

Human Resources Officer

Required for September 2022



Salary: NJC Grade 6/7 points 18-25 paid pro rata
£10,249 - £11,560 (2 days 14.5 hours); £15373- £17340 (3 days 21.75 hours)
Actual salary; per annum (dependent upon skills and experience)

2/3 days per week - Wednesday-Friday
Term Time plus 2 weeks (4/6 days)

New opportunity

A chance to job share with an experienced HR Officer in a high attaining secondary school, as part of a skilled and cohesive team of teachers and support staff. The role has potential to develop.

Using your highly organised and efficient administrative skills, the key foci of this role will be to deliver an effective HR function, covering all aspects from attracting new candidates, on-boarding processes, maintaining records and management of leavers. As part of Folio Education Trust you will have the support of a team of other local HR professionals. The Trust has recently invested in the EveryHR management system, training will be given as required and professional development is widely encouraged in our schools.

We are seeking a HR professional to join our team and job share with an experienced HR Officer. Ideally you will have a sound knowledge in Human Resources and good personnel practice; a working background in education would be welcomed.

School Context

Wallington County Grammar School is one of the most successful schools in the country. Our motto is Per Ardua ad Summa, "Through Difficulties to the Heights", which our exceptional students exemplify each and every day. Their success, and that of our staff has been recognised by Ofsted, grading the School 'outstanding' in all areas. This success is born from a strong set of values centred around compassion for one another, commitment to all we do, courage in facing life's many challenges and creativity to succeed in a global 21st century society.

We are a highly selective school, admitting 150 young men from across London and the South East into Year 7 and admitting young women into the Sixth Form. We have a well-balanced, academic curriculum centred around developing scholarship and creativity which, when combined with innovative and forward thinking pedagogy, makes Wallington County Grammar School, an extremely stimulating environment in which to work.

Advantages and benefits

- Working with high attaining and committed young men and women;
- Joining an established cross trust team of professionals;
- Access to a Charter Marked CPD programme (Silver Status);
- Amenities and benefits including priority entry for children of staff; onsite parking; Ride to Work Scheme; Employee Assistance Programme and a School gym;
- A firm commitment to staff wellbeing and work life balance;
- A leafy setting on the edge of the beautiful Beddington Park easy access to both central London and the Surrey countryside.

Application Process

An application pack can be downloaded from the School website at <https://www.wcgs-sutton.co.uk/career-opportunities> Please note an application form **must be** completed for this post and should be returned to personnel@wcgs.foliotrust.uk as soon as possible. Candidates may be called for an interview upon receipt of their application. A Statement of Suitability addressed to the Headmaster is required as part of the application.

Visits to the School are welcome prior to application. Please contact the WCGS HR Department at personnel@wcgs.foliotrust.uk to arrange an appointment.

Closing Date: 09:00, Wednesday 29 June 2022

We reserve the right to interview and appoint immediately should there be a suitable candidate and therefore advise that applications should be submitted as soon as possible.

Safeguarding

Folio Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment process will include an enhanced DBS check, medical screening, confirmation of right to work in the UK and all other pre-employment checks in line with safer recruitment requirements.

Equal Opportunities

At Folio Education Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

The Candidate Privacy Notice ("Privacy Notice") is published on our web site www.folio-education.co.uk

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