

HR Advisor

Summer 2026.

Salary: In the region of £24,000 to £32,000 for 0.8FTE

Longridge Towers School is seeking to recruit an enthusiastic, highly motivated and organised individual to join our dedicated team as an HR Advisor on a 0.8 FTE permanent basis. The successful candidate will take an active part in the school's administration under the direction of the Finance Director and Head Teacher and will be responsible for the HR procedures throughout the School. In this role, duties and responsibilities will include staff recruitment, HR compliance such as SCR and employment law, supporting the SLT with Employee Relations as well as assisting with payroll and employment processes. The salary will depend on qualifications and experience. The post has generous holiday entitlements, and may be suitable for job share.

We are looking to appoint a well-qualified, experienced and discrete individual, someone who is friendly, dynamic and proactive, with excellent interpersonal skills, attention to detail and the ability to prioritise within a varied workload and manage a diverse range of requirements in a calm and efficient way. Experience of working in a school is desirable, previous HR experience is essential. 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.

Closing Date: 9am June 30th 2026

Application forms and further details of this post are available on the School website at www.lts.org.uk. Applications must be completed in full and should be returned along with a letter of application/supporting statement by the closing date. Please note we do not accept CV's as a method of application.

All post holders are subject to a satisfactory enhanced DBS check.