

Human Resources Officer

All year-round position, 37 hours per week.

8.30am – 4.30pm, Monday – Thursday, 8.30am – 4.00pm Friday

Grade 12, £24,496 - £27,852 per annum, dependent on experience

Due to re-structuring of the HR and Cover Teams, we have a vacancy for a full time Human Resources officer. The successful candidate will lead and develop the school Human Resources function. Responsibilities include leading on recruitment in line with the Safer Recruitment Policy, advising on HR matters and overseeing the effective management of the college personnel systems and processes. Line management of HR Assistant. This is a varied and exciting fast paced role in a busy department.

Candidates will need to demonstrate the following

- A recognised HR qualification or experience of working in a senior HR role
- Good line management, organisational and problem-solving skills
- Confident to communicate well with all staff in a friendly and professional manner
- IT literate with a sound working knowledge of Microsoft packages and strong administration skills
- Able to work on your own initiative, as well as part of a team, with effective time management skills.
- Have a great sense of humour!

We offer the successful candidate:

- opportunity to be part of a strong community and supportive workforce
- a calm and welcoming environment which enjoys a large amount of green, open spaces
- supportive induction programme and CPD opportunities
- free parking
- onsite catering and nursery
- 'My Staff Shop' benefits – including Cycle to Work scheme
- discounted access to leisure centre including gym and pool (located next to the college)

Frome College is a successful, vibrant, and forward thinking 13-19 Upper School with approximately 1200 students. It is a fast-moving school undergoing exciting and rapid regeneration. We are based on a stunning campus in easy reach of Bath and Bristol. Frome itself is a thriving market town, with a vibrant artistic community with the renowned Frome Festival, monthly Sunday market and many restaurants and 2 theatres, one of which is on campus.

Closing Date: Tuesday 3rd January 2023

Interview Date: Friday 6th January 2023

Visits to school are welcome,

Please contact the recruitment dept to book an appointment

Tel: 01373 465353 or Email: fccrecruitment@fromecollege.org

Please visit our website for details on how to apply:

www.fromecollege.org/join-us/vacancies

Applications should be completed in full and returned by email to:

fccrecruitment@fromecollege.org

This post requires a criminal background check via the Disclosure Procedure