



## **Crofton Academy**

### **Human Resources Manager**

**25 hours per week over 4/5 days**

**Term time only post plus 5 INSET days and 5 additional days**

**Salary range £37,306 - £40,057 (Actual starting salary £22,625)**

Crofton Academy are seeking to recruit an experienced HR generalist to lead the HR function. As a key player, the post holder will be expected to contribute at both a strategic and operational level in order to contribute to the development of the school, identifying HR priorities and to provide a fully integrated HR service across the school. The post holder will provide expert professional advice and support to SLT, Managers and staff on all aspects of HR. The postholder will be responsible to the Headteacher.

The successful candidate will;

- Be CIPD qualified with previous generalist HR experience
- Will have strong communication skills with the ability to work on your own initiative and be able to partner at a senior level.
- Be able to demonstrate the ability to build and maintain strong working relationships
- Have a methodical and consistent approach to the organisation of the workload.
- Have up to date knowledge of employment legislation
- Have experience of working within a unionised environment
- Working knowledge of STPCD and experience of working in the Education sector would be advantageous but not essential

We are able to offer staff a secure, supportive environment with continuous professional development. If you have the vision and drive for excellence and want to join a partnership where relationships for learning are fundamental to their continued success we would be delighted to hear from you.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS disclosure.  
Headteacher : Mr Peter Walker

All relevant information and application forms can be downloaded from the school website at [www.croftonacademy.org.uk](http://www.croftonacademy.org.uk)

For further enquiries or to discuss the role, please contact Ruth Craven, Deputy Headteacher at [ruth.craven@croftonacademy.org.uk](mailto:ruth.craven@croftonacademy.org.uk)

The closing date for fully completed applications is **noon on Monday 22 January 2018**