



# Harrow Way Community School

Learning for life, success for all

Headteacher: Mrs D L German

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*"Harrow Way continues to be a good school with many outstanding features."* **01264 364533**  
**Ofsted HMI July 2022**

## **HR Officer - Required from November 2024**

Grade D £22,483 - £24,850 Actual, £25,628 - £28,326 Full Time Equivalent  
37 hours per week, 40 weeks per year (term time plus 1 week in the summer)

Harrow Way is an oversubscribed, vibrant and successful school where excellence and high aspirations permeate every aspect of school life.

A new opportunity has arisen for a suitable candidate to take on the role of HR Officer.

Reporting to the School Business Manager, the role will require the post-holder to assume day to day responsibility for general HR work, including the processing, monitoring and recording of all employee records as well as supporting the recruitment process for new staff.

### **The successful candidate will have the following qualifications/experience:**

- GCSE's passes in Maths and English
- A qualification or experience working in a HR environment.

### **And be able to demonstrate the following skills & behaviours:**

- Good administrative skills, with proven ability in developing and implementing efficient systems and procedures
- Person-centred with excellent interpersonal and communication skills.
- IT literate with experience of using databases and Google suite.
- Good organisational skills.
- Capable of working using own initiative and prioritising own workload, whilst also working as part of a team.
- Be trustworthy, professional, able to empathise and must be professionally discreet and respect confidentiality.

A full copy of the Job Description is available to view/download from our school website.



Visits to the school by prospective applicants prior to application are encouraged. To arrange such a visit, or for an informal discussion regarding the post, please contact Mrs Tracey Roberts, School Business Manager, on the above number. Application packs are available for download from the school website.

**Closing Date:** Friday 11th October 2024.

**Interviews will be on:** Monday 21<sup>st</sup> October 2024.

Harrow Way Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.