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## **HR Manager**

**NJC Pay Scale: SO1/SO2 £28,226 - £32,798**

**(salary will be commensurate with experience, skills, education and training)**

**37 hours per week / 52 weeks per year**

**(term time weeks may be considered)**

**Required as soon as possible**

Comberton Village College is looking to appoint a proficient and effective HR Manager to manage the HR function in our large secondary school. This is a generalist role managing all operational areas of HR, but with an understanding of the Senior Leadership Group's strategic aims. As such, the position requires the ability to demonstrate HR astuteness in the educational sector, along with a strong analytical ability.

The successful candidate will be well organised and self-motivated, have a high level of accuracy and attention to detail, be able to remain calm and professional whilst under pressure and have the ability to demonstrate tact, diplomacy and sensitivity when dealing with personnel issues.

For further details including a job description please visit our [website](#).

### **How to apply:**

Please complete and return a Support Staff Application form. Your application should be supported by a letter of application (consisting of no more than 2 sides of A4 printed) which explains the reason for your interest in this role and any relevant skills and experience that demonstrate your ability to fulfil the expectations of the role.

Please contact Mrs Tania Tull, Trust HR Manager on [ttull@catrust.co.uk](mailto:ttull@catrust.co.uk) if you have any questions about this role.

**Applications should be submitted to Mrs T Tull via email to [ttull@catrust.co.uk](mailto:ttull@catrust.co.uk) by midday on Monday 28 March 2022.** Please note that we do not accept CV's.

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check and a medical questionnaire.