



Wright Robinson College

Executive Headteacher: Mr M Haworth

HR Officer

Salary: Grade 8 (Term-time plus 2 weeks) SCP 31 – 35 £40,476 - £44,711 FTE (actual salary TTO + 2 £35,707 - £39,443)

Start Date: ASAP

Contract: Full Time (35 hours per week). Permanent. Term-time only (TTO) + 2 weeks

Working hours: 8:15am – 3:45pm Monday – Friday

Location: On-site (Wright Robinson College)

Apply by: 9:00am on Wednesday 20th August 2025

We are seeking a passionate and dedicated HR Officer to join our team at Wright Robinson College. As a HR Officer, you will provide a high-quality operational HR service, working closely with the Headteacher and wider leadership team. You will be the first point of contact for all HR matters including employee relations, well-being support and safer recruitment and staff retention. You will be supported in this role by the Trust's HR Consultant.

The ideal candidate will have excellent attention to detail, the ability to manage multiple deadlines simultaneously and respond accordingly to a change in priorities. You will have experience of working in a HR generalist role and hold a CIPD level 3 or above qualification (or working towards), or have demonstrable experience. In addition, being attentive to both the confidential and sensitive nature of the role and have experience of addressing and escalating HR queries from staff and managers will be advantageous.

In this role, you will lead on the college's recruitment and selection processes, on-boarding new members of staff and ensuring that all safer recruitment and pre-employment checks are carried out in a timely manner. Additionally, you will work with the HR Consultant on employee relations matters, addressing attendance concerns in a sensitive manner and assist in the administration of performance management processes such as probationary reviews and appraisals.

This is a rare and exciting opportunity to join an Ofsted rated 'Outstanding' Academy Trust in a diverse and multi-faceted role. We are keen to hear from candidates who are looking to take the next step in their HR career, experience in education is preferred but not essential.

Wright Robinson College has been chosen as one of the UK's **Best Places to Work 2024**. The Sunday Times has revealed the [Best Places to Work](#) in the UK for 2024. This nationwide workplace survey honours and celebrates Britain's top employers and acknowledges the best workplaces for women, LGBTQIA+ community, disabled employees, ethnic minorities, younger and older workers, and wellbeing. Wright Robinson College is the only high school in the UK to be named as a Times Best Place to Work 2024.

Wright Robinson College has been an 'Outstanding School' in every area of the Ofsted Inspection Framework since 2016 and we were immensely proud that our continued 'Outstanding' status was confirmed again in our October 2021 inspection under the new framework. We are fully committed to continuing to further raise academic standards and attainment, across an academic curriculum.

We are committed to staff development and if you join our team you will be based in a friendly and supportive school with a state-of-the-art building, providing access to the latest resources to facilitate learning. As well as offering you a competitive salary, and access to our BUPA Employee Assistance Programme, you will be provided with free access to on-site gym and pool facilities, a range of activities designed to support staff well-being and free on-site parking. Located one mile from the city centre, on the east side of Manchester, we are easily accessible through local and regional transport links. To read more about our employee benefits, please follow the link below:

<https://www.wrightrobinson.co.uk/Employee-benefits/>

Have you got the desire, experience and ambition to join our Team? If so, we would be delighted to hear from you. Informal enquiries can be directed to Ms Ward, Director of HR on 0161 370 5121.

For further information on the position, to see what our staff have to say about working for us and for details on how to apply, please follow the link below:

<https://www.wrightrobinson.co.uk/Vacancies-Non-Teaching/>

All applications should be made via the TES website. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Statement on Equality

We are an Equal Opportunities Employer and we positively welcome applications from candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Statement on Safeguarding

Wright Robinson College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As such, all posts are subject to a safer recruitment process, including online checks and the disclosure of criminal records. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. When appointing new staff, we will ask shortlisted candidates to complete a self-declaration of their criminal record and to provide any information that would deem them unsuitable to work with children.

Criminal Offences

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act (Exemptions) Order 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at <http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>.

Shortlisted candidates will be asked to provide details of any convictions that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

GDPR

A copy of our Privacy Notice is available on our website.

