



## **CAREER OPPORTUNITY**

**Job Title:** HR Manager

Are you a visionary leader passionate about shaping the future of young children and young people?

A renowned institution delivering excellence in education through the British Curriculum, is seeking an exceptional individual to join our team as Headmaster.

### **About Us:**

Our mission is to deliver a transformative educational experience that inspires students to excel academically and grow personally. We strive to cultivate a learning environment that is dynamic and inclusive, and focused on nurturing critical thinking, creativity and ethical values.

### **key responsibilities**

- Advice and support the headteacher on all hr matters
- Ensure the school meets statutory employment and equality regulations
- Oversee all procedures to ensure the safeguarding of children
- Assist in the performance management process for teaching and support staff
- Overview of cover requirement and impact of absence on staff and students
- Check that the personnel records are being kept up to date in accordance with statutory and audit requirement.
- Training of staff and management and ensure that the staff has been duly paid correctly

### **Qualifications and Experience:**

- A master's degree in human resource management, BSC in human resource management or a related field.
- Exceptional communication and interpersonal skills.
- A track record of driving academic excellence and fostering school growth.
- Commitment to continuous professional development and innovation in education



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## Why Join Us?

Work in a dynamic, multicultural environment.

Opportunity to lead a team of passionate educators.

Competitive salary and benefits package.

## How to Apply:

Interested candidates should submit their CV, cover letter outlining your vision for leading our school to [dkisseh@gmail.com](mailto:dkisseh@gmail.com)



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