

HR Officer



**WEXHAM COURT
PRIMARY
SCHOOL**

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Vision

Preparing every child to become a successful individual in an ever evolving world.



Values



**BUILD
BELONGING**



**STRIVE FOR
EXCELLENCE**



**DO THE
RIGHT THING**

Behaviour Code



READY



RESPECTFUL



SAFE

Welcome from the Head Teacher

Dear Applicant,

Thank you for your interest in the position of HR Officer at Wexham Court Primary. I believe that this school is like no other. Over the last few years, we have worked together to define what education means to us, what our environment should look and feel like. As such, our school vision and values are underpinned by our guiding principle:

Ubuntu – I am, because you are.

This means that we are bonded together and working as a team for the betterment of all.

We are a forward thinking and innovative school, trying to embrace 21st century learning styles. As a school community, we are very open minded and ready to embrace new and exciting challenges together. We are an inclusive school, where staff must be prepared to analyse and have challenged their bias, prejudice and attitudes.

Our SLT Credo:

We are responsible for the growth and development of our children. They deserve our best efforts and attention. By developing supporting our teachers and nurturing our parents, we believe we can have the greatest impact on our children.

The HR Officer is critical in enabling the team and myself to run the school effectively. As HR Officer you will have access to highly confidential materials and therefore discretion is key. Schools are busy places, where things can change very quickly. Therefore flexibility, patience and resilience are essential. The office is the central hub of the school and is made up of a group of highly skilled individuals who work as a team in order to manage the school in a host of ways. They are truly invaluable to the school.

Professional development is highly valued; therefore, we are keen to recruit someone who has ambitions to develop further; in this executive role.

I am very proud of our school community. Through the last few years, they have risen to every occasion. I could not be more grateful for their commitment and determination. This school is truly a unique and wonderful place to work. I would strongly recommend a visit so that you too can meet our lovely pupils and staff and see the school in action.

All we require is good morals, a willingness to learn and the ability to work in a team. The rest we can work out.

I look forward to hearing from you soon.

Navroop Mehat and the WCPS team.

Here are a few comments from our Staff...

'At Wexham, the children are the best bit - keen to learn and welcoming to all. There are always opportunities to develop yourself professionally and I feel Wexham has massively supported my journey through middle leadership'

Miss H Brian



'A diverse School with friendly colleagues and wonderful children. It provides great CPD and the administrative team is supportive and welcoming.'

Miss K Kuranage

'Wexham Court is a diverse, welcoming and supportive School where everyone is valued and respected. The Headteacher and SLT have an open door policy and are always available for any queries.'

The administrative team is supportive and close knit team that is valued in keeping the school running.

Miss Z Ghani



Welcome from the Pupils

Welcome to Wonderful Wexham Court!

We are delighted to give you the opportunity to work here. We are a School that has core values that are at the heart of everything we do.

The staff here are encouraging, inspiring, good listeners and fun. Are you a Learning Support Assistant who:

- Can plan fun and enjoyable activities?
- Can help accelerate our learners' progress?
- Can create fun and engaging displays?
- Listen when we need your help?
- Has a good sense of humour?
- Gives us good and helpful feedback?
- Has a love for reading?

In return we promise to give you:

- Well behaved and engaged learners
- Fresh fruit and vegetables
- Amazing teacher friends
- Lots of laughs
- A big, clean classroom
- Lots of tea and coffee!

We love coming to Wexham Court Primary School. There's always so much going on. We have a modern curriculum, which includes Enquiry. This helps us to explore topics in a fun way. Community work is important to us as we love to support local charities.

Come and meet us so we can share our School, we know you will love it too!

The Prefects



About Wexham Court Primary School

Our history:

- The school used to be a double Saxon Moat, and the evidence of the moat still remains.
- The school used to be a Medieval Farm that dates back to the 13th century.
- The school's name is based on the manor house, home farm and church that were all part of the moated complex, known as Wexham Court Estate.
- We have oak trees that were planted in the 18th century.
- There used to be a post office on site, which fell down 20 years ago
- The site has a poly tunnel and various raised beds, in which all pupils grow their own produce. This is later served in the canteen or entered into the Stoke Poges Horticultural Show; which we have won for the last 7 years!
- The school used to be a middle school.

