



WADDES DON

CHURCH OF ENGLAND SCHOOL

IDENTIFIED BY OFSTED AND SIAMS AS "OUTSTANDING"

HR Manager

Bucks Pay Range 5:26-30 £33,158 - £35,725 per Annum FTE

21 hours per week, 52.14 weeks per year 0.5676 FTE Actual Salary £18,820 - £20,276

Eligibility for Bucks Local Government Pension Scheme with 22.1% employer contribution

5-6 weeks annual leave plus bank holidays

(Some flexibility can be offered on request, e.g. compressed hours/days/weeks or Term Time working for the right candidate)

We are delighted to offer this exciting opportunity for an enthusiastic, passionate and experienced HR Manager to join our team of professionals at Waddesdon Church of England School. This pivotal role will ensure we sustain outstanding successes for our students by providing the best standards of HR practice.

The successful candidate will have excellent interpersonal skills, strong attention to detail and be able to deliver timely and appropriate advice to our leadership team. You will play a crucial part in delivering a professional, proactive and approachable HR service. You must be well-organised and work efficiently under pressure. Your responsibility will be to maintain the smooth running of HR functions including: recruitment, selection and onboarding, induction, probation, absence management, employee relations, compliance and promotion of staff well-being.

Our commitment to delivering outstanding customer service and promoting high performance means that you must be adaptable and able to prioritise your workload according to deadlines in a busy fast-paced environment. You will work closely with the senior leadership team requiring excellent communication and administrative skills. Full training on HR systems and operating within a school setting will be provided.

We look forward to welcoming your application in joining the Waddesdon family.

For further information on the school, please visit www.waddesdonschool.com

Closing date for applications: Monday, 3rd November 2025

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check, and employment will be conditional upon completion of satisfactory pre-appointment checks.

Only applications on the appropriate Waddesdon CE School teaching or support staff application form, and showing full employment history, will be considered. Applicants are invited to view the school's Safeguarding & Child Protection Policy via this link <https://www.waddesdonschool.com/safeguarding/>

