



Sherwood Foundation School  
Sherwood Park Campus  
Sherwood Hill Campus  
Sherwood Manor Campus

## **Sherwood Foundation School HR Coordinator**

**Salary:** NJC Pay Scale, Grade 6, Points 16 - 20, £34,488 - £36,585

**Contract type:** Permanent, 36 hours per week, 52 weeks per year

**Start Date:** As soon as possible

**Closing date:** Friday 6th March 2026

Sherwood Foundation School is a Foundation Special School located in the London Borough of Sutton and made up of three campuses:

*Sherwood Park Campus:* This is a specialist school for learners aged 3 - 19 years who have severe, multiple and complex learning difficulties and/or disabilities. This includes learners who have highly complex access needs resulting from their physical and/or health conditions. All learners require high levels of adult support to access learning.

*Sherwood Hill Campus:* This is a specialist school for autistic learners aged 3 - 19 years who have multiple and complex barriers to learning, requiring high levels of support to access education and learning around their peers. Many of our learners may also have severe learning difficulties and /or struggle to maintain a regulated state for learning.

*Sherwood Manor Campus:* This is a specialist school primarily for Autistic learners aged 11 - 19 years who have moderate to severe barriers to learning. Most of our pupils can access a highly adapted formal learning environment with high levels of adult support. Some of our learners struggle to deal with the demands of an adult led learning environment so may need a highly individualised learning offer to meet their academic potential.

We are seeking to appoint a passionate and dedicated HR Co-ordinator to join an exemplary SEND provision providing HR support across all three of the campuses.

Reporting directly to the HR Manager, the HR Coordinator role is essential in supporting the HR department by managing various administrative tasks and ensuring the smooth operation of HR functions as well as a friendly and professional approach with all staff and visitors alike.

Previous HR experience and an excellent level of IT skills are desirable, attention to detail is essential. The successful applicant will ideally have experience working in a busy office, within an educational setting.

**Closing Dates for Applications:**  
**Interview Date:**

Friday 6th March 2026  
To be confirmed