

Dover Grammar School for Girls

Applicant Letter and Information



HR, Compliance and Cover Assistant

Term Time plus 2 weeks (Inc. training days)

32 hours per week (days/hours to be agreed)

Kent Range: KSD £26,393 - £27,716 (Pro rata £20,406 - £21,030)

Required: January/February 2026



Dover Grammar School for Girls is proud of its welcoming, inclusive and caring community; relationships between students and staff are very strong and support this. We are an innovative school, where staff's workload and wellbeing are central to everything we plan, ask and do – we are a school that puts our staff first. The ethos and culture of the school was captured perfectly during our most recent inspection (March 2025):

“There is a caring and supportive ethos throughout the school.”

“This school is well led.”

“Leaders are aware of, and sensitive to, staff's workload and well-being”

“Staff appreciate the professional development they receive and know their work is valued.”

“[staff] feel well supported and are happy and proud to work at this school.”

Dover Grammar School for Girls

HR, Compliance and Cover Assistant

Required: January/February 2025



Dear Applicant

Thank you for your interest in the post of HR, Compliance and Cover Assistant. This is an exciting opportunity to join our staff body and work in a school that prides itself on its approach to supporting staff wellbeing, managing excessive workload and creating positive working conditions. I hope this Application Pack contains all the information you require, but please do not hesitate to contact the school directly if you require further information.

The successful applicant will join a highly professional and supportive team in a department that is crucial to the success and smooth running of the school. The successful candidate must demonstrate professionalism, be able to work on their own initiative as well as working as a team member and have a positive and 'can do' approach.

This post requires an innovative hard-working individual who is dedicated, diligent and flexible. Previous experience in a school with a good knowledge of Microsoft Office, Sims, Every Compliance, SAMPeople, HR Connect Services, FMS6 and BPS would be useful but **is not essential**. The ability to work under pressure and meet deadlines in an accurate and effective manner is important in this post.

Applications for this position should be submitted through Kent Teach, with a personal statement detailing your suitability for the position. We have included a job description and person specification to support the completion of your personal statement. The application form can be downloaded from Kent Teach by clicking this link: <https://www.kent-teach.com/Recruitment/Vacancy/VacancyDetails.aspx?VacancyId=151816>

The closing date for receiving your application is 9am Wednesday 14th January 2026 with interviews taking place on Tuesday 20th January 2026.

Yours sincerely

Daniel Quinn
Headteacher

Dover Grammar School for Girl

HR, Compliance and Cover Assistant



Job title:	HR, Compliance and Cover Assistant
Report to:	School Business Manager
Hours:	32 hours per week Term Time plus an additional 2 weeks which are inclusive of 5 Training Days
Salary:	Kent Scheme Pay Scale KSD £26393 - £27716 (Pro rata £20406 - £21030)

Purpose of the role:

- To provide direct, efficient, flexible and accurate administrative and organisational support, as directed by the Business Manager
- To support the Business Manager and Site Manager with Health & Safety matters
- To support the Business Manager in various Human Resource functions
- To be fully conversant with SIMs personnel, FMS6, BPS, SAMPeople, Every Compliance, HR Connect Personnel systems, Employment Check and iTrent payroll
- To be responsible for daily cover ensuring sufficient supply teachers or cover supervisors are in school to cover absence
- To have grade 5-9 GCSE in English and Mathematics
- To be committed to training for the role and be proactive in personal CPD
- To undertake any appropriate training associated with the role
- Any other duties commensurate with the grade of the post as directed by the Business Manager

Principal Accountabilities:

Human Resources:

- Undertake a range of personnel procedures including processing of absence requests, drafting offer letters and contracts
- Assist the School Business Manager in the administration of new starters, leavers, variations to contracts and outcomes of annual salary reviews
- Assist with monthly payroll processes including overtime claims and absences
- Be responsible for checking and processing Disclosure and Barring Service (DBS) applications and updating the Single Central Record
- Support with onboarding of new staff and ensuring all new staff checks are completed, including references, social media and occupational health checks
- Ensure that employee records in the school's database are accurate and updated when required and that leavers are archived correctly
- Record daily absence of staff, monitor medical certificates and produce reports as requested
- Administer the Return to Work process, monitor absence, organise well-being meetings and produce absence reports as required

- Support with occupational health referrals and workplace risk assessments
- Advise on and administer maternity leave, shared parental leave and maternity support leave
- Liaise with the Network Manager and Finance Officer to ensure all new starter accounts and ID are created in good time and keys, ID badges and access cards are issued
- Update and maintain training logs
- Use SIMs personnel module efficiently and effectively
- Prepare paperwork for staff induction and training
- Ensure mandatory training is updated regularly and ensure renewals are brought to the attention of individuals in a timely fashion
- Monitor SLT training such as DSL, safer Recruitment, and Health and Safety to ensure they are renewed ahead of expiry, certificates are obtained and recorded
- Assist with the annual staff workforce census
- Support roll out and administration of SAMpeople HR database

Health and Safety and Compliance:

- Keep updated on recent Health and Safety regulations and guidance
- Ensure that appropriate risk assessments are carried out across the school
- Maintain a central register of risk assessments and ensure regular review as required
- Source appropriate Health and Safety training for staff to meet the school's legal obligations
- Maintain H&S training records and ensure that training is renewed as appropriate
- Investigate and record incidents, accidents and near-misses, and report as appropriate
- Maintain a central register of risk assessments for school projects and events
- Support the Business Manager in monitoring and updating the Every Compliance database and work with the Site Team to ensure appropriate site checks are carried out in a timely fashion
- Support the Business Manager with the rolling schedule of maintenance works and health and safety requirements
- Undertake the DSE survey and carry out subsequent actions including staff risk assessment and/or purchase of equipment
- Support the organisation of fire drills, lockdown and other emergency procedures
- Support the Business Manager with internal and external audits and visual inspections
- Obtain and record contractor checks and record on SCR and Inventory visitor system as appropriate

Cover:

- Use SIMS MIS to oversee and organise cover for classes ensuring sufficient supply teachers and cover supervisors are in school to cover absence
- Liaise with Assistant Headteacher to ensure induction and support of supply staff
- Ensure planned cover is managed in advance and shared as appropriate
- Organise room changes and share as appropriate
- Monitor levels of cover and produce termly reports
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Dover Grammar School for Girls

Person Specification



- Compassionate, with empathy for those for whom learning is difficult
- Enthusiastic support for the school ethos and interest in education
- Motivated and able to enjoy working with young people
- Calm, unflappable, good organiser with a sense of humour
- Patience, discretion, understanding and sympathy for different points of view
- Ability to work on own initiative and prioritise
- Ability to work in a variety of team roles
- Good interpersonal skills
- Listening and communication skills
- Confident and accurate in ICT
- Previous experience of HR and/or Health & Safety administration would be an advantage