



HR Administrator

Salary: G6: pro rata (£34.206 FTE)

Status: Permanent

Hours of work: 35 hours per week - term time plus 2 weeks.

(8.00 a.m. – 3.30 p.m. non-negotiable, inclusive of 30 minute lunch).

Start Date: As soon as possible

Whitchurch Primary School & Nursery is a four form of entry school, situated in the London Borough of Harrow. We want the very best for every child in our school and as staff we work hard to ensure our children are happy and safe, so they can achieve their full potential. Our pupils' behaviour and welfare is outstanding and our academic outcomes well above national average.

We are seeking to appoint a HR Officer to join our team as soon as possible.

Main responsibilities:

- Human Resource Management
- Absence Management and Occupational Health
- Risk Assessments
- Payroll Administration

In return for your hard work and dedication we can offer you:

- Local Government Pension Scheme
- Continuous Professional Development

Further information and application packs are available on our website:

www.whitchurchprimary.harrow.sch.uk – Our School/ Vacancies. Application by letter and completed application form to Headteacher: Rachel Inniss, Whitchurch Primary School & Nursery, Wemborough Road, HA7 2EQ. Telephone 020 8951 5380 or emailed to head@whitchurchps.co.uk

Closing date: Friday 2nd January 2026-12pm

Interviews: Tuesday 6th January 2026

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, satisfactory references and online check, medical clearances, evidence of essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act 1996. We are an equal opportunities employer.