



***St. Ignatius College is a Jesuit school in identity and mission,
for boys 11-18***

HR Administrator & Marketing Officer
to start as soon as possible
Salary Range: Scale 6 point 18-22 £
36 hours per week / 39 weeks per annum

We are seeking to appoint a HR Administrator & Marketing Officer with proven skills and abilities of working in a busy environment. This is a permanent position and the successful candidate will carry out the role of HR Administrator & Marketing Officer responsible for the recruitment and marketing and administrative systems within the school.

The successful applicant will provide administration for the recruitment and selection of staff. Update and develop job adverts, job descriptions and person specifications. Communicate with recruitment agencies and arrange and co-ordinate the interview process. In addition they will review and oversee all advertising and marketing for the school including updating the College website.

The ideal candidate will:

- experience of working within recruitment
- have excellent communication and interpersonal skills
- be highly organised
- have the ability to work under pressure in order to meet deadlines.

We can offer:

- a warm, friendly community where all are respected and valued
- a Jesuit Community committed to the spiritual, personal and academic development of each individual, the formation of the whole person
- judged 'good' by Ofsted: a school where Leaders are "without compromise in their continuing programme of improvement" and where staff are developed "through a strong programme of ongoing individualised support"
- a school where students are courteous and respectful at all times.

Application

If this sounds like the job for you, we'd love to hear from you. An application pack can be found on our school website:

<http://www.st-ignatius.enfield.sch.uk/291/staff-vacancies>

The deadline for applications is 9am on Wednesday 22nd May 2019

Applications will be considered immediately upon receipt.

We reserve the right to interview and appoint prior to the closing date.

ST. IGNATIUS COLLEGE
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Website: <http://www.st-ignatius.enfield.sch.uk>
Headteacher: Mary O'Keeffe