Highgate Wood School
Montenotte Road
Hornsey
London
N8 8RN

Roll: 1550

Headteacher: Patrick Cozier, BSc (Hons), MA, NPQH

Human Resources Assistant (30 hours per week)

Scale SC5 (£25135 - £26476 pro rata)

Highgate Wood School wishes to appoint a well qualified, resourceful and flexible Human Resources assistant

The role will require excellent communication and organisational skills and the ability to work flexibly. The post holder will require a good level of ICT competency and the ability to learn new skills where required.

For an application pack, please contact Anna Gillespie on 020 8342 7970, email agi@hws.haringey.sch.uk or alternatively, packs are also available to download from our website: www.hws.uk.com.

If you have any questions about the role please feel free to contact the Business Manager Steve Hatch, on 07976 795872 or email shh@hws.haringey.sch.uk.

Closing date for applications is Monday 28th June 2021 – 09.00 am

Interviews to be held Friday 1st July 2021.