**School HR Officer**

**Part time, term time only plus 1 week, 18 hours per week (to be worked flexibly)**

**Scale: Band F Point 12-19**

**Salary: £24,496-£27,852 pro rata**

We are seeking to appoint a part-time HR Officer to be based at Stanley High School.

Do you have strong administrative skills? Are you proficient with using Microsoft Packages? If so we would like to hear from you. Whilst previous experience of working within a school setting would be desirable, full training will be provided.

The successful candidate will undertake a varied role, you will be responsible for providing efficient and effective human resources administration and advice for Stanley High School in accordance with agreed school, Trust, and national policies and procedures, whilst ensuring compliance with all relevant legislation and maintaining confidentiality and high professional standards at all times.

Stanley High School is part of the Southport Learning Trust, which currently includes, Bedford Primary School Birkdale High School, Greenbank High School, Maghull High School, Meols Cop High School, and Kew Woods Primary School. Our Trust welcomes staff who are enthusiastic, energetic, and dedicated individuals with a talent for working with young people and a love of education. We are seeking colleagues who can build robust and effective relationships with staff, parents, students, and the wider community in order to further the ethos of the Trust.

Candidates are strongly encouraged to visit our website at [www.stanleyhigh.co.uk](http://www.stanleyhigh.co.uk/) to learn more about Stanley High School and download an application form. Potential candidates are asked to email completed application forms to recruitment@stanleyhigh.co.uk

Southport Learning Trust is committed to the wellbeing of all staff through continued professional development and a comprehensive Employee Wellbeing Assistance Programme.

Southport Learning Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

In accordance with our statutory obligations under Keeping Children Safe in Education Southport Learning Trust is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Southport Learning Trust might want to explore with you at interview.

A copy of our child protection and safeguarding policy can be found on our website.

For any enquiries about the post, please contact-

**recruitment@stanleyhigh.co.uk** or telephone 01704 339872

**CLOSING DATE: Friday 10 May at 12noon**