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

Tel: 01903 237864

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

Website: www.worthinghigh.net

Headteacher: Pan Panayiotou

*“Always Pursue Excellence”*

**HUMAN RESOURCES & OFFICE MANAGER**

**Full-time, Term Time only + INSET days and one additional week**

**Salary: NJC Grade 9, points 25-28, £28,785 - £31,371 (£25,020 - £27,268 pro rata)**

Worthing High School has an exciting opportunity for a suitably qualified and experienced professional to lead on Human Resources and manage office staff.

We are seeking a candidate who:

* Can provide leadership on the school’s HR function and its future development
* Can demonstrate excellent interpersonal and communication skills
* Is focussed and can demonstrate effective problem solving skills
* Is proactive and shows exceptional organisational and time management skills
* Shows a meticulous attention to detail
* Can provide professional support and guidance to the Senior Leadership Team, enabling the school to operate at a high standard
* Can lead and manage the Office, Student Services and Reprographics Teams
* Has a CIPD Level 5 qualification (desirable) or suitable Human Resources experience.

We can offer you:

* The chance to work in an innovative and forward thinking school
* A friendly and supportive environment
* The opportunity to work with well-motivated students and supportive parents
* 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
* Use of our brand new 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](http://www.worthinghigh.net/vacancies) or obtained 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, Headteacher, at the above address or emailed to [vacancies@worthinghigh.net](mailto:vacancies@worthinghigh.net).

**Closing date for applications is 28 March 2019 at 12.00 noon**

**Interviews will be held on 3 April 2019**

**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.

Worthing High School 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, part of the South Downs Education Trust, is an academy 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.*