**Job Advert**

**HR Officer**

**Middlesbrough & Hartlepool**

**Permanent**

**Full Time – 37 Hours per week *(job share would be considered)***

**Salary £25,335 - £27,070 *(based on increments)***

The Northern School of Art has provided students with specialist art and design education in the North East for over 100 years. We have recently been awarded outstanding by Ofsted for the third consecutive time at out FE campus.

Being the only educational institute dedicated to art and design in the North East over this course of time has given our school immeasurable experience and expertise in creative education.

We are looking for a self-motivated and organised individual to support the HR department to ensure the effective development and delivery of HR services within the School.

It is essential for the successful candidate to have Human Resources qualification or related subject, or some HR working experience, along with experience of using an extensive database for the input of information and extraction of data and fully conversant with Microsoft Word and Excel programmes.

***What will you get if you join us?***

* Work for an institution that supports work-life balance, and cares for the wellbeing of staff;
* Staff development opportunities;
* Generous annual leave;
* Free confidential counselling service and physiotherapy;
* Free eye tests and contribution towards glasses for VDU use;
* Free IT products including Microsoft Office and Adobe Creative Cloud;
* Professional fees paid by the School;
* Staff recognition awards;
* Free car parking and access to other staff benefits; and
* Access to the Local Government scheme (with significant employer contributions).

To download an application pack, please visit <https://northernart.ac.uk/careers/>

**Closing date for receipt of completed applications: 30th March 2025**

*Please send your completed application to* *jobs@northernart.ac.uk*

The Northern School of Art recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults.

This role is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

If successful an Enhanced DBS Check (with barred list) will be required. Please note, it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

**For Teaching Staff & Technician Demonstrators** Prohibition checks will be carried out for successful applicants.

Additionally, as part of the School’s shortlisting process, an online search will be carried out on all shortlisted candidates.