**Talbot Specialist School**

**Human Resources and Office Manager**

**Grade 6**

**37hrs Term Time Plus 2 weeks**

**Permanent post**

**Starting ASAP**

Are you passionate about making a difference in the lives of our students and their families?

We have an exciting opportunity for a Human Resource and Office Manager, based at our main school site.

We are looking for someone who can lead, inspire and motivate our hard-working admin team in delivering robust and professional services. You will work alongside our Senior Leadership Team to shape our staff team, drive employer engagement and support the achievement of our ambitious goals.

We are looking to appoint an inspirational and energetic practitioner who is willing to go above and beyond to positively impact the working lives of our staff so that they can support our students and their families to achieve:

**‘Beyond Expectations’**

Our School:

Talbot Specialist School is a recently inspected good school for students aged 11-19 with Cognition and Learning Difficulties – including emotional needs, behavioural needs, profound and complex learning difficulties and autism. We are based in the South of Sheffield, serving approximately 240 young people and their families from across the city. Situated on the same site as Newfield School, we offer high quality facilities which enable our students to be as independent and prepared as possible to have purposeful and fulfilled adult lives. We actively seek opportunities to promote inclusion and work closely with Newfield and other Sheffield Special Schools.

We have a new leadership team in place and are developing our provision to include learning at different sites across the city. This is an exciting time to join the school and to be part of our amazing journey!

We would love you to come and visit and learn more about our students, how we support and develop our staff, our vision and our 5 year strategic plan:

4:00pm Wednesday 26th February 2025

If you cannot make these times, please ring school.

Are you:

* Skilled in understanding how to develop effective support for our SLT and staff
* Creative in identifying and removing barriers to our staff developing their full potential, in partnership with others
* Committed to ensuring you a build dedicated team, with high aspirations, modelling the vision and values of our school
* Analytical in reflecting on systems and practices to make improvements

If you are the type of person who fits with our culture, you will love working here, and we will offer you:

* Support and leadership from highly experienced senior leaders
* On-going professional development
* A committed and enthusiastic team who work together to find solutions

If you believe you have the skills, energy and vision, we would be delighted to hear from you.

You would be joining the school at an exciting time and be instrumental in shaping our vision of the future.

Come and see if we are the right place for the next step in your career!

We would encourage you to take a look at our website: [www.talbotlearningcommunity.org.uk](http://www.talbotlearningcommunity.org.uk/)

If you would like to talk to anyone about the post, or would like to book a visit, please contact Chris Fogg, Business Manager, 0114 2507394, [cfogg@talbot.sheffield.sch.uk](mailto:cfogg@talbot.sheffield.sch.uk)

**Closing date: 12pm Friday 14th March 2025**

**Short-listing: Friday 14th March 2025**

**Interviews: Wednesday 19th March 2025**

Application packs are available by contacting Chris Fogg, Business Manager, 0114 2507394, [cfogg@talbot.sheffield.sch.uk](mailto:cfogg@talbot.sheffield.sch.uk)

Please send completed forms to Chris Fogg, Business Manager, 0114 2507394, [cfogg@talbot.sheffield.sch.uk](mailto:cfogg@talbot.sheffield.sch.uk)

The selection process involves shortlisting candidates through the matching of information from the application form and accompanying letter/statement to the person specification.

***We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment.  All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.***

***We are an equal opportunities employer committed to recruiting and retaining a diverse workforce. We welcome applications from everyone.  Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.***

Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. As part of this process if you are shortlisted then recruitment will include an internet search and review of your social media.

This post involves working with children and therefore, if successful, you will be required to apply for a disclosure of criminal records check at an enhanced level and a barred list check. Further information about the Disclosure and Barring Service and can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

All candidates are advised to refer to the job description and person specification before making an application.

We reserve the right to close this vacancy early should we receive an overwhelming response.