



NOTRE DAME HIGH SCHOOL
11-18 Mixed Catholic Comprehensive School
FULWOOD ROAD, SHEFFIELD, S10 3BT
Tel: 0114 2302536

HUMAN RESOURCES ADMINISTRATOR
37 hours per week/term-time only/permanent

Grade 5: £29,093 - £31,586 per annum pro rata
Actual starting salary: £25,022.89 per annum

Notre Dame High School, a vibrant and inclusive Catholic school, part of the St. Clare Catholic Multi Academy Trust, is seeking a dedicated and skilled Administrator to join our committed support team. This role is pivotal in ensuring the smooth operation of our school's human resources functions, contributing to an environment where both staff and students can thrive as well.

The role will also involve working more widely, providing HR admin support for the St. Clare Catholic Multi Academy Trust Central Team.

About the Role

As an HR Administrator, you will be responsible for managing a wide range of HR processes, including recruitment, employee relations, compliance, and staff development. Your role will involve close collaboration with the Headteacher, senior leadership team, and various departments to support the school's mission of providing outstanding education grounded in Gospel values.

We are particularly keen to reflect the diverse nature of our student community in our staff; we welcome applications from all qualified applicants and strongly believe that diversity in all its forms delivers greater impact to our whole school community.

For further details and an application pack please visit www.notredame-high.co.uk/uncategorized/current-vacancies or e-mail recruitment@notredame-high.co.uk

Completed application forms and Consent to Obtain References forms should be sent to recruitment@notredame-high.co.uk by the closing date below.

Closing date: 9am on Monday 02 June 2025

Notre Dame High School is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. The successful applicant will be required to complete an Enhanced DBS Disclosure. In addition, this post is exempt from the Rehabilitation of Offenders Act and a self-disclosure is required for applicants shortlisted for interview.