



Human Resources Officer

Salary: Scale SO1-SO2
£36,109 to £39,533 (actual salary)
Starting salary dependent on experience
8.30am – 4pm (Monday to Friday)
Term Time only

Required for: September 2026
Application Closing Date: Friday 3rd July 2026 at 12noon
Interview Date: TBC

Please note that Cardinal Pole reserves the right to interview and appoint prior to the closing date

You do not need to be a practising Catholic to apply.



CARDINAL POLE
CATHOLIC SCHOOL

Why Work For Us?

Firstly, thank you for taking the time to consider applying for the post of HR Officer at Cardinal Pole Catholic School

Our school is built on strong foundations of discipline and moral purpose. We offer a lively, dynamic and highly successful environment in which to achieve. We are also a faith community, providing an inclusive and enriching education which cares deeply about the wellbeing and development of our children and our community.

Cardinal Pole School is an inclusive school where all members of the school community are of equal worth and each have the opportunity to be the best that they can be. We are a community of **service** guiding young people on a path to **opportunity, aspiration and reward**, founded on Catholic values.

The school became part of the Lux Mundi Catholic Academy Trust in September 2024.

We offer state of the art buildings, facilities and dedicated professional staff – Cardinal Pole is an exciting and supportive environment in which to work and develop your career.

This is a fantastic opportunity for someone with experience in Human Resources to join our team.

The purpose of this post is to undertake duties across a range of HR activities including recruitment and selection, data management, processing DBS checks, reporting, Single Central Record compliance and general HR administration and to support the implementation of relevant policies and procedures within the school which models best practice and is compliant with legislation, whilst meeting the needs of the school and staff well being.

You will be a reliable source of confidential advice and guidance in all matters related to HR to the Leadership Team and across the school and under the guidance of the Headteacher/HR Director. The post benefits from the support of a HR Director at the Trust and an organisation that is supportive of professional development of all staff.

Please note, you do not need to be a practising Catholic to apply.

Benefits

- Two-week October half term break.
- You will be joining an AWARD WINNING National School of the Year 2024 & TWICE TES Secondary School of the Year nominated school.
- Free staff access to a modern and high quality gym which was fully refurbished in September 2023.
- An incredible team of staff who are highly skilled, dynamic and passionate about securing the very best outcomes for the community we serve.
- Excellent CPD opportunities at all levels including part-funded MA study (T&Cs apply).
- Opportunities for progression.
- Sophisticated modern school building set in the heart of vibrant Hackney
- A proactive and thriving staff well-being group with regular staff socials, coffee mornings and opportunities for cross departmental interaction
- Free Breakfast Club every day for staff and students
- Free Bike servicing for staff
- Travel Loans. Interest free loans to assist staff in meeting travel costs (T&Cs apply)
- Teachers Pension Scheme or Local Government Pension Scheme which includes 3 x salary life assurance cover whilst you remain in service.
- Employee Assistance Programme
- Outstanding support from the HR Director.
- Staff room with outdoor roof terrace and free tea/coffee
- A staff wellbeing team that arranges termly celebrations that recognise the contributions staff make to our school



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JOB DESCRIPTION

TITLE: HUMAN RESOURCES OFFICER

DEPARTMENT: ADMINISTRATION

RESPONSIBLE TO: HEADTEACHER / HR DIRECTOR

GRADE: SO1-SO2 (STARTING SALARY DEPENDENT ON EXPERIENCE)

HOURS: Term Time only / 35 hours per week

Principle Responsibilities:

GENERAL ADMINISTRATION

The following responsibilities are common to all Administrative support staff.

To undertake similar duties, commensurate with the level of the post, at the discretion of the Office Manager and/or senior members of staff. This could include temporary re-deployment to meet the needs of the wider School.

These duties may include (not limited to):

- General clerical / administrative / filing support / reprographics
- Lunchtime and/or temporary cover
- Supporting preparations for major School events
- Communications with staff, students, parents and other external stakeholders
- Administration supporting the functions of admissions, attendance and/or behaviour, student welfare and data management.

