



The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff. Staff will be recruited and selected in line with safer recruitment policy and practice. The successful applicant will undertake an enhanced DBS check.

HR Officer

Tenable from: As Soon as possible/ January 2024

Salary NJC outer London- Grade-6 scale point –18-20

£33,242-£33,957

Fulltime 36 hpw-Monday-Friday (with flexibility)

8.15am to 4.15 pm

Red Gates is a school for children with severe learning difficulties, and complex needs our pupils are aged 4 - 11 years old. We are a busy vibrant learning community committed to providing a high quality education to our learners in collaboration with a wide range of partners.

We pride ourselves on the quality of each individual pupil's education and our work with families and carers. Working in partnership, we strive to achieve the very best for each child and offer support and guidance to families to enable consistency across home and school.

We are looking for a **HR officer** to join our Operations team. The HR role at Red Gates is a busy role, working alongside the School Business manager you will be responsible for the smooth operation of the administrative aspects of HR, this includes recruitment ,on-boarding, absence management Probation, managing the schools SCR. As the schools HR officer you will need to possess excellent interpersonal skills, be able to deal tactfully with colleagues with the ability to follow robust processes and procedures.

A high standard of communication both written and Verbal along with proven IT skills are essential. A high level of attention to detail is required with the ability to implement and manage a range of HR systems. A commitment to managing the safer recruitment process and staff safeguarding checks is critical to the role

You will be a confident multi-tasker who is able to effectively prioritise heavy workloads and set an example of personal integrity and professionalism. You will be resilient have a good sense of humour and a calm disposition

This is an excellent opportunity to join a welcoming caring school where all our staff are dedicated and committed. We offer an in-depth and high quality CPD programme and the opportunity to make a real difference to the lives of our amazing children.

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To see for yourself please come and visit us prior to your application. To arrange a visit please contact Eileenlawlor@redgates.croydon.sch.uk

Please apply to: admin@redgates.croydon.sch.uk for an application form and job description or download the forms from the school's website at www.redgates.croydon.sch.uk. Tel: 020 8651 6540

Closing date: 5:00pm on Friday 01 December 2023

Following this, final shortlisted candidates will be invited to attend an interview on **Friday 8th December 2023**

