

Job Title: HR Officer & Cover Co-ordinator

Start Date: July/Sept 2022

Contract Type: Term Time only plus 1 week

Location: Highgate, Islington, London

Industry: Support staff

Salary: £32,269 (actual salary)

REF: STA-TA/04/2022

Contact Name: Debbie McDonagh

Contact Email: mcdonagh.d@sta.islington.sch.uk

Closing Date: 08/07/2022

Date posted: 22/06/2022

Job Description

St. Aloysius' College is a Roman Catholic Boys secondary school with a Mixed Sixth Form in the borough of Islington. It has provided the local community with over 140 years of high-quality education. The College is currently going through a phase of rapid improvement and we are looking to recruit staff to help us deliver an outstanding education to all of our pupils.

It is a friendly and supportive school community with a focus on excellence and high expectations of all. Staff development is a priority on our journey to Outstanding. We are seeking to appoint an experienced, bright, and enthusiastic HR Officer & Cover Co-ordinator to undertake HR Officer & Cover Co-ordinator responsibilities to ensure the efficient operations of Human Resources functions.

We can offer:

- The opportunity to work in a school with enthusiastic, motivated and respectful students
- Supportive, hardworking Governors and colleagues who care passionately about our school and the local community
- Future career development

We are looking for someone:

- With experience in providing a professional, efficient and effective HR administration
- To liaise with HR Islington to provide advice service across the school in accordance with agreed policies and procedures, ensuring compliance with all relevant legislation; maintaining confidentiality and high professional standards at all times.
- To clerk and minute HR, Finance & Premises Committee meetings, ensure documents are prepared and distributed to Governors and staff involved.
- To manage and coordinate the school's recruitment, selection and appointment process ensuring that all adverts are placed and that the information provided is accurate and relevant to the post

St. Aloysius' College is committed to Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

This appointment is subject to an enhanced DBS check and positive references.

How to apply: An application form is available via the school's website <http://www.sta.islington.sch.uk/>. Please email your completed application to Debbie McDonagh mcdonagh.d@sta.islington.sch.uk