



## HR Officer

**Claycots School – Britwell and Town Hall Campus**

**Required as soon as possible**

**Level 6 SCP 24 – 29 (£29,623 - £33,861 FTE)**

**Full or part time hours considered though a minimum of 30 hours per week is required  
Term time plus 3 weeks**

**We are looking to appoint an experienced, organised, highly professional and flexible individual, who is a committed team player, to provide an excellent level of HR support to the school.**

### **Who are we?**

Claycots School is a large, multi-site school which is judged Good by Ofsted. Currently we have 1700 pupils over two campuses in Slough making us a unique school to work in.

The successful candidate will have the ability to prioritise a very busy workload, work with tight deadlines while remaining calm, establish and maintain effective, professional relationships with staff and be the first point of contact for all HR queries. The ideal candidate will have excellent attention to detail as they will be responsible for maintaining a number of critical school systems. We welcome interest from individuals who are innovative, solution focused and determined to continually improve.

### **What we can offer?**

We are committed to supporting and developing our staff to reach their full potential. The post will give the successful candidate the opportunity to work in a dynamic and thriving school community, where they can make a tangible difference.

**For further information, please contact us via email: [n.whitaker@claycots.com](mailto:n.whitaker@claycots.com) for an application pack. A downloadable application form is available on our school website. We recommend visits to the school.**

**Previous applicants and previous employees need not apply.**

**Closing date: Friday, October 22<sup>nd</sup> 2021, Midday**

**Shortlisting: Friday, October 22<sup>nd</sup> 2021**

**Interviews: w/c November 1<sup>st</sup> 2021**

*Applicants will be required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in line with Claycots' policies and procedures. A satisfactory Enhanced DBS disclosure is required for this role. The school will request references before interview.*