



BEN JONSON PRIMARY SCHOOL

Harford Street, London E1 4PZ

T: 020 7790 4110 E: admin@benjonson.towerhamlets.sch.uk

www.benjonson.towerhamlets.sch.uk

Headteacher: Monica Forty **Chair of Governors:** Dharmendra Nair

Human Resources (HR) Officer Pay grade: SO2 Term time plus 2 weeks

Ben Jonson is a welcoming, ambitious and inclusive three-form entry primary school, situated in the richly diverse community of the Ocean Estate. The staff at Ben Jonson are dedicated, talented and work hard to ensure children thrive.

The governors, staff, pupils and parents are seeking to appoint an enthusiastic and well-motivated Human Resources Officer to join our team.

We are looking for someone with:

- successful Human Resources experience in a school or business setting
- the ability to take a lead in managing HR, recruitment and payroll requirements of the school, ensuring HR processes are compliant with policy and guidance
- the ability to work collaboratively to develop and maintain positive and effective working relationships with all members of the school community, including external organisations
- excellent communication and organisational skills, with an ability to prioritise in a busy and demanding role
- A commitment to high standards of achievement; inclusion and equality of opportunity; and to prioritise the safeguarding and welfare of all children
- a genuine desire to involve yourself fully in the life of our school and to work as part of our forward-thinking team of professionals.

Whatever stage you are at, if you join our team you will be well supported in your career through exceptional professional development, a knowledgeable governing body and, most importantly, wonderful children and supportive staff.

For further details and to download an application form, please visit the school website.

Closing date: Midday, Wednesday 24 April 2019

Shortlisting: week commencing Monday 29 April 2019 Interviews: Friday 03 May 2019

School tours can be arranged on Wednesday 03 April (between 10am-12pm) or Tuesday 23 April (between 1.30pm-3.30pm). Please call the school office to book your place: 020 7790 4110.

Please email your completed application form to: admin@benjonson.towerhamlets.sch.uk

Please note: Due to the large number of application forms we receive, feedback will only be given candidates who have been shortlisted. There is only one interview date, please ensure you are able to commit to attending on this date. Please be available for interview all day on the stated date.

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The post is subject to an enhanced DBS check.