HR Coordinator

Required for as soon as possible

Salary Grade:	Scale PO3, points 32 -35
Salary Range:	£38,385 - £41.586 per annum pro rata
Actual Salary:	£38,348 - £41,371 per annum
Working Hours:	Full Time, 36 hours per week, 40 weeks per year, Term Time Only, 8 am - 4pm (negotiable for the right candidate)
Contract:	Permanent

Highgate Wood School is looking to appoint a qualified, resourceful, and flexible Human Resources Coordinator to maintain a calm, friendly and professional manner in our busy school environment. You will be under the direction of the Director of Finance and Operations and will be responsible for providing excellent HR advice, support and compliance across the school.

The successful candidate will have:

- A good level of ICT competency, excellent communications skills and the ability to work flexibly
- A HR qualification or desire to gain one
- Experience of delivering HR advise to a variety of stakeholders
- The ability to implement and maintain compliance and procedure across the school

We can offer:

- A friendly work environment and a supportive leadership team
- Pension, Cycle scheme, Season ticket loan, Tech scheme, EAP
- Continuous CPD
- Happy and confident children who enjoy being at school
- A committed Governing Body and an inspirational Headteacher

Candidates are encouraged to visit the school by prior arrangement. Please contact Louise Prodromou, Director of Finance and Operations, at lpr@hws.haringey.sch.uk for further information or a visit.

Closing date for applications: **12 noon on 13th January 2023**
Interview date: **TBC**

How to apply:

- To apply for this post, please visit our website for an application pack and form, https://hws.haringey.sch.uk/about-us/join-us/vacancies/
- Please note that CVs are not accepted in line with Safer Recruitment practices.

Highgate Wood School is committed to Safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. This post is subject to an enhanced DBS check. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence

Please note the advertised actual salary is a range based on continuous service, with the maximum range indicating up to 4 continuous years with local government/schools. The starting salary will be calculated based on the individual circumstances of the successful candidate.