

VACANCY

Cover & Human Resources Administrator

Start date	ASAP (subject to pre-start checks)
Contract term	Permanent
Working hours	20 hours per week Monday - Friday 7.00am - 11.00am
Weeks per year	School Term time including TRUST INSET days & excluding School INSET days
Grade	6
Salary range (per annum)	Support staff salary points 6 - 9 £25,989 to £27,254 (FTE) £11,801 to £12,375 (pro rata)
Location	Poole High School
Reports to	Human Resources Officer

About the Post

We are looking to appoint a Cover & Human Resources Administrator to join fantastic team at Poole High School. This is an excellent opportunity to develop your HR and administrative skills whilst working in a friendly, supportive team environment.

We are looking for an outstanding individual who will relish the opportunity to:

- To administer the cover telephone line and email account to ensure all planned and unplanned staff absences are correctly recorded.
- To ensure suitable cover is provided for all planned and unplanned absences to ensure continuity in the running of the school.
- To maintain confidential records of all cover and absences, working with HR and payroll colleagues.
- Arrange and communicate day-to-day changes in staffing and rooming.
- Promote and safeguard the welfare of children and young people in accordance with our Safeguarding and Child Protection policies.

What we can offer you

- An opportunity to work in a school environment with wonderful children as well as exceptional colleagues
- Automatic membership of the Dorset Local Government Pension Scheme
- Free, confidential access to our Employee Assistance Programme, which offers a range of counselling services plus financial, legal and practical support from qualified professionals on a range of personal issues and access to online health and wellbeing resources
- A trust-wide intranet, where we share our news, information and resources

- Local discounts negotiated on behalf of our staff e.g. gym memberships, hair and beauty salons, chiropractic care, cycle shops, restaurants, motoring services, and retail/DIY stores
- Access to national discounts on a wide variety of huge brands
- Free on-site parking
- The opportunity to work within Twynham Learning; a progressive multi-academy trust
- The opportunity to work in one of the most beautiful areas of the South Coast

Who we are looking for

We would love to hear from you if you:

- Strong IT skills, including typing, emails, Word and Excel,
- A high degree of accuracy and attention to detail
- Want the challenge of working in a busy educational environment
- Ability to show the highest level of professional discretion, empathy and tact

You will also be keen to live our Twynham Learning employee values which are:

- Aim high
- Keep improving
- Don't leave anyone behind
- See the bigger picture

Any questions?

To discuss the post or your application, please contact Nikki Steele on 01202 662015 or email us at recruitment@twynhamlearning.com

How to apply

To apply for this vacancy, please submit a **Job Application Form and Diversity Questionnaire** by email to: recruitment@twynhamlearning.com

Only applications made using our own official application form will be accepted. You can download the form and questionnaire here: www.twynhamlearning.com/187/staff-vacancies

The closing date for applications is **Monday 10 November 2025 at 9am**, however we reserve the right to interview and/or appoint strong candidates before this, so encourage you to apply early.

Interview date to be confirmed.

Twynham Learning values diversity and inclusiveness. We aim to eliminate unlawful discrimination and promote diversity throughout our whole workforce. We want our workforce to be representative of all sections of our community, so we give equal opportunities to all job applicants. We do not discriminate on the basis of age, disability status, gender reassignment, marital/partnership status, pregnancy/maternity, race/colour/national origin, religion/belief, sex or sexual orientation. Only people who can evidence their right to work in the UK will be considered for this vacancy. We are committed to robust Safer Recruitment processes as part of our strong commitment to safeguard children and young people. An enhanced criminal records check will be undertaken on the successful candidate. Candidates must disclose all unprotected spent and unspent cautions and convictions. It is an offence to apply for this post if you are barred from engaging in regulated activity with children.

