

Vacancy for HR & Administrative Manager

Closing Date:	Monday 9th June 2025 at 5pm
Interview date:	Week commencing 16th June (date to be confirmed)
Start Date:	September 2025
Salary:	H9-M1 - depending on experience - (actual salary - £33,897-£37,104)
Hours:	Full time: 37 hours a week, 41 weeks (Term time plus 2-weeks, plus inset days)

We are seeking a committed and dynamic HR & Administrative Manager to join our Senior Leadership Team. In this pivotal role, you will collaborate closely with our Headteacher and Chief Finance Officer to ensure the seamless operation of our Single Academy Trust. During this exciting phase of school improvement and national initiatives, we aim to assemble the best team to guide Pinewood School to its next chapter.

If you are passionate about making a difference in the lives of students and have the skills to inspire and lead, we would love to hear from you.

We cater to approximately 210 pupils in School Years 7 to 11, all of whom have Education, Health, and Care Plans. Our students face a range of learning difficulties, autism, and speech, language, and communication needs. Your expertise will help them develop the confidence and independence they need to thrive in the community.

At Pinewood, our students are at the heart of everything we do, and we are looking for an individual who:

- Believes that students should be central to all decision-making.
- Is hard-working and resilient.
- Demonstrates creativity and a solution-driven approach.
- Possesses strong skills in building and maintaining relationships.
- Embraces challenges with enthusiasm

Qualifications required:

- CIPD - Desirable but not essential (training to support qualification can be offered)
- Qualification/experience in finance

Experience working in a Special School is not a prerequisite. More importantly, we value enthusiasm and a willingness to develop within this exciting, challenging, and rewarding area of education.



Why Pinewood School?

- **Students:** An opportunity to work with an amazing cohort of pupils
- **New state-of-the-art building:** A brand-new school building, due for completion by late 2025/early 2026.
- **Free Parking:** Enjoy the convenience of free on-site parking.
- **Rural Location:** Experience the charm of a peaceful rural setting.
- **Employee Wellbeing Services:** We offer a comprehensive wellbeing package to support our staff.

If you are ready to work hard, make a valuable impact, and explore how an imaginative curriculum can open up life choices and opportunities for our students, then we would love to hear from you.

We encourage you to visit our website to learn more about our vision and values.

To arrange a visit or for further information, please contact us at our school office on admin@pinewood.herts.sch.uk or call 01920 412 211, option 2.

Join us in our mission to provide exceptional education and support to our pupils. Apply today to make a difference at Pinewood School!

We look forward to hearing from you.



Taney Howarth
Headteacher

