

HR Manager – Loreto Sixth Form College

Salary Scale 40-47 £32,163-£38,078 pa

Loreto College is located in Hulme a mile south of the centre of Manchester and very close to Manchester University and Manchester Metropolitan University, with excellent transport links. It is one of the largest Sixth Form Colleges in the country and rated as Outstanding at the last Ofsted Inspection.

A part of the 3-19 Continuum of Catholic education in Manchester the College exists to respond to the needs of young people from its partnership high schools and special schools in Manchester and surrounding areas. It is a part of an international network of Catholic schools and colleges.

We are seeking a highly motivated, enthusiastic, reliable and suitably experienced individual for the key role of **HR Manager** within the College. This is a fantastic opportunity to take responsibility for a key function that will support our strategic and operational priorities.

In this role you will be responsible for delivering a full professional HR service to senior leaders, employees and governors, supporting them to secure positive outcomes for our students. You will take a proactive role in assisting senior leaders with their HR needs and issues through operational case and project management, and ensuring that leaders are kept informed of key legislative changes.

HR is a key central service at the College, it is the interface for all staff, ensuring that all HR processes are efficiently managed and will take a key role in driving employee engagement and wellbeing initiatives.

CIPD qualified or part qualified and studying, you will ideally have experience of working in the education sector and be very much focused on providing effective solutions for the challenges that leaders and managers face. Excellent interpersonal skills are required and you will be able to build relationships with key stakeholders at all levels to offer education focussed solutions, putting students at the heart of all decisions.

We offer a competitive salary, pension, staff benefits and you will be joining a friendly, hardworking and supportive team.

For further details and an application form, visit our website www.loreto.ac.uk we look forward to hearing from you.

Loreto Sixth Form College is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the College to share our commitment to safeguarding and the health and wellbeing of our students.