

Human Resources Adviser Information for Applicants



The Human Resources Adviser is a key and high profile appointment on the school's support staff team, and is a member of the school's Support Staff Management Team.

Reporting to the Bursar, the role offers the right candidate the opportunity to provide the primary Human Resources capability to the school community. Regular support is provided to senior managers in dealing with employee relations matters. The role involves direct administrative support to the Director of Pastoral Care for safeguarding matters.

The selected candidate will be expected to take forward the work of the current incumbent, which includes working with the HR Manager at The Leys on [The Leys and St Faith's Schools Foundation](#) human resource matters. The role requires excellent organisation and inter-personal skills, very good attention to detail, strong initiative, commitment and the ability to plan carefully to ensure deadlines are met.

The school offers all staff a competitive benefits package; there is a strong emphasis on people-based thinking and on continuous professional development. Opportunities to work from home one day per week could be considered.

The Application Process

Further information and an online application form are available on the school website (please click on Menu, Further Information, then [Working at St Faith's](#)). The closing date for applications is 09.00am on 16th August 2021. Interviews will be held in the week commencing 23 August.

This post is available from September 2021.