



Human Resources Manager £35,000 - £40,000 Pro Rata, Term Time Only

Dedicate Recruitment is working in partnership with Harlington School, seeking an accomplished and polished Human Resources Manager to join their Senior Leadership Team.

Set in the London Borough of Hillingdon, Harlington School prides its reputation as a caring and compassionate employer. Its ethos is *"A caring, forward thinking professional learning community, that develops exceptional educators and kind-hearted, hard-working and well-rounded young people, all with a passion for equality and scholarship."* The Headteacher has an "open door policy" and a collaborative leadership style which is reflected in the high retention of staff, and a reflection as an Employer of Choice.

With a cohort of 1250 students, including sixth form, and employing approximately 140 teaching and associate staff, the school has ambitious plans in place to open a brand new £40M building in September 2023.

The Human Resources Manager will be solely responsible for all aspects of Human Resources management, working with senior leaders and external stakeholders to ensure best practice in recruitment, processes and legislation is maintained.

Reporting to the Director of Finance & Operations, you will be responsible for updating all policies and procedures in line with current legislation updates, provide generalist HR employment advice, managing and advising on employee relation cases, supporting the recruitment process for all staff, conducting appraisals and oversee the School's Single Central Record.

You will work strategically with the Headteacher and Senior Leadership Team to provide transparent and coherent HR support, making recommendations and contributing to the Staff Wellbeing Committee.

The successful candidate will be CIPD qualified, who will bring seasoned experience of working within a school setting and understands the demands of supporting staff within education. You will have the natural ability to inspire confidence and trust, be diplomatic, highly organised and have a highly astute understanding of employment law.

In return, you will be joining a collaborative team which values staff wellbeing. This is a term time only role, 39 weeks of the year, on a full-time remuneration. The school will consider a part time post holder of up to 4 days per week. **A school visit is highly recommended prior to interview subject to COVID guidelines.**

For an initial conversation, please contact Liz Nevitt at Dedicate Recruitment on 07458 301524 or email your CV to Liz@dedicaterecruitment.co.uk. All direct applications will be forwarded to Dedicate Recruitment Ltd.

Closing date for applications: Monday 10th January 2022 12pm

Interviews: Friday 14th January 2022