



Information for candidates applying for the role of:

Human Resources Officer

Permanent, term time (36 hours x 42 weeks per year)

Salary: NJC scale SO1 (actual range: £34,643 - £35,569 p.a. inc).

Required: July 2025



Highlands
School & Sixth Form



Dear candidate,

I am delighted that you are considering applying for the position of human resources officer at Highlands School. Highlands is a very successful and popular school with a thriving sixth form. Our students come from a range of socio-economic and cultural backgrounds and we are proud to be one of the most popular and high achieving schools in London.

Our stated goal is “To provide a world class educational experience for our students. In whatever we do, to be held as an example of best practice to other schools.” This is an aspirational goal, but one we judge ourselves against at all times. If you are successful in your application you will play a key role in improving Highlands towards achieving this.

We are judged ‘Outstanding’ in all areas by Ofsted. When we were recently inspected in November 2024, [the Ofsted report](#) highlighted the excellent curriculum, behaviour, safeguarding and personal development the school offers. The report said that students “thrive in this diverse and inclusive school”. Academic achievement is excellent at Highlands and we are featured in the Times ‘Parent Power’ lists of the top schools in England.

I am committed to developing staff and supporting their wellbeing. We have two hours of CPD every Wednesday; no other meetings are held during the week. We use centralised collaborative resources to support planning. Pastoral leaders oversee centralised detentions to free up other teaching staff. We have a two week October half term break.

Our approach to curriculum and teaching is influenced by the writings of theorists such as Christine Counsell and the principles of Rosenshine - yours should be too. We want to recruit a hard working and driven colleague with very high standards, someone who wants to make a real difference at Highlands. The successful candidate will be ambitious and we will support them towards fulfilling their own career potential.

Before reading on, I recommend you watch this [video](#), which will introduce you to our school. I look forward to receiving your application and meeting you in person,

Vincent McInerney, Headteacher



History, ethos and values

Highlands was opened by Tony Blair in 2000, the first PFI school in the country. It is set in beautiful grounds and has a modern building in excellent condition. Mr McInerney is the third headteacher at Highlands. The previous head, Mr Goddard, led the school on a successful journey from 'Satisfactory' in 2007 to 'Outstanding' twice. The school's Outstanding status was confirmed in the November 2024 Ofsted inspection. The school has a strong reputation in the area for high academic standards and high standards of behaviour.

Our stated goal is "To provide a world class educational experience for our students. In whatever we do, to be held as an example of best practice to other schools." We take this very seriously and we have very high expectations of ourselves and each other. We are outward facing and research focused. We look at what the very best schools are doing nationally and internationally and then try to do it better here.

Our values are determination, aspiration, respect and equality (DARE) . These values underpin all of our work, and are our guiding principles. They summarise what we expect from students and staff. Our motto is 'Dare to flourish'. We chose this very carefully. The word 'dare' was chosen as it links to our values. The word 'flourish' was also carefully selected. The origin of the idea of flourishing dates back to Aristotle, who believed that the human purpose is to try and flourish, or live well. The modern spelling of the word is derived from the Latin, *flos*, which means flower. We like this word because we want all of our school community to grow and to develop. We know not everyone will grow and develop in the same way, but we will support them and be proud of them regardless.

Curriculum

Our curriculum has been carefully sequenced by highly skilled heads of department and faculty with the support, where appropriate, of nationally recognised experts such as Christine Counsell and David Didau. Our curriculum intent statements will give you a good sense of our philosophy towards the curriculum:

The Highlands School curriculum is highly ambitious and designed to educate students in the best that has been thought and said in each subject and to build cultural capital. At Key Stage 3 the curriculum goes beyond the requirements of the National Curriculum, introducing students to carefully sequenced core knowledge and ideas that will allow them to participate in the community of educated citizens.

The Highlands School curriculum supports a culture of reading. Reading and literacy open the doorway into the other subjects in the curriculum and to future success. The curriculum at Highlands encourages reading for pleasure and ensures students can access texts across the curriculum.

The wider curriculum at Highlands is an entitlement, not a privilege. All students take part in 28 days of carefully selected trips and visits over their seven years at Highlands to support the learning in lessons, build cultural capital and broaden their horizons to a world of opportunities.

The taught and wider curriculum, particularly through PSHE, teaches students about diversity, equality, inclusion and British values.

A photograph of two students, a girl with curly hair and a boy, both wearing dark green school uniforms with bright green piping. They are sitting outdoors, smiling and looking towards the right. The background is a soft-focus outdoor setting with trees and a body of water.

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Teaching, Learning and CPD

Our approach to teaching is underpinned by Rosenshine and the principles of direct instruction so, before applying, we advise potential candidates to be familiar with the principles and comfortable using them in the classroom. We value the teacher as the subject expert and we expect key knowledge to be delivered to students in a scaffolded and 'chunked' manner. We expect understanding to be checked throughout the lesson with the use of hinge questions, no hands up questioning and mini whiteboards. We buy all students mini whiteboards at the start of the year so they can all participate. Paired discussion is encouraged as a carefully planned part of the learning process. All departments have shared resources that are collaboratively developed and which staff are expected to use. This significantly reduces planning time for staff and means that every class has access to the same high quality resources.