Our Present

- Professional development is ongoing. We use evidence-based research to only do the things that work and matter.
- The listed Barn has been renovated and is now an exhibition site, regularly used by the children for various activities, including cooking the produce they harvest in the poly tunnel
- We run national training events at the Barn
- We are a Microsoft school and embrace technology everywhere
- We value the arts, all children learn instruments, Spanish and have expert art experiences
- Health is vital, our children eat well, skip daily, have an outdoor gym, MUGA and sports coach
- Our curriculum is well sequenced, coherent and scaffolded to support all pupils
- Work life balance – we have a strong culture of support! We work hard at school and home life is for living. Our staff do not take work home, and meetings after school are rare! Our staff are happy and satisfied because they are looked after and valued.

Our future

Our future is exciting. Be a part of it.

The school badge reflects our school's evolution:



Our Partnerships

We believe in partnership work and as such we support these through training and school to school support.

Some of our partners and awards are:



Human Resources Officer

Position:	Human Resources Officer
Start Date:	January 2026 (or sooner)
Location:	Berkshire
Contract:	Full Time (Term Time plus 5 days). Permanent.
Salary:	Level 5 – SCP 13-23 (pro-rated salary: £26,255 - £30,941)

Up skilling staff, managing workload and flexible working

At Wexham, we go above and beyond to create the right environment for our staff to grow and thrive, which in turn benefits our children. The role of human resources is pivotal in ensuring that systems and process are in place and staff have the support they need. If you are passionate about HR and believe you have what it takes to manage staff and resources, please get in touch. Our continuous professional development is personalised to you and linked to our vision and values.

We offer:

- Staff who value HR support and guidance.
- Join a positive environment, with high staff morale.
- Access to excellent professional development and support.
- Work alongside a dynamic SLT and Admin Team, who are enthusiastic and focused.
- Strong systems and processes are already in place.
- Access to an Employee Assistance Scheme.
- Wellbeing package and support.
- External support is available.

About You:

- This post would suit a candidate who is committed to working in a school environment and is keen to contribute to the school's ethos and values. The ideal candidate will:
- Have a proven track record in a similar role.
- Maintain confidentiality and have a high standard of professionalism at all times.
- Have excellent administrative skills both written and orally.
- Have attention to detail for data entry and the ability to work under pressure.
- Have good knowledge of Microsoft Office products.
- Excellent organisational skills and the ability to be flexible.
- Excellent interpersonal skills to help liaise with community, students, parents and staff across the school.

Visits are highly recommended, if you can, please arrange a visit by contacting the Headteacher's PA (see below).

Find out more: Contact PA to the Head, Zainab Ghani at: PA@wexhamprimary.com or 01753 524 533/989 or visit our X page [@wexhamPS](https://www.wexhamPS), or our website: www.wexhamprimary.com

Key dates to be mindful of: Deadline for applications **Monday 17th November at 4.00pm.** Interviews will take place as applications are received.

We are a friendly and caring school that is committed to safeguarding and promoting the welfare of children.

Job Description – HR Officer

1. DESCRIPTION: Wexham Court Primary School

1.1 Post Title: HR Officer
Reports to: Headteacher

1.2 MAIN PURPOSE OF JOB

Assisting the Head Teacher with all aspects of the development and effective operation of the human resources function within the school, including that of its extended facilities, and fulfilling the requirements of safer recruitment legislation.

