



# WOLLASTON SCHOOL

## LOVE TEACHING

Join us, and turn your work into something you love.



*We offer a comprehensive employee benefit package including:*

- LG Pension Scheme
- Cycle to Work Scheme
- An open & welcoming site
- Free Onsite Parking
- New Spin Studio
- School Counsellor
- Regular Team Building Events

DO YOU WANT TO WORK IN A SCHOOL WHERE YOU FEEL VALUED? WHERE STAFF WELLBEING IS CHAMPIONED. WHERE CPD AND OPPORTUNITIES FOR GROWTH AND DEVELOPMENT ARE SUPPORTED AND ENCOURAGED? LOOK NO FURTHER AND COME AND WORK FOR US!

Wollaston School rated 'Good' by Ofsted May 2023

## HR & OPERATIONS MANAGER

Grade K Points 32—36 Salary £40,221— £44,428

(Required For September 2024 —Full Time Permanent Position)



We have an exciting opportunity for an experienced HR and Operations Manager within our successful support staff team . We are seeking a highly skilled, tenacious and ambitious individual, who is resilient and confident in decision making, to deliver the HR & Operations function at the school. The role is fast paced, diverse and requires the ideal candidate to be a strong communicator, innovative, forward thinking, the ability to work well under pressure and a have keen eye for detail.

Working under the direction of the Head of School this key role will be responsible for overseeing end to end recruitment, HR support, developing and delivering marketing & PR strategies and line managing a highly successful team of support staff.

This role will be key to driving our newly defined vision, mission, and staff cultural expectations. A Level 5 CIPD qualification and school experience will be advantageous, but not essential, as a proven background in a similar setting would be considered.

*Informal visits are welcomed if you would like to see us in action and to learn more about us prior to your application.*

**Closing date for receipt of applications: Wednesday 03rd Jul 2024**

**Interviews are likely to commence: Week beginning Monday 08th Jul 2024**

Please contact our HR department for an application form, further details about this role or to arrange a visit on: [recruitment@wollaston-school.net](mailto:recruitment@wollaston-school.net) Alternatively you can download details directly from the school website at: [www.wollastonschool.com](http://www.wollastonschool.com)

*Wollaston School is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.*