**TWYFORD SCHOOL, WINCHESTER, HAMPSHIRE, SO21 1NW**

**Tel: 01962 712269 Fax: 01962 712100**

**www.twyfordschool.com**

**IAPS co-educational day/boarding school**

**HR Manager**

Twyford School is seeking to appoint a Human Resources Manager for this thriving co-ed prep school. The successful candidate will be dynamic, proactive, possess excellent interpersonal, organisational and IT skills and have a high degree of personal integrity. Discretion and reliability are essential.

A competitive salary and package are on offer. The School recognises the importance of creating the right work/life balance, of nurturing and developing staff and creating a community. The School will invest in any training required for the role.

Working hours will normally be 37.5 hours per week, with a willingness to be flexible to meet the business needs. In addition to your salary, you will receive an employer’s contribution to your pension, 28 days annual leave each year plus bank holidays and lovely meals whilst on duty during term time.

**Applicants should apply at their earliest opportunity. Applications will be considered as soon as they are received in School.**

An application form and further details of the role and the School can be found:

on our website: [www.twyfordschool.com](http://www.twyfordschool.com)

via email [hr@twyfordschool.com](mailto:hr@twyfordschool.com)

Completed application forms should be returned:

by e-mail to [hr@twyfordschool.com](mailto:hr@twyfordschool.com)

or by post to: HR Manager,

Twyford School, High Street, Twyford, Hampshire, SO21 1NW.

**Closing date for applications: noon, Thursday 18th August 2022.**

**Interviews will take place on Tuesday 30th August 2022.**

*Twyford School is fully committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.*