

# The Oldershaw School

Valkyrie Road  
Wallasey  
Wirral CH45 4RJ  
Tel: 0151 638 2800



Principal: Mr J Bush

E-mail: [schooloffice@oldershaw.wirral.sch.uk](mailto:schooloffice@oldershaw.wirral.sch.uk)  
Website: [www.oldershaw.wirral.sch.uk](http://www.oldershaw.wirral.sch.uk)  
Company Registration: 07652792

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**Senior HR Officer**  
**Required for September 2022**  
**Part-time flexible hours – 3 days per week (22 hrs)**  
**Term time + 2 weeks – 40 weeks p.a.**  
**NJC Scale SCP 34 – SCP 37**  
**Pro-rata of Salary £38,553 - £41,591**

We are over-subscribed, expanding and were rated 'Good' by Ofsted (March 2022). We are looking to appoint an experienced an experienced Senior HR Officer to join our friendly, hardworking, operational management team.

This newly created role within the management team comes with the opportunity to shape best practice in HR in the education sector along with the opportunity and exposure to wider organisational development projects.

You will be involved in all aspects of HR, providing a timely and proactive, customer focused HR service to the Principal, CFOO other Senior Leaders within school. You will support the school ensuring compliance with employment law, policies and procedures. You will be providing consistent HR advice and support to help facilitate successful case outcomes.

You will be CIPD qualified with proven experience within an HR function, managing casework effectively, ideally within an Education setting or Public Service. You will need to be highly organised, with the ability to multitask and maintain strong attention to detail. You will have strong communication skills with the ability to demonstrate a sensitive approach to confidential matters, coupled with strong ICT skills.

Application via CV to [HR@oldershaw.wirral.sch.uk](mailto:HR@oldershaw.wirral.sch.uk) initially. Please note: candidates invited to interview will be required to complete a full application form to ensure compliance with our HR systems.

This post is subject to an Enhanced DBS check. The school is committed to the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment.

The school is an Equal Opportunities Employer and positively welcomes applications from all people regardless of their sex, creed, marital status, race, age, disability, sexual orientation.

Please note applicants must provide evidence of the right to work in the UK We do not currently offer sponsorship certificates as jobs are filled by the UK resident labour market.

**Closing date: 7 July 2022**  
**Interview date: 14 July 2022**