

Waltham Forest College

HR Adviser

Full Time,

Forest Road

36 hours, 52 weeks per year

Salary £34,078 - £36,043

Waltham Forest College is a forward thinking, vibrant, diverse and exciting place to study and work. We are proud of our achievements including being rated as the top performing college in London for student satisfaction for the past two consecutive years, as well as being graded as Good by Ofsted.

We believe that our employees are the heart of the organisation and having the right people in the right place, with the right skills is the key to our success. We are looking for a committed individual who is passionate about working in an aspirational and high performing college and dedicated to contributing to an outstanding experience for our learners.

An exciting opportunity has arisen for an experienced HR Advisor at Waltham Forest College based in Forest Road, E17.

The successful candidate will have a keen sense of responsibility, ownership and a 'can do' approach to addressing everyday challenges. If you believe you have the skills, experience and motivation to make a difference and be part of Team Forest, we strongly encourage you to apply for the post at Waltham Forest College.

The ideal candidate will provide sound advice and guidance to managers on employee relations issues in accordance with College policies, employment legislation and best practice. Ensure a professional, proactive and robust recruitment service with a customer focused approach in order to meet the needs of the College and be the lead expert HRIS administrator including managing system reports and system maintenance.

The successful candidate will possess a Level 5 CIPD qualification or equivalent. Experience of working in a College would be desirable.

What's in it for you?

We offer the opportunity to help develop your skills and knowledge in a friendly team environment, plus a range of benefits including a career average pension scheme (LGPS), employee assistance programme and free onsite parking, cycle to work scheme and Sodexo benefits scheme

Equality, diversity and inclusion

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including females, Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the College to share this commitment. We actively seek DBS clearance checks for applications of employment as part of our safeguarding procedures.

Closing Date: 1st August 2021

Interview Date(s): week commencing 2 August 2021