



NOTRE DAME HIGH SCHOOL
SHEFFIELD
11-18 Mixed Catholic Comprehensive School

Human Resources Administrator
(Part Time/Permanent)

This post contributes to teaching and learning in the school by maintaining and controlling human resources administration systems.

There are approximately 160 members of staff employed at the school (90 teaching and 70 non-teaching) plus a number of staff employed on a casual basis i.e. Exam Invigilators and Supply Teachers.

The post holder will be responsible for all aspects of human resources administration and assisting with overseeing the management of the human resources function.

The successful candidate will ideally:

- Be at least part CIPD qualified;
- Have experience of working in a human resources environment;
- Be highly organised and used to working to deadlines;
- Experienced in regularly using a range of computer software packages including Microsoft Outlook, Word and Excel;
- Have experience of advising managers during disciplinary / grievance investigations and formal hearings;
- Have experience of managing sickness absence issues and attending formal sickness absence meetings;
- Have experience of compiling, monitoring and updating staffing budgets (this is desirable but not essential);
- Recent experience of working in a human resources department or standalone role in an education environment (this is desirable but not essential)

About the school

Notre Dame is a Catholic school with a strong ethos at its heart. All staff are expected to uphold and contribute to the ethos of the school, which is what makes it a special place to work.

The ability and enthusiasm to contribute to extra-curricular activities in school would be an advantage.

Please state clearly any other subjects offered.

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post has a high level of responsibility for safeguarding and promoting the welfare of children and young people.

The closing date for receipt of completed applications is: Thursday 17th May 2018 at 4pm

Interview Date: Wednesday 23rd May 2018

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete an Enhanced DBS Check.