



## HR Officer

Salary – **NJC Scale SO1**, spinal point **22 - 25 (£30,879 – £32,577)**

**Note:** *Swiss Cottage is prepared to consider a higher salary range for an exceptional candidate.*

**35 hours** per week – **Full-time**

**Note:** *Subject to meeting the needs of service delivery, Swiss Cottage may consider a term-time plus weeks variation.*

We are looking for an experienced and accomplished Human Resources Officer to join the school. This post is a vital role in the school, providing operational human resources support and HR advice to all staff.

Are you an ambitious individual, proactive in nature and with a real passion for HR?

The successful candidate will need to be able to hit the ground running, have a significant track record of administering STPCD and NJC conditions of service, the ability to operate the school's HR systems and knowledge to re-engineer HR practices and procedures to ensure that the HR function is maximising the use of ICT whilst minimising reliance on paper.

You will support the Director of Finance & Business in providing operational guidance, support and action on all HR Employee Relations matters. You will have significant experience of HR in the public sector. You will be confident, have excellent organisational skills and be a committed team player.

If this is you come and join 'Swiss Cottage'. The staff are a passionate team of professionals. Our purpose is to provide every one of our students with a bespoke education that will prepare them to reach their full potential in the 21st century. All students, staff, governors and the wider community have bought into this vision. Together we form a friendly, focused and dedicated community.

Swiss Cottage is a recognised as an outstanding leader in the delivery of SEND locally, nationally and globally. The Swiss Cottage brand is renowned world-wide, and both contributes to, and learns from, the extensive research into all aspects of SEND education.

Swiss Cottage is an all through school with 245 students, 225 teaching and support staff and 37 co-located NHS staff.

For the right person, the school is offering a competitive salary, access to the Local Government Pension Scheme, excellent opportunities for professional development and working in an inclusive and progressive environment.

Applications are welcome from all suitably qualified candidates regardless of gender, age, ethnicity or disability.

For further information and an application pack, please download from website [www.swisscottageschool.camden.sch.uk](http://www.swisscottageschool.camden.sch.uk)

Closing Date: **Noon on 21 June 2019**

Interview Date: **4 July 2019**

**Swiss Cottage School is committed to the welfare and safeguarding of its students and expects all staff to share this commitment. The successful candidate will be required to undergo the necessary Disclosure & Barring Service (DBS) checks.**