

HR Manager

Required for September 2023

Salary Grade 6/7 Point range 18-25

Term-time plus 1 week 35 hours week

South Croydon based school



HR Manager, Coombe Wood School

This new role is emerging to meet the identified and growing need for support of the HR function within CWS with the increasing numbers of staff at the growing school of Coombe Wood.

HR Admin support will range from assistance with the recruitment process, on-boarding new staff and maintaining personnel records; there is a particular emphasis on the safeguarding aspects and the requirement to audit this provision. This is an exciting time to join as we pilot the recruitment module of the HRIS and introduce ATS, use AI to generate more talent interest and for anybody wishing to either share their experience of education or learn the world of education and work as part of a wider HR team across the Trust. Working alongside Peers in the SLT, this role will require you to contract on how recruitment is undertaken and delivered, provide employee relations guidance, and ensure people practices are followed and work in practice for the school, so staff can focus on teaching and learning.

Ideally CIPD qualified, will suit an experienced HR advisor looking to step into a HR role or indeed a HR Manager looking for a different operating environment. If you do not have a CIPD qualification, we will consider experience and for the right candidate can support an apprenticeship route to level 5 or level 7 HR qualification (subject to a training agreement)

We are now seeking a well-organised, articulate, and responsible person who engenders trust very quickly and is adept at working with a variety of management systems. Experience of safeguarding would be an added advantage.

Application Procedure: Please download the candidate pack and application form and send to careers@cws.foliotrust.uk

<https://www.cws-croydon.co.uk/career-opportunities>

Safeguarding

Folio Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment process will include an enhanced DBS check, medical screening, confirmation of right to work in the UK and all other pre-employment checks in line with safer recruitment requirements.

The Candidate Privacy Notice ("Privacy Notice") is published on our web site

<http://www.folio-education.co.uk/Current-Employment-Opportunities>

Equal Opportunities

At Folio Education Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.