



The Free School Norwich, Kings House, 15-17 Surrey Street, Norwich, NR1 3NX Tel: 01603 761044

Email: office@freeschoolnorwich.org.uk

Applications are invited for the post of:

Part Time HR Officer

Initial Fixed term 1/4/2021 to 31/12/2021 (to be reviewed)

Salary: (NJC scale 20-22) £25,991 - £27,041 pro rata, per annum, equating to £13.47 - £14.02 per hour dependent on experience (NJC scale 20-22).

8 hours per week working term time plus 4 weeks of the school holidays. Working hours are flexible (to be agreed with Principal).

We are looking for an experienced HR Officer who will work in partnership with the Senior Leadership Team to provide advice and support on HR matters. Main duties include:

- Support with recruitment of principal and new staff as required
- Ensure safeguarding checks are completed and Single Central Record maintained
- Assistance with the roll out of new staff contracts
- Support coaching and mentoring programme
- Assist school with GDPR and data protection compliance
- Ensure HR policies and procedures are up to date and compliant
- Help with day to day staff related HR queries and issues

The closing date for applications is 9am Monday 1st March 2021. Interviews week commencing 8th March 2021. For further information contact

finance@freeschoolnorwich.org.uk

Important - Safeguarding Notice

The Free School Norwich is committed to ensuring the highest levels of safeguarding and promoting the welfare of children, and we expect all our staff and volunteers to share in this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) with barred list check, ID check, s128 check, Right to Work in the UK check, along with further checks for those who have lived or worked overseas.