



## **Human Resources Administrator**

**Start Date: As soon as possible**

We are looking for a highly organised and committed Human Resources Administrator to join us in a fast-paced environment, with a great opportunity to develop your knowledge and skills. The successful candidate will be the first point of contact for all HR and recruitment matters, working directly with the Headteachers, UK Business Manager and the Northern Europe HR Manager, dealing with enquiries promptly and efficiently. They will also have a genuine desire to work in the Education sector.

This is a term-time plus 4 weeks role, and the hours of work are 20 hours per week, worked flexibly across Monday to Friday, with the need to be adaptable on occasions and to work extra hours when required, e.g., for interview days.

Fulham School is an independent co-educational school for children from Reception upwards. Co-education and celebrating diverse abilities across academic, creative and sporting pursuits are at the heart of all we do.

Fulham School has its own competitive pay range and benefits. Our campuses are located in the heart of Fulham and well-connected to public transport routes.

**Fulham School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo a number of safeguarding checks including an enhanced Disclosure and Barring Service check, reference checks with previous employers and, where applicable, Barred List and Prohibition checks.**

**How to apply:** For more information, please follow this link [www.fulham.school/our-school/vacancies](http://www.fulham.school/our-school/vacancies) to our website to download an Application Form and Equal Opportunities Form. Completed forms and cover letter to be emailed to: [vacancies@fulham.school](mailto:vacancies@fulham.school)

**Closing Date: 10am on 4<sup>th</sup> May 2021**

**NB:** Applications may be considered whilst the post is being advertised. Fulham School reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.