



Human Resources Officer - Start ASAP

This is a unique opportunity to join a thriving school and the role would suit an experienced HR Advisor or Manager wishing to work part-time. (Website only)

Our successful candidate will provide a full generalist service to the school's leadership teams, advising on employee relations, legislation, HR policies, processes and procedures covering the full employee lifecycle. They will also be involved in guiding and coaching line managers to handle performance and development issues. Ensuring HR data is accurate and robust will be key as will ensuring payroll and contracts are appropriately managed.

They will ideally hold a level 5 CIPD qualification and bring substantial generalist HR experience including general HR advice and support, change management, HR administration and processes and recruitment and selection; experience gained in an educational setting would be a distinct advantage. They'll be comfortable working at all levels of the organisation, being a great collaborator and influencer, but equally happy to drive their own workload, adapting and flexing as priorities evolve.

This will be a part-time role, exact days/hours can be discussed but we envisage it being a maximum of 0.6 FTE (24 hours per week). We would consider term-time only options and some home-working although we would expect significant time spent in school (1-2 days) on a weekly basis. The successful candidate will need to be a driver as the school is split over different sites.

Claremont School is Ofsted rated "outstanding" in all categories and provides a stimulating and inspiring working environment. As a proudly non-selective School, we look to ensure all students achieve their potential and offer a collaborative and dynamic working environment

CLOSING DATE; 5pm SUNDAY 9 MAY. WE RESERVE THE RIGHT TO CLOSE THIS ADVERT EARLIER IF THE ROLE IS FILLED. THEREFORE WE ENCOURAGE YOU TO MAKE AN EARLY APPLICATION

ISP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years employment history

Job Role - Human Resources Officer

Employment Type - Part Time Hours Tbc

Salary Range - Competitive

Preferred Candidate Experience

Level 5 Cipd

Please send your completed application form, along with a covering letter outlining why you would be a great candidate to:

Jo Pertwee
Group Head Of People Operations
International Schools Partnership
101 Wigmore Street
London W1U 1QU

jpertwee@ispschools.com

Email is the preferred method as we are still working flexibly due to Covid-19