Crofton School

KINDNESS • COURAGE • AMBITION

HR Officer

37 hours per week; 42 weeks per year

Salary: Grade D, actual pay £26,650 - £29,211

(FTE £28,697 - £31,573)

Are you organised, approachable and passionate about people? We're looking for a friendly, proactive and enthusiastic HR Officer to join our team at Crofton School. This is a fantastic opportunity for someone who enjoys working with people, thrives in a busy environment and takes pride in making sure things run smoothly behind the scenes.

As our HR Officer, you'll play an important role in supporting our staff and managers, helping us deliver an efficient, professional and welcoming HR service. You'll be responsible for coordinating our recruitment processes, from advertising vacancies and arranging interviews to completing pre-employment checks and welcoming new colleagues to the school. You'll also play a key role in managing staff attendance and absence, supporting managers with return-to-work processes and ensuring our HR systems and records are accurate and up to date. As a friendly and approachable first point of contact, you'll provide day-to-day HR support to staff and managers, working closely with our Director of Operations and the wider HISP Trust HR team.

We're looking for someone who is organised, approachable and confident communicating with people at all levels. You'll have a keen eye for detail, be comfortable juggling different priorities and understand the importance of maintaining confidentiality. Previous HR experience would be desirable but is not essential. We're just as interested in finding someone with excellent administrative skills, a positive attitude and a genuine willingness to learn. If you're a great communicator, enjoy problem-solving and love being part of a busy team, we'd love to hear from you.

This is an exciting time to join us at Crofton; we are a happy and ambitious school, excited about our journey to become exceptional. We are part of HISP Multi Academy Trust, who believe in building excellent educational environments that inspire and unlock potential in all our school communities. Their ethos is one of sustainable school improvement; and schools joining the trust do so with the aim of improving themselves and each other through the development and embedding of a professional continuum.

Crofton School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. References will be taken up for those candidates short-listed for interview. The successful candidate will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

CVs are not accepted. For more information and a downloadable application pack see our website: Recruitment | Crofton School

Closing Date: Noon 13 November 2026