



# Sherburn High School

Headteacher: Ms Miriam Oakley

Garden Lane, Sherburn In Elmet, Leeds, LS25 6AS

Tel: 01977 682442

Web: [www.sherburnhigh.co.uk](http://www.sherburnhigh.co.uk)

Email: [admin@shs.starmat.uk](mailto:admin@shs.starmat.uk)



## Human Resource Advisor

**Grade I Scale Point 23-26 (£27,527 - £30,044)**

**Vacancy Hours: 37 Hours per week**

**Contract Type: Permanent Term Time plus three weeks**

**Start Date: December 2022**

We are looking to recruit a competent and well organised individual to join our busy and efficient Finance and Personnel team. The job is demanding but rewarding and involves dealing with confidential issues and staff data. Prior experience in HR and payroll is preferred. Good communication and IT skills are essential.

Key responsibilities of this role include:

- Supporting the advertising and recruitment of staff
- Completing pre and post-employment checks
- Creating and maintaining up to date personnel and monthly salary records
- Administration and monitoring of staff absences
- Monthly payroll consolidation, input and reconciliation
- Employee/Parental Relations
- Maintaining the Single Central Register
- Training and Development

Information packs can be downloaded from our website at [www.sherburnhigh.co.uk](http://www.sherburnhigh.co.uk). If you are interested in applying for this post please complete the online application form in the link below.

[Support Staff Application](#)

Potential applicants are encouraged to contact/visit the school if further information is required. Please contact Sara Simpson on 01977 682442 or by email on [sara.simpson@shs.starmat.uk](mailto:sara.simpson@shs.starmat.uk) to arrange a time.

Closing Date: **Monday 5th December 2022**

Interviews will be held: **Friday 9th December 2022**

Enhanced DBS clearances and references will be obtained prior to appointment.

Sherburn High School is a friendly, top performing and innovative school set in an attractive position in the North Yorkshire rural village of Sherburn in Elmet, which is only 10 minutes from the A1(M) hence making it easily and quickly accessible from Leeds, York, Doncaster, Bradford, Pontefract and the surrounding areas.

Sherburn High School is committed to safeguarding and promoting the welfare of children. We welcome applications from all sections of the community; we appoint on merit.

Sherburn High school is part of The STAR Multi Academy Trust

Age range 11-18 mixed comprehensive with Sixth Form Current NOR 908

The STAR MAT is committed to equality, and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed. If you require assistance in applying for this position please contact us on 01977 687969.