Staff have CPD every Wednesday and this is built into the school day. This is a valuable opportunity for staff to share best practice, and work on curriculum development.

Highlands staff have unique access to a range of professional development opportunities, delivered by the school. These include middle and senior leadership programmes. Uptake on these programmes is high amongst our staff. For ECTs, the school offers the early career framework.

We are committed to developing our staff. You can watch some of our current staff talk about their professional journeys by clicking on the videos below [Alice](#), [Mia](#)

For more details of our benefits package and tailored CPD programme you can read our [people offer](#) here.



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Enrichment

At Highlands we think about more than exam results. The extracurricular provision at the school is excellent. In recent years Highlands students travelled to Barcelona, Morocco and New York. This year students studying physics will be visiting Cern in Switzerland, language students will be visiting Madrid and there are international trips to Morocco and Eswatini planned. Our students take part in the Duke of Edinburgh programme and other visits locally and nationally.

The performing arts are a strength at the school and the shows and performances are very popular. Last year students performed in the school show, Matilda, at the Millfield Theatre. Sports are another area of success at the school; girls' football at Highlands is amongst the strongest in the region.

At Highlands students leave with excellent results but also with experiences and an appreciation for the world beyond school that will stay with them forever.

All students at Highlands participate in 'DARE days'. These are four days each year when all lessons are suspended and students and staff participate in a range of trips and activities designed to enrich their learning experience and broaden their horizons.

When school finishes early on Wednesdays for staff CPD, we run compulsory Ed-Extra for year 7 and 8 students. These range from rugby to fashion, from dance to judo. It is a good example of an area in which the school does something that other schools look to as an example of best practice and innovation. We believe our extracurricular programme at Highlands should rival that of any other secondary school in London.



The Sixth Form

Highlands has a high performing and oversubscribed sixth form. The summer 2024 results put Highlands Sixth form in the top 10% of schools nationally for a third year in a row. Students go on to a range of destinations including top universities (Oxford, Cambridge, UCL, King's college London), others have gone on to do degree apprenticeships at companies like Blackrock and law firms such as Allen and Overy and others have gone on to pursue apprenticeships. Whether it be A levels or BTECs we support students to the next stage of their life.

At Highlands it is not just what students achieve academically that matters, but what type of young people they become and what they choose to do when they leave. It is for this reason that we have built a diverse and challenging curriculum, along with excellent enrichment opportunities for our students. We are an inclusive sixth form, with a welcoming, diverse and grounded community in which our students feel cared for and supported.

Supporting students to make the right university or career choices is a priority at Highlands. We have a dedicated team of staff who bring outside speakers into the school to develop students' understanding of the world of work. We have a flourishing enrichment programme which encourages sixth form students to take up leadership opportunities. We have a special pathway for students wishing to enter careers such as law or medicine, study at Russell Group universities or who wish to study at Oxford or Cambridge. We are committed to supporting each student into the career or university of their choice.

Learn more about the sixth form on our [sixth form website area](#).

School priorities

Our goal is to provide a world class educational experience for our students. In whatever we do, to be held as an example of best practice to other schools.

To achieve that the school has three strategic priorities:

1. Achieve academic excellence, underpinned by a curriculum that meets the needs of all learners.
2. Create a culture that celebrates diversity and equality and that supports inclusivity and excellent behaviour.
3. Promote a culture of leadership, self-reflection and professional development across all staff.



Admin Department

Highlands has a vibrant and cohesive admin team who play a crucial role providing a wide range of administrative support to ensure the efficient running of the school.

There are 19 members of the team providing exceptional admin support for the school teaching staff and leadership team and a welcoming and supportive environment for students and visitors. The main office is open from 7:45 am to 4:45 pm, Monday to Friday and is the first port of call for all queries from visitors, students, parents and the wider community.



The Role: Human resources officer

Job Purpose

To support the school leadership by managing and coordinating all aspects of human resources to ensure effective recruitment, development and retention of staff and to promote a positive working environment.

Job Details

The position is 36 hours x 42 weeks per year.

The successful candidate will report to the school business manager.

The salary is NJC scale SO1 (actual range: £34,643 - £35,569 p.a. inc.).

The post starts July 2025.



Job description

Punctuality and absence

- Runs the punctuality and absence management process.
- Analyse patterns and key trends of punctuality and absence and produce reports for the Headteacher.
- Accurate input of staff attendance data into school management systems.

Payroll and contracts

- Payroll related information - starters, leavers, promotions, increments.
- To issue staff contracts and ensure all contractual paperwork is signed, eg. responsible users, reading of key policies such as health and safety, fire evacuation, code of conduct, etc.
- Work with SLT to prepare accurate salary statements for all new staff.
- Maternity/paternity pay processing, including 'keeping in touch' days.
- Work with SBM on preparation of pay progression annually.

