

Breaking the Mould



Sherwood Foundation School Human Resources Officer

Salary: NJC Pay Scale, Grade 5, Points 11–15, £32,070–£33,987 per annum

Contract: Permanent, 36 hours per week, 52 weeks per year

Start date: As soon as possible

Closing date: Midday, Friday 21st August 2026

Sherwood Foundation School is a Foundation Special School located in the London Borough of Sutton and made up of three campuses:

Sherwood Hill Campus

Sherwood Hill Campus is a specialist school for autistic learners aged 3–19 years who have multiple and complex barriers to learning, requiring high levels of support to access education and learning around their peers. Many of our learners may also have severe learning difficulties and/or struggle to maintain a regulated state for learning.

Sherwood Park Campus

Sherwood Park Campus is a specialist school for learners aged 3–19 years who have severe, multiple and complex learning difficulties and/or disabilities. This includes learners who have highly complex access needs resulting from their physical and/or health conditions. All learners require high levels of adult support to access learning.

Sherwood Manor Campus

Sherwood Manor Campus is a specialist school primarily for autistic learners aged 11–19 years who have moderate to severe barriers to learning. Most of our pupils can access a highly adapted formal learning environment with high levels of adult support. Some of our learners struggle to deal with the demands of an adult-led learning environment so may need a highly individualised learning offer to meet their academic potential.

We have high aspirations for all our pupils and we pride ourselves on putting the child at the centre of everything we do. Our curriculum ensures that our pupils, who come from a wide range of backgrounds, have exceptional opportunities to excel and access exciting opportunities in school, and beyond school, to develop their physical, social and emotional well-being.

We are seeking to appoint a passionate and dedicated Human Resources Officer to join an exemplary SEND provision, providing HR support across all three campuses.

Reporting directly to the HR Manager, the HR Officer role is essential in supporting the HR department by managing various administrative tasks and ensuring the smooth operation of HR functions, as well as maintaining a friendly and professional approach with all staff and visitors.

Previous HR experience and an excellent level of IT skills are desirable; attention to detail is essential. The successful applicant will ideally have experience working in a busy office within an educational setting.

Staff Benefits

We know that to achieve our vision, it is our people who make the difference. We offer a competitive reward and benefits package:

- Enrolment in Local Government Pension Scheme
- Competitive Salary
- Access to Employee Assistance Programme via Vita Health Care Group
- Benenden Health - health care cash plan
- On-site staff parking (at two campuses)
- Comprehensive training and development opportunities
- Opportunities for career progression across three campuses
- Flexible working policies
- On site staff swimming sessions
- Access to school dinners
- Commitment to staff health & wellbeing

Safeguarding Recruitment Statement

Sherwood Foundation School is committed to equal opportunities, safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are made subject to receipt of a completed application, satisfactory references and an Enhanced DBS check.

For an informal discussion about the post please contact HR at recruitment@sherwoodpark.org.uk

Please apply via the TES website at www.tes.com or contact us directly at recruitment@sherwoodpark.org.uk

Please note applicants must demonstrate how they meet all sections and subsections of the person specification for this role.

Closing Date for Applications: Midday, Friday 21st August 2026

Interviews: TBC