



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 starting on 1st November 2021.

The role will require excellent communication and organisational skills and the ability to work flexibly. The post holder will also manage all staff cover aspects and require a good level of ICT competency with the ability to learn new skills where required.

Application packs are available to download from our website: www.hws.uk.com or the TES website.

If you have any questions about the role please feel free to contact the HR Manager by email msp@hws.haringey.sch.uk.

Closing date for applications is Thursday 7th October 2021 – 09.00 am

Interviews will be held on Thursday 14th October 2021

A handover for the successful applicant will be on: Thursday 21 October 2021