



Job Advert

Job Title:	HR Officer
Job Reference:	HR/2122/3814
Working Hours:	Permanent, 35 hours per week
Salary:	Up to £25,000 per annum, dependent upon experience
Location:	Blackheath, London, SE3 