Blatchington Mill School
Involvement, Achievement & Care

<u>Recruitment of Senior Human Resources Officer</u>

Dear Candidate

Thank you for your interest in applying to join Blatchington Mill School as the Senior HR Officer, a pivotal role in our dynamic organisation. As the link senior leader for human resources I want to take this opportunity to give you more detail than is possible in an advert.

Blatchington Mill is a large, popular secondary school, we are pleased to consistently be oversubscribed by applicants.

We have a happy and cohesive staff group and we seek an individual experienced in human resources matters to support their life journey with the school, from recruitment to retirement.

This is a rare opportunity to join our committed staff group of Business Section Leaders, dedicated individuals across the range of disciplines leading their teams to support the excellent teaching and learning that we are so proud of.

The Human Resources office is always busy, this is a demanding but satisfying role. The successful candidate will lead a team and will work closely with colleagues, particularly the Head's PA in relation to recruitment and the Senior Finance Officer on payroll reconciliations.

The employment landscape is rich in legislation and we are all currently going through a period of significant changes for a range of reasons, the Senior HR Officer will need to be able to fact find and research in order to ensure that the school stays abreast of date legislative and statutory requirements. Blatchington Mill buys into HR advice and support from the local authority.

This role requires thoroughness, attention to detail, tact and diplomacy. The Senior HR Officer needs to strike the balance of being welcoming and supportive with bearing significant responsibility for developing, maintaining and monitoring our robust safeguarding procedures.

I hope that this has helped you have a clear idea of this exciting role and I look forward to receiving your application.

Yours faithfully

Sarah Hextall – School Business Manager