

HR Officer

School:	Devizes School	Posted:	17th April 2019
Location:	Devizes, Wiltshire	Expires:	2nd May 2019
Contract Term:	Permanent	12:00 AM	
Salary:	£22,563 - £26,198	Start Date:	As soon as possible
	FTE p.a.	Job ID:	1042836
Hours:	Term Time		



HR OFFICER - DEVIZES SCHOOL

Salary Grade: M

Salary Band: £22,563 - £26,198 FTE pa pro rata

Actual Salary: £20,800.55 - £24,151.61 pa

Location: Devizes School

Contract Type: Term Time + 15 days

Contract Term: Permanent

Closing Date: Wednesday 01 May 2019

Interview Date: TBC

Hours: 37 p/w

Start: ASAP

About the Opportunity

- Do you have a tenacious attitude towards your work within HR and would like to join a growing Federation of schools across multiple geographical hubs?
- Do you have associate member of the CIPD or an equivalent qualification?
- Do you have fantastic organisational skills with a flair for prioritising changeable workload?

If you're answering yes to these questions, please keep reading and apply!

We are looking to recruit an enthusiastic and talented HR Officer to join The White Horse Federation to be a key team member within our Wiltshire Hub, based in our Devizes School. We would like someone who is confidently able to provide comprehensive and professional HR support to the Principal, School Senior Leadership teams, Line Managers and employees based at the school. We are looking to appoint a positive and driven individual, able to support with the school recruitment, general HR queries and HR caseload to achieve efficient and positive outcomes to any arising issues.

You will be working alongside our Hub HR Business Partner and the Central HR team to ensure compliance with regards to TWHF policies and procedures and safeguarding guidance as defined by the Department for Education. Your role is vital to the smooth running of HR within Devizes School with support to other schools within the Hub and Federation as required.

Full details on this role can be found in the job description attached, alongside the benefits booklet and our ethos and values "Little Green Book". Don't leave it to chance and miss this amazing opportunity to become part of a thriving HR team as our Federation grows from strength to strength and new schools join our MAT.

Our ideal candidate will have

- Full working knowledge of Microsoft Office and Microsoft Outlook
- Ability to appropriately deploy HR process, policy, practice, tools and techniques as required
- Developing and up to date knowledge of Employment Law and HR best practice
- Evidence of collaborative working across a complex organisation
- Associate member of the CIPD or equivalent qualification or relevant experience in HR
- Ability to prioritise effectively and deliver on objectives
- Positive, solutions-focused approach
- Ability and means to travel to other sites and external meetings when required

If you would like to discuss this fantastic opportunity, please contact our Recruitment Specialist Kirsty Twining on 01793-818605. More information on our Trust can be discovered on our website.

Benefits

We know that your role requires you to put a lot of time and effort into it and because of this we believe you should be rewarded. As a White Horse Federation employee you will have access to benefits listed below.

Some benefits are accessible by all staff irrespective of their contract type (T). Some are only eligible to permanent (P) employees following a successful probation period as noted:

- Car Purchase scheme (P)
- Reward Gateway discounts (P&T)
- Cashback healthcare plan (P)
- Discounted gym membership scheme (P&T)
- Hire purchase Cycle to Work scheme (P)
- Free and confidential advice, information and counselling service (P&T)
- Excellent Pension scheme (P&T)

Why Work With Us

The WHF is a Multi-Academy Trust which supports Primary, Secondary and Special schools in the south of England. At its heart is a belief that we want to develop the type of schools that we would be proud to send our own children to. We do this with a relentless drive for academic excellence blended with a shared moral purpose and shared values but also with an awful lot of fun and happiness in our schools. We genuinely believe in partnership working with our schools, the pupils and their parents and the wider community each serves to create the best possible outcomes for our children.

We also believe that our colleagues are among the finest in the country and we are proud to empower them through support, training and career opportunities. With such outstanding staff we are able to ensure every student achieves all that they are capable of and more, regardless of background, culture, heritage or ability.

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful for this position you will be expected to apply for a disclosure from the Disclosure and Barring Service before appointment is confirmed. References will be sought on shortlisted candidates before interview.

Safeguarding Statement:

Devizes School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Criminal Records Bureau check before appointment is confirmed.