**South Farm Road, Worthing, West Sussex, BN14 7AR**

Tel: 01903 237864

E-mail: [office@worthinghigh.net](mailto:office@worthinghigh.net)

Website: [www.sdetrust.net](http://www.sdetrust.net)

Executive Headteacher: Pan Panayiotou

*“Always Pursue Excellence”*

**Human Resources Director**

**NJC GRADE 11, points 33 – 36, £39,493 - £42,503 (£35,543 - £38,252 pro rata)**

**Full time (37 hours per week)**

**All year or Term Time Only plus INSET Days and 2 additional weeks**

South Downs Education Trust has an exciting opportunity for a suitably qualified and experienced professional to lead on Human Resources and line manage the Office Manager.

We are seeking a candidate who:

* Can provide leadership on the Trust’s HR function and its future development
* Can demonstrate excellent interpersonal and communication skills
* Is proactive and shows exceptional organisational and time management skills
* Shows a meticulous attention to detail
* Can provide professional support and guidance to School Leaders, continuing to enable the Trust to operate at a high standard
* Has a CIPD Level 7 qualification (or willingness to undertake the training) and suitable Human Resources experience.

You will be based at Worthing High School and we can offer you:

* A friendly and supportive environment
* The opportunity to work with well-motivated students and supportive parents and staff
* A location on the coast very close to main line railway services and road networks
* Free well-being and medical support cover
* The opportunity to be part of the South Downs Education Trust MAT
* Free use of our fitness suite

If you feel you have the necessary skills for this position and would like further information, an application form and job description can be downloaded from the links provided on the school website at [www.worthinghigh.net/vacancies](https://www.worthinghigh.net/page/?title=Vacancies&pid=84) or from the school by phoning 01903 237864. Further information about the school and details of how to apply can also be obtained from the school website.

Completed applications should be sent to Mr Panayiotou, Executive Headteacher/CEO, at the address above or emailed to [vacancies@sdetrust.net](mailto:vacancies@sdetrust.net).

**Closing date for applications is Thursday 6 April 2023 at 9am, an early application is advised as we reserve the right to close the vacancy early if sufficient suitable applications are received.**

**Interviews will be held on Wednesday 19 April 2023.**

**NOTE FOR RECRUITMENT AGENCIES:** We prefer to hire people directly but we do have a preferred supplier list for when we need a helping hand. We will be in touch if we need you.

Please note, because of the nature of this job, if you are successful in your application you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences.

South Downs Education Trust (SDET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

* *Worthing High School & Clapham and Patching C of E Primary school are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR*
* *We recognise continuous service from academy/non-academy schools*