SUPPORT TO SCHOOL

1. Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of, support and ensure equal opportunities for all.
4. Contribute to our Catholic ethos, our work and the overall aims of the school
5. Appreciate and support the role of other professionals.
6. Attend and participate in relevant meetings as required.
7. Participate in training and other learning activities and performance development as required.
8. Assist with pupil needs as appropriate during the school day.
9. Assist with arranging daily cover in the absence of the cover coordinator

HUMAN RESOURCES MANAGEMENT

1. To prepare effective recruitment materials including job descriptions, person specifications, advertisements and information packs for candidates which reflect the school in a positive light.
2. To lead and manage the recruitment advertising budget.
3. To service the short-listing panel and provide them with references and other documentation as required. To lead and management the interview process and timetable of the interview day (ensure interview records are kept in line with regulations) –ensuring at all times the school is reflected in a positive way.
4. Ensure effective communication with candidates throughout the interview process. Upon appointment arrange for the appropriate documentation to be completed and statutory requirements (including safeguarding checks) met.
5. To provide administrative support and manage the induction process for all new staff at all levels delivered, usually at the end of the summer holidays: to ensure all regulations are met, that staff have a positive start to school working life and are equipped for their first day at work.
6. To be responsible for maintenance of up-to-date accurate personnel records in accordance with statutory and audit requirements.
7. Maintain procedures to ensure that Safeguarding of children are met including the maintenance of a single central record.
8. To maintain the Bromcom personnel module with current and accurate staffing information.

9. To record and monitor all staff absence and that all appropriate supporting documentation is collected, filed and updated on Bromcom.
10. To produce absence reports on a regular and ad hoc basis for the Headteacher on a regular basis or when required.
11. To record all annual leave entitlement and arrangements for school support staff.
12. Support the appraisal process by ensuring reports are produced to monitor completion and follow ups take place.
13. To provide the Headteacher with personnel information as and when required.
14. To attend and minute meetings as requested by the Headteacher and HR Director. This may at times, be at other schools within the Trust.
15. To manage all post related to staffing and personnel.
16. To lead in the recruitment of Governors to the Governing Body, including managing the induction process for each Governor to school and maintaining regular links throughout their term of office.
17. Track and monitor staff absence to ensure good absence management control including return to work interviews, setting up occupational health interviews, monitoring of planned absence and work to reduce the impact of long term absence.
18. Update whole school policies such as the pay policy, recruitment policies and absence policies. Ensure they are reviewed annually in consultation with the Headteacher/HR Director.
19. To ensure the Headteacher has access to up-to-date files at all times.
20. Offer advice on all legislation pertaining to staffing, including dealing with grievances and disciplinary matters. This will include liaison with the HR Director for the Trust and London Borough of Tower Hamlets HR Service to ensure that all procedures are compliant with legislation.
21. School Workforce and Diocese Census returns.
22. To undertake other responsible duties as appropriate to the post as directed by the Headteacher.
23. To self-review and critique all systems and processes associated with the role and to work alongside the Headteacher & HR Director to improve and develop systems and processes where appropriate.
24. To be responsible for own career development and to undertake training as appropriate for the further development of the post.

The duties may be varied to meet the changing needs and demands of the School at the discretion of the Headteacher and HR Director in consultation with you. This job description does not form part of the contract of employment. It denotes the way the post holder is expected and required to perform and complete particular duties. Bishop Challoner is a Catholic School. The post holder will be expected to uphold at all times the Catholic Ethos of the School.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Also as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, a full enhance DBS check will be undertaken as well as references checked.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

Person Specification – Human Resources Officer

	Essential	Desirable
Qualifications		
CIPD Qualification		✓
Experience		
Experience of using Microsoft Office Suite	✓	
Experience of using Email/Internet	✓	
Experience of using Bromcom database		✓
Experience of using Databases	✓	
Experience working in a school setting		✓
Experience of HR Administration	✓	
Skills		
Personal		
Must be well organised	✓	
Ability to work under pressure and ensure deadlines are met	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to multitask across different workloads	✓	
Ability to demonstrate competent standards of literacy and numeracy	✓	
Administrative		
Experience of using, maintaining and developing administrative systems	✓	
Ability to find solutions to administrative problems	✓	
Ability to maintain accurate records and filing systems	✓	
Ability to produce clear reports	✓	
Ability to maintain records relating to attendance and punctuality		
Relations		
Good interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relations with staff, pupils and governors	✓	
IT Skills		
Fast and accurate IT skills	✓	
Word processing	✓	
Good understanding of database – including ability to use database to produce reports and statistics	✓	
Ability to use Excel and Word to produce tables	✓	