

APPOINTMENT OF HUMAN RESOURCES ADVISOR

Contextual

We are seeking a skilled and experienced **Human Resources Advisor/Administrator** to join our well-established HR team in a dynamic and growing school environment. This is an exciting opportunity for a proactive professional to play a key role in delivering high-quality HR services to a dedicated staff body of over 240 teaching and support staff.

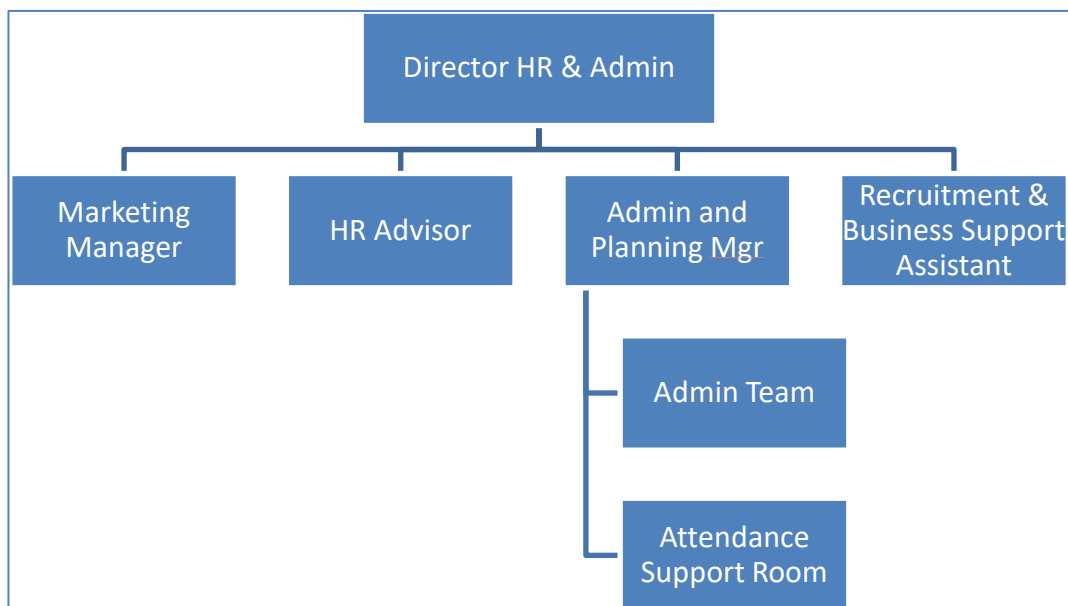
The successful candidate will lead the operational delivery of HR services, working closely with the **Director of HR and Administrative Services**, the **Recruitment and Business Support Assistant** and the **Payroll and Pensions Officer**. You will be responsible for managing employment contracts, overseeing staff induction, maintaining accurate employment records, and providing expert HR advice and guidance to staff and managers across the school.

This role requires someone who is:

- Highly organised with a systematic approach to work
- Confident in managing HR data systems
- Has an understanding on current employment legislation
- Comfortable working independently and prioritising a varied workload
- Able to communicate effectively with staff at all levels
- Discreet and professional in handling sensitive information

Department

HR department is headed up by the Director of HR & Administrative Services who is responsible for HR & Recruitment, Marketing and the Administrative teams including Reception, Main School Office and our student services team. The HR team is made up of three key staff working alongside the Payroll and Pensions Officer who is part of the Finance team.



Working Hours and Holiday Arrangements

This position is working **37 hours per week**, Monday to Friday, **43 weeks** per year (whereby to work term time (39 weeks) plus 4 weeks during the standard school holidays) for the right candidate

Standard working hours are based on **08:30 – 16:40 4 days per week, 08:30 – 16:10 1 day a week**, though some flexibility may be available and will be agreed with the successful candidate in line with departmental needs.

As you are entitled to a proportion of the full-time annual entitlement, the pay allowance for your holiday entitlement is included in the calculation of your annual salary. The number of weeks you will be paid each year is 49.67 weeks based on grade and as a result you are not entitled to take holiday entitlement during term time. This may increase dependent on any continuous service.

Grading of the Post

The pay system in operation uses a banding system, and this post is aligned to Band I. The indicative salary is as noted in the advertisement.

Payment is made monthly at the end of the calendar month direct into a nominated bank or building society account. Cost of living rises are awarded for all staff on or around 1st April each year, except during national wage freezes. Increments within the scale for the post are automatic in April, as long as a minimum of six months has been completed by the time of the first increment and successful completion of the probationary period. For example, if starting in September, the increment would be paid the following April, but if starting on 1st December, the first increment would not be paid until six months had elapsed, that is on 1st June.

Induction and Professional Development

An induction programme will be developed for the successful applicant and a programme of support and training will be given. After the induction period, a planned professional development (PD) programme will be agreed, linked to the competency-based performance review system, which is carried out in school for all staff.

Staff and Culture at Our School

Our school employs approximately 240 staff members, with just over half serving in support roles. We are proud to foster a cohesive and inclusive workforce, operating within a professional environment built on mutual respect. Every role within the school is united by a shared purpose: to support and enhance student learning.

We place a strong emphasis on staff wellbeing and recognise that every individual contributes meaningfully to the life and vibrancy of our school community. To support this, we offer a variety of staff-led groups, including the **Wellbeing Team**, **Equalities Group**, **HR Committee**, and **Health & Safety Committee**.

Our wellbeing programme includes a range of initiatives such as:

- Annual flu vaccinations
- Regular staff activities and clubs, including yoga, running, and badminton
- Opportunities for staff to engage in school improvement and enrichment activities alongside students, such as:
 - Leading extra-curricular clubs
 - Accompanying school trips
 - Delivering assemblies
 - Supporting whole-school events like Sports Day

We are committed to creating a workplace where staff feel valued, supported, and empowered to make a difference.

Start Date

It is anticipated that the successful candidate will be able to start as soon as possible. However, it is our policy always to appoint the individual whom we believe to be the best person for the job, and if there is a delay whilst extended notice is worked, then that is accepted.

Interviews

The selection process will normally take place with 2 weeks of the closing date.

I hope you find this opportunity of interest, and we look forward to receiving your completed application form. Meanwhile if you have any questions or queries about the post, please contact me at the school, on 01789 268051.

Jenny McCormick, Director of HR & Administrative Services
November 2025