Recruitment, new staff, leaving staff

- Administers recruitment and selection process (including advertising for staff, processing applications, requesting references and running the interview process).
- Update staff adverts to recruitment portals and school website, including arranging for social media posts to be issued advertising all vacancies.
- Support with the appointments process, this to include initiating DBS, checking the Barred List, prohibition checks, overseas police checks, medical and reference checks.
- Completing documentation for contracts and bank details for payroll and HR.
- Sending out offer letters and chasing any outstanding documentation.
- Induct new staff, including issuing staff ID/fobs/keys/arrange IT induction.

- Maintain the new staff onboarding procedures for start of term and mid term joiners and organise relevant training for new staff.
- Keeping staff updated on new appointments via weekly briefing to staff.
- Exit Interviews/reports/ensuring school property is returned and that IT and personnel accounts are closed.
- Maintain staffing spreadsheets, including end dates of fixed term contracts.

HR casework

- To provide HR advice, guidance or support to colleagues on the interpretation and application of the school's HR policies.
- Support with the process of appraisal.
- Liaise with HR consultants / local authority to support with complex cases.
- Support with the management and conclusion of human resources casework including discipline, grievance, capability and harassment.

Safeguarding

- Support with the management of the single central record.
- Maintaining staff training records, ensuring refresher training is undertaken for all staff and governors, as required.
- To ensure organisation of confidential staff files and maintain them in an orderly manner.
- To ensure new staff complete compulsory safeguarding training.

General personnel support

- Make referrals to occupational health and recommendations to employee assistance programme.
- To direct staff to the correct source of information regarding pensions, salaries, maternity, grievance, complaints, etc.

Job description continued:

- To assist with all matters relating to day to day staff welfare and personnel functions.
- To assist with maintaining job descriptions and person specifications for all school appointments. Maintaining and regular updating of staff contact details and vehicle information;
- To update staff lists, extension numbers and structure charts as necessary.
- To prepare reports on new staff/leavers and absences for governors
- To carry out maternity or staff risk assessments, and review at agreed review dates
- Taking accurate minutes of meetings

Policies and procedures

- Support on the development, implementation and monitoring of HR strategies, policies and procedures
- With support, coordinate and sometimes lead on local trade union consultations and negotiations
- Effectively gather, report on and use HR data and metrics to underpin best practice and effective people management and planning

Other duties

- Keep abreast of HR best practice, legislative changes and new developments to continuously develop and improve knowledge and skills and broaden the understanding of inter-relationships between the range of HR activities and functions
- Advising SLT/management on policy implementation and practices, overseeing the recruitment process, managing the onboarding and inducting of new starters and being a key link between managers and employees in employee relations as well as contributing to training/workshops on HR matters.
- Any other reasonable request from the Headteacher / line manager.

Equal opportunities

To work within and encourage the school's Equal Opportunities Policy and contribute to diversity policies and programmes in relation to discriminatory behavior. Click [here](#) for our equal opportunities statement.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment as and when required.

Person specification

The following outlines the key knowledge, skills and experience required for this position. As part of the shortlisting process, the selection panel will assess each candidate against the criteria listed below.

HR Experience

- Experience of working in a school setting.
- Knowledge and understanding of key human resources processes.
- Knowledge and understanding of key educational issues.
- Knowledge of the TUPE process.
- Ability to work collaboratively to review, develop and implement effective human resources policies and procedures.
- Ability to analyse and interpret complex information and prepare and deliver briefings, reports and presentations.
- Successful experience working collaboratively on change management initiatives and projects.

Leadership

- Communicate in a fluent and adaptive manner; experience of successfully influencing opinion and generating support.
- Manage conflicting priorities, both individual and team, to achieve stretching objectives.
- Strong project management, organisational and planning skills.

Coping with pressure and setbacks:

- Works productively in a high pressure environment.
- Maintains a positive outlook at work.
- Thrives in a fast paced, and often ambiguous environment.

Working with people:

- Inspires confidence among the Headteacher and senior colleagues.

- Works effectively with a broad range of stakeholders and partners.
- Listens well, communicates clearly and fluently.

Delivering results:

- Focuses on customer needs and satisfaction.
- Makes sound judgements and assess potential problems at both strategic and operational level.
- Uses discretion intelligently, resourceful and solution-oriented HR acumen.
- Drive and enthusiasm for delivering a quality HR service that consistently produces positive and business focused outcomes.
- Ability to be creative and analytical in order to develop flexible solutions to HR issues.
- Pragmatic, action oriented style.
- Professional integrity and resilience.

Personal vision is aligned with Highlands' high aspirations and expectations of self and others:

- Genuine passion and a belief in the potential of every student.
- Motivation to continually improve standards and achieve excellence above norms.
- Demonstrates integrity.
- Promotes and defends equal opportunities.
- Commitment to the safeguarding and welfare of all pupils.
- This post is subject to an enhanced Disclosure Barring Service (DBS) and Barred List check.



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The application process

Please apply by visiting the [vacancies page](#) on our website and complete an application form (at the bottom) in full with a personal statement of no more than two sides of A4 outlining how you meet the person spec. This can be typed in the space on the application form or as a separate document.

Closing date: 9am on Monday 2nd June 2025. Interviews will be held shortly afterwards.

If you have any questions, please contact Trudi Steiner, HR Officer, at hsjobapp@highlearn.uk or **020 8370 1166**.

The Governing Body are committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.



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