

LA SAINTE UNION CATHOLIC SECONDARY SCHOOL Highgate Road, London NW5 1RP

Roll: 990 11 – 18 girls (mixed sixth form)

Sixth form in consortium arrangement with three partner schools



La Sainte Union
CATHOLIC SCHOOL

HR Officer

35hrs per week, term-time + two weeks in holiday periods (41 weeks in total)

Scale SO1 points 22-25 (Actual salary £35, 682)

Permanent post, required for April 2025

The governors of La Sainte Union Catholic School are looking to appoint an outstanding Human Resources Officer with a keen eye for detail to work as part of our Finance and HR Team.

This is a key role in our school working closely with senior leaders to provide effective and efficient support and management of the school's Human Resources provision.

The post would be suitable for someone with experience of working within a HR environment, together with an understanding of the school environment or suitable transferrable skills. They should be able to deal with staff in a professional, calm and helpful manner, and to work independently.

The successful candidate will be highly organised with excellent interpersonal and communication skills, and the ability to confidently use a variety of systems and databases. They will support the ethos of the school and be passionate about developing opportunities for young people.

For more information about the role or to arrange an informal telephone conversation please email Jo Montague, our Business Manager, at jmontague@lsu.camden.sch.uk.

La Sainte Union welcomes applications from all members of the community, irrespective of race, religion or belief, gender, sexual orientation, age, and disability, to ensure that the staff is representative of our school and its community.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. This post is subject to an enhanced DBS and online vetting check. We reserve the right to close the deadline early for the correct candidate.

Closing Date for applications: Wednesday 19th March, 9AM
Interviews: Monday 24th March

Application forms and further details are available on the school website www.lasainteunion.org.uk/vacancies or from Karen Robertson, HR Officer – telephone 020 7428 4600. We do not accept CVs. Email: recruitment@lsu.camden.sch.uk

La Sainte Union Catholic School Highgate Road, London NW5 1 RP Tel: 020-7428 4600

Email: general@lsu.camden.sch.uk
Web: www.lasainteunion.org.uk