1.3 MAIN ACCOUNTABILITIES

- Assisting the Head Teacher with all aspects of the development and effective operation of the human resources function within the school, including that of its extended facilities, and fulfilling the requirements of safer recruitment legislation.
- Assisting the Head Teacher with implementing the school's recruitment strategies and procedures, including those related to teachers and support staff.
- Completing administrative routines relating to the human resources function including payroll and maintenance of records and files.
- Monitor and review the school's HR strategy, ensuring it meets the school's long-term needs and goals.
- Monitor and review the school's policies and procedures.
- Manage the school's use of external HR providers and services, ensuring the quality of the provision is high and the school receives value for money.
- Manage and update school HR documents, including HR forms and proformas.
- Lead on implementing organisational change, such as restructuring, redundancy and TUPE.
- Assist with HR procedures, as necessary including but not limited to attendance monitoring of staff, disciplinary, capability and grievances.
- Undertaking such other administrative duties as required by the headteacher or SLT.
- Manage DBS checks. Also managing, updating and maintaining the single central record.
- Supporting the Headteacher with monitoring of the site controller.
- Support in the management and arrangement of cover, which may involve an out of hours response.
- Completing the School Workforce Census.
- Ensure IT equipment is monitored and accounted for through staff checks.

1.4 CONDITIONS OF EMPLOYMENT

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment):

- They are required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- They shall uphold the school's policy in respect of child protection and safeguarding matters.
- They shall be subject to all relevant statutory and institutional requirements.
- They may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.
- All members of staff are required to participate in the school's CPD.

PERSON SPECIFICATION				
Competency		Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills (if appropriate), Managerial (if appropriate), Health & Safety, Equalities Finance	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Knowledge/ Skills	2.1	Ability to build and form good relationships with colleagues and students.	Essential	I
	2.2	Ability to work constructively as part of a team, understanding school roles and responsibilities including own.	Essential	I
	2.3	Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.	Essential	A I T
	2.4	Good standard of numeracy and literacy skills.	Essential	A T
	2.5	Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems. Ability to absorb and understand a wide range of information.	Essential	T
	2.6	Ability to maintain accurate records and filing systems.	Essential	T
	2.7	Ability to deal with confidential data / issues appropriately.	Essential	I
	2.8	Working knowledge of SIMS personnel software package and Microsoft.	Desirable	T
	2.9	Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as maternity, paternity, adoption leave. Knowledge of employment law and safer recruitment requirements.	Desirable	I
	2.10	Working knowledge of payroll / pension provision.	Desirable	A I
	2.11	Understanding of data protection and confidentiality	Essential	I
	2.12	Excellent time management	Essential	T
	2.13	Ability to manage difficult conversations.	Essential	I
Qualification	3.1	Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and mathematics (certificate/s to be available at interview).	Essential	A I
	3.2	Experience of working in a busy office environment.	Essential	A I
	3.3	Previous personnel and administration experience (at least one year).	Essential	A I
	3.4	Personnel (HR) related qualifications or related qualification in further or higher education.	Desirable	
	3.5	Experience of working in a school or similar establishment.	Desirable	
Personal Qualities	4.1	Initiative and ability to prioritise one's own work.		
	4.2	Able to follow direction and work in collaboration with line manager.		
	4.3	Able to work flexibly to meet deadlines and respond to unplanned situations.		

	4.4	Able to attend evening meetings if required.		
	4.5	Efficient and meticulous in organisation.		
	4.6	Desire to enhance and develop skills and knowledge through CPD.		
	4.7	Problem solve using all of the relevant information to make a suitable decision.	Essential	
	4.8	Commitment to the highest standards of child protection and safeguarding.		
	4.9	Recognition of the importance of personal responsibility for health and safety.		
	4.10	Commitment to the school's ethos, aims and its whole community.		
	4.11	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school		
	4.12	Commitment to maintaining confidentiality at all times.		

How to Apply:



<https://www.tes.com/jobs/>



www.wexhamprimary.com



Request an application form from pa@wexhamprimary.com

Contact

To book on to a tour, to receive an application form, or to learn more, please contact Miss Ghani at Wexham Court on 01753 524 989 or email pa@@wexhamprimary.com.

Dates:



Deadline for applications **Monday 17th November at 4.00pm.** Shortlisting will take place as applications are received.



Interviews: candidates will be interviewed upon shortlisting

References: If you are selected for interview, references will be requested prior to interview. Please ensure your referees are aware of our timescales.