Highgate Wood School
Montenotte Road
Hornsey
London
N8 8RN

Roll: 1550

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

Human Resources Co-ordinator (36 hours per week)

Scale PO3/4 (£37,722 - £43,860 pro rata)

Highgate Wood School wishes to appoint a well qualified, resourceful and flexible Human Resources co-ordinator

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 21st June 2021 – 09.00 am

Interviews to be held Friday 25th June 2021.

Highgate Wood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.