



Sydenham School

Headteacher – Emma Wijnberg, BSc PGCE NPQH
Sydenham School Dartmouth Road London SE26 4RD

Max School Roll: 1450

HR Officer required ASAP

Mon-Fri - 35 hours per week

Term Time + INSET and 10 days to be worked in school holidays (41 weeks)

Salary Sc5 (pt13-15) (£34,863 - £35,892) pro-rata

Actual salary £30,118 - £31,007 per annum

Sydenham School is seeking to appoint an experienced and highly motivated HR Officer to support the Head of HR across all aspects of the school's HR function.

The successful candidate will deliver a first-class, professional and approachable HR service to the whole school community. The role covers a wide range of responsibilities, including payroll processing, recruitment, HR administration, DBS processing, issuing contracts of employment, and coordinating statutory returns such as the workforce census and other required data submissions.

We are seeking a candidate with strong experience in payroll processing, hands on involvement in recruitment activities and a sound understanding of employment terms and conditions. Strong IT skills, excellent attention to detail, and the ability to work effectively under pressure are essential. You will need to be an outstanding communicator, both verbally and in writing and demonstrate exceptional administrative and organisational abilities.

Experience working within a school environment would be advantageous. Flexibility is vital in meeting the varied and complex needs of a large school, as is the ability to build positive, trusting relationships with students, families, staff, Governors, and the wider school community.

We believe that all of our students are capable of performing highly. Sydenham School can offer you excellent professional development and rewarding opportunities, working with a forward-thinking Senior Leadership Team that is passionate about the achievement and progress of every student in the school.

If you are interested in an opportunity to build on established success an application pack can be downloaded from our website at: <https://www.sydenham.lewisham.sch.uk/about/vacancies>

Please speak to Allison Costello, Head of HR for more information about the
post: **0208 699 6731 ext 424**

The closing date for applications is 9.00am on 05/02/2026

Interview date to be confirmed

Previous applicants need not apply

The school is committed to the promotion of equal opportunities and diversity. We have a clear commitment to safeguarding and promoting the welfare of children and young people. Safeguarding is the 'golden thread' that runs through the school. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Original evidence of the right to work within the United Kingdom will be required prior to commencement of employment i.e. National Insurance Number, Work Permits or Indefinite Leave to Remain. If the applicant has lived/worked overseas for 12 months or more since the age of 18, they will also be required to obtain a Certificate of Good Conduct from the country(ies) they lived/work in at their own expense and provide these for our records.

