



HR Officer

To start June 2025

Term time only, plus 10 days, 36 hours per week
Starting salary £33,294 for full time equivalent
Pro rata, for 39 weeks of the year, 36 hours per week £30,473

Saint Cecilia's Church of England School is an inclusive, co-educational and community orientated academy, for pupils and students, aged 11-18 years. Specialising in the teaching of Music and Mathematics, Saint Cecilia's is a well-respected and hugely oversubscribed school. Teaching is exceptional, our curriculum is challenging, standards of behaviour are high and our results are consistently good.

The school's vision is driven by its Christian mission to 'Glorify God, through outstanding and enjoyable education', which is underpinned by John 10:10 *"I have come that you may have life, and have it to the full."* Whilst candidates must be in sympathy with the aims of a voluntary-aided Church of England school, a Christian commitment is not essential for this post.

We are seeking to appoint an experienced Human Resources Officer following the retirement of the current postholder. The role is term time plus 10 days and some flexibility on working hours is required at busier times to ensure that the school continues to attract and retain high quality staff. Core working hours are Monday to Friday 8am through to 4pm.

HR experience would be an advantage, but the key requirements are to have strong organisational skills; excellent communication and customer care skills; to maintain high levels of accuracy in record keeping; and to have a high standard of both written and verbal communication. The successful candidate must be able to maintain and respect confidentiality at all times. The role includes key HR processes including:

- Managing the recruitment and interview processes
- Responding to staff HR queries and coordinating any changes and updates
- Work with our external HR advisors to coordinate the management of more complex HR queries and issues
- Ensuring staff HR records are maintained accurately
- Administering DBS checks
- Ensuring the Single Central Record is maintained and kept up to date at all times
- Coordinating the review and updates of school policies
- Ensuring SIMS is accurate and up to date with staff contract details
- Provide support for the administration of school trips
- Support the admin team with resolving day to day operational issues at the school

Located close to Wimbledon Lawn Tennis Club, Saint Cecilia's is well connected to central London and the West End by exceptional transport links. The school lies within the Inner London Weighting area, which adds a significant increase to salary.

Are you ready to join a team of dedicated teachers, in a "Good" school which aspires to be Great?

Are you ready to contribute towards a Great Curriculum, establish Great Learning and build a culture of Great Professionalism and Great Partnerships, all in a caring, supportive Christian Ethos?

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

We regret that we are unable to offer skilled worker visa sponsorship to non-UK citizens for this role.

Please note that we do not accept CVs.

The deadline for applications is Monday 28th April 2025 at 9am.