

**Calder High School**  
**The Calder Learning Trust**



***"Everybody, Everyday"***

We are seeking to appoint a HR Administrator/Compliance Officer from September 2022

Grade: Scale 5 point 12 (£20,431.73)

Hours: Permanent - 37 Hours per week, Term Time Only + 10 days

**Prime Objectives of the Post:**

- To provide an efficient and effective HR administration service to the school
- Working and collaborating within a team
- To ensure confidentiality at all times
- To ensure GDPR and statutory requirements are processed and maintained
- Update school HR documents as required, including HR forms and the staff handbook

**Responsible to:** Headteacher's PA

***Calder High School is fully committed to safeguarding and promoting the welfare and safety of children and we expect all staff to share in this commitment. An enhanced check by the Disclosure and Barring Service are required for this post.***

For further details and to download an application form please visit our website [www.calderlearningtrust.com](http://www.calderlearningtrust.com) or e-mail [jmason@calderlearningtrust.com](mailto:jmason@calderlearningtrust.com). We look forward to receiving your completed application.

Completed applications should be returned to [jmason@calderlearningtrust.com](mailto:jmason@calderlearningtrust.com)

**Closing date: Friday 8 July 2022 9.00am**

**Interviews: To be arranged**