

## Job Title: HR Officer & Cover Co-ordinator

**Start Date:** 1<sup>st</sup> July 2022

**Contract Type:** All Year-Round Contract

**Location:** Highgate, Islington, London

**Industry:** Support staff

**Salary:** P01

**REF:** STA-TA/04/2022

**Contact Name:** Debbie McDonagh

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

**Closing Date:** 03/06/2022

**Date posted:** 12/05/2022

## 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](mailto:mcdonagh.d@sta.islington.sch.uk)