We are looking for a HR officer to join our busy team at Mount Grace School in Potters Bar on a fixed term contract for 1 year. If you are highly organised, work with accuracy, confidentiality and attention to detail, you would be perfect for this role.

About the role

The main purpose will be to support the Headteacher, Senior Management Team and Finance in the provision of a high-quality day-to-day HR services for the School.

The role will involve:

* Providing employment law advice, professional skills and specialist subject knowledge
* Providing administrative support to the school through compliance to safer recruitment of staff.
* Preparing effective recruitment materials
* Acting as first point of contact for any HR queries by staff and management
* Assisting with Payroll (currently outsourced)
* Managing absences and reporting to SLT / Governors
* Completion of Personnel details on ARBOR
* Managing Single Central Record

The recruitment pack attached provides more details.

We are looking for

* Minimum of 3 year's admin and office experience
* HR experience
* Someone self-motivated with a positive attitude
* Excellent communication skills both verbal and written
* Strong interpersonal skills
* Strong organisational skills
* IT Proficient in Microsoft Office
* a relevant CIPD qualification (desirable)
* Experience of working in education sector (desirable)
* **ABOUT THE SCHOOL:**
* Mount Grace was one of the first purpose built mixed comprehensive schools in the country and occupies 17 acres of beautifully landscaped grounds.  We are a rapidly improving, truly inclusive school with approximately 600 students including over 75 in our sixth form. We have a genuine partnership with local people and we are the community school of Potters Bar and the surrounding villages.
* This school is a brilliant place for young people to fulfil their potential in a caring, supportive community. Mount Grace is friendly and understanding but also firm, fair and consistent in its values. We strive for academic excellence for our students aged 11 to 18.  Our school motto ‘Res Non Verba’ translates as ‘Deeds Not Words’. This means that as members of Mount Grace School, our actions must always show that we Respect, Aspire and Care.
* This is a welcoming, caring and friendly school, full of vitality and enthusiasm and our students are a credit to us. Our staff are passionate professionals who want our students to grow into well rounded adults.

**Visits to our school are warmly welcomed. Please contact Marta Skotnicka, HR on 01707 655512 or email skotnickam@mountgrace.herts.sch.uk to arrange a mutually convenient appointment.**

*Mount Grace School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau*

Mount Grace School, Church Road, Potters Bar, Herts EN6 1EZ