



**CROFTON ACADEMY
SPECIALISTS IN MATHS & COMPUTING**

HUMAN RESOURCES MANAGER

**Permanent post 25 hours per week
(Term time only plus 5 Inset days + 5 additional days throughout the
holidays)**

**Grade 11 £35,784 - £38,422 pro rata
(Dependent on qualifications and experience)**

Crofton Academy is seeking to appoint a Human Resources Manager as soon as possible. This is a key role taking responsibility for all aspects of staff welfare. The post holder will provide professional support, advice and guidance to colleagues, senior academy staff and governors in relation to all HR related matters, employee relations and terms and conditions of employment.

Whilst having responsibility for absence management, recruitment and selection, appraisal system for support staff, this role will be strategic as well as operational and would suit a broad based CIPD qualified (or equivalent) with a relevant degree.

This role is subject to enhanced DBS checks in line with the School's Safeguarding Procedures

Application forms & further details can be requested by email:
alison.raikes@croftonacademy.org.uk

OR by telephone 01924 862985

OR downloaded from www.croftonacademy.org.uk

Closing date for applications: **30 January 2014**

