordingly
- To liaise with the HR Lead on HR matters for guidance/support
- Keep abreast of new developments affecting recruitment and HR best practice and advise accordingly
- Maintain and update HR information systems with employee information including new starters, contract and salary changes, and leavers to ensure it is accurate
- Assist the HR Lead with any School Workforce Census queries (annually)
- To administer and monitor the probationary period for support staff and action accordingly
- Monitor length of service (20/30 years) and action any awards relating to this
- In liaison with the HR Lead, prepare and issue annual Salary Statement letters to teaching and support staff
- Ensure the staff photo board in main reception area is up to date and advise changes/updates, ensuring new staff have their photo taken
- Assist, as required, with attending meetings (e.g. disciplinary) by taking notes and typing up
- Gain an understanding of Keeping Children Safe in Education, School Teachers Pay and Conditions Document, and Safer Recruitment in Education, and how it affects HR
- Keep up to date with changes regarding DBS checks, UKBA rules, Agency Worker Regulations, Pensions, Sickness Leave, Maternity/Paternity Leave etc.
- Engage with staff and support staff development on INSET days
- To contribute to the development of effective links with external organisations/agencies as required
- To establish good relationships with other local schools in relation to HR
- Maintain any professional qualifications (CIPD) and continuing professional development, ensuring you keep up to date with current educational developments and legislation affecting Human Resources, including undertaking the Safer Recruitment Training

#### **All Posts: Duties and Responsibilities**

- To attend relevant meetings, and keep up to date with the day-to-day work of the school
- To ensure that the safety and welfare of others is continuously considered, including appropriately recording and reporting any concerns relating to abuse and child sexual exploitation. To be familiar with the Chessbrook ESC safeguarding procedures and to read and understand associated documentation (*Current Keeping Children Safe in Education, Chessbrook ESC, Child Protection Policy, Guidance for safe working practice for adults who work with children and young people in educational settings, Chessbrook ESC Staff Handbook*) and comply with their requirements to safeguard, protect and promote the welfare of children, young people and adults
- To read and understand the responsibilities and expectations outlined in the Code of Conduct
- To take reasonable care for the health and safety of yourself and others in undertaking your work; cooperate with the employer on all matters relating to health and safety; not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health and safety welfare; report immediately to the school office any serious or immediate danger; report immediately to the line manager and school office any shortcomings in the

arrangements for health and safety; ensure that you only use equipment or machinery that you are competent to use or have been trained to use

- To be aware of the Whistleblowing Policy and report any genuine concerns in relation to the conduct of others in the school which are in the public interest, such as fraud, misconduct or wrongdoing by employees or members of the Management Committee of Chessbrook ESC. Where concerns are about safeguarding children or young people, the Designated Senior Person/Lead (DSP/DSL) should be notified
- To update their personal data and safeguarding declaration when required or at least annually as a minimum
- To be aware of responsibilities under the Prevent Strategy and FGM Pathway
- Any other duties directed by the Executive Headteacher that are consistent with the post and the need for staff to work flexibly

#### **Personal and Professional Conduct:**

- Demonstrate consistently high standards of personal and professional conduct:
  - Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
  - Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position
  - Safeguard the wellbeing of students in accordance with statutory provisions
  - Show tolerance of and respect for the rights of others
  - Not undermine fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
  - Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- Have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality
- To work together showing respect, courtesy and helpfulness
- To be aware of responsibilities and expectations outlined in the Code of Conduct Policy
- To declare relationships with students outside of work by completing the relevant school documentation

#### **Additional Information:**

The post holder is required to contribute to, and support the overall aims and ethos of Chessbrook ESC. All staff are required to participate in training and other learning activities, and in performance management and development as required by Chessbrook ESC's policies and practices.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

# Person Specification

<b>Knowledge, experience and training</b> E = Essential D = Desirable	<b>Professional Ethos, Commitment and Personal Qualities</b> (Essential)
English and Mathematics to Grade C / 4 or above (or equivalent) (E)	Good written and oral communication skills
Qualifications in Business Admin / HR (D)	Positive attitude and a sense of pride
Experience of working in an office environment (E)	Ability to work as part of a team and be a positive role model
Experience of working within a school, Alternative Provision setting or further education office environment (D)	Ability to plan time and organise work effectively
Awareness of Data Protection (E)	Ability to use your own initiative, be proactive and able to identify appropriate solutions to problems. Self evaluate and adaptable to changing circumstances and new ideas
Awareness of Health & Safety (E)	Ability to establish sound professional relationships with children, young people, colleagues and parents. Ability to listen and empathise with children and young people
Good IT skills, particularly in relation to accurate record keeping and report writing (E) / Experience of working with School Systems (SIMS/CPOMS) and Google/Google Drive (D)	Confidentiality and sensitivity
Ability to work with a wide range of stakeholders (E)	High expectations for self and others and a strong commitment to the school's strategic purpose, commitment and intent
Awareness of keeping children safe (E)/ Level 1 Safeguarding (D)	Commitment to promote home-school partnerships
Well developed interpersonal skills including a diplomatic and tactful approach (E)	Willingness to attend training as required; contribute to whole school development and be involved in the wider life of the school
Understanding of the school's ethos, values and policies, and be willing and able to work within these (E)	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
First Aid Qualification (D)	Demonstrate a commitment to celebrating diversity and promoting community cohesion in a multicultural setting
All necessary training will be given	

# How to Apply

## Application Information

You can apply for this role by:

- Completing and submitting the application form on Teach in Herts [www.teachinherts.com](http://www.teachinherts.com)
- Completing the application form available on request from HR and email to: [HR@chessbrook.herts.sch.uk](mailto:HR@chessbrook.herts.sch.uk)

## Key dates for the recruitment process

Closing date for applications: **Wednesday 14th May 2025, 10.00am**

**Shortlisting:** All candidates will be contacted by email, both those shortlisted and those not successful by **Friday 16th May 2025, 3.00pm**

**Interview date:** **Thursday 22nd May 2025**

**Estimated Start Date:** **1st July 2025**

## Additional information

*Chessbrook ESC reserves the right to make an appointment before the closing date, so early applications are encouraged.*

A visit to the school is encouraged and can be arranged by contacting Suzanne Briscall on 01923 212025.

Please be aware that applications via CV only will not be considered. We may contact you to fully complete application forms in order for you to be considered. You will be asked to sign applications submitted online. Unless candidates request otherwise, references will be sought in advance.

Shortlisted candidates will be asked to complete a Criminal Records Self Declaration Form prior to interview.

Chessbrook ESC conducts Online searches on shortlisted candidates in accordance with our Safer Recruitment Policy and guidelines in Keeping Children Safe in Education.

The interview process for teachers is in two parts:

**Part One** - will take the form of an observed lesson and/or any other tasks deemed necessary for the role. You will be sent the information for the lesson in advance.

*The lesson observation feedback will be discussed with the interview panel and a decision made at this point whether to proceed to Part Two.*

**Part Two** - candidates who are successful following the observed lesson and/or any other tasks set, will proceed to the formal interview.

As part of our Safer Recruitment, Chessbrook ESC will conduct online searches of shortlisted candidates. This check does not form part of the shortlisting process itself and candidates will have a chance to address any issues of concern that arise during this search at interview.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Chessbrook ESC. We operate an anonymised shortlisting process.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring service as part of the school's and Hertfordshire County Council's pre-employment checks. All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.

Further information can be found in the 'Key Information for Applicants' document available on Teach in Herts or upon request.

