

HR Officer Term time plus 1 week

Full time – 36 hours per week – all year round

We are looking to recruit an experienced HR Officer to work in one of our busy offices to support our School Business Manager. The position is currently based at SVC EAST, the successful applicant could be requested to be at any one of our four provisions.

Office experience is essential and experience of HR processes is essential, although training will be provided. Excellent communication skills required - both written and verbal.

The ideal candidate will be able to demonstrate;

- a passion for end-to-end recruitment, providing an excellent candidate experience throughout
- the ability to identify and address difficult recruitment scenarios
- proven experience in building and maintaining productive relationships with both internal team members and external partners or clients.
- very good organisational and time management skills and the ability to work under pressure
- a good level of computer literacy in Word and Excel plus a willingness to learn more specialist applications
- knowledge of HR administration and the ability to handle sensitive issues keeping confidentiality as required
- working within Finance and Payroll Department
- the ability to work effectively and supportively as a member of Saffron Valley Collegiate;
- ability to identify work priorities, whilst ensuring that lower priority work is kept up to date;
- ability to act on own initiative, dealing with any unexpected problems that arise;
- the ability to communicate effectively, use of ICT and have a 'can-do'-attitude

Please write your application in direct reference to the person specification. This advert may be closed early for the right candidate.

Salary: Grade 6, scp 18-20: FTE £34,416 - £35,448

Term time plus one week (£31,287-£32,206)

Closing date for applications:

Friday 25th April 2025 at 12 noon

Interviews:

w/c 28th May 2025

The Collegiate is committed to the safeguarding of young people. References will be sought for all shortlisted candidates. The Collegiate will require a successful candidate to have an enhanced DBS check.

All who work within Saffron Valley Collegiate are committed to the celebration of diversity, and the challenging of disadvantage and discrimination, in all its forms.