

**Human Resources Officer**

Hours: 15 hours per week over 3 days, term time plus 1 week.

Salary: Scale 5/6 depending on experience FTE £29,789 - £35,103 (actual salary £10,515-£12,391)

Required: ASAP

Windsor Girls’ School are seeking to appoint a Human Resources Officer. The ideal candidate will have previous HR experience, as well as strong organisation and communication skills and the ability to deal sympathetically and constructively with a wide range of stakeholders.

The successful candidate will cover all parts of the employee lifecycle, from onboarding new hires, carrying out pre-employment checks, maintaining HR files to ensuring completion of leaver paperwork. You will also present HR data as directed and distribute HR communications.

Key duties include but are not limited to:

* Completion of recruitment and onboarding process
* Maintaining accurate HR records
* Ensuring compliance with HR best practice
* Completing statutory returns
* Producing and analysing robust HR data

Closing date for applications:

Interviews:

***Windsor Girls’ School is committed to the safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.***

Windsor Learning Partnership: a company limited by guarantee Registered in England: Company Number: 9409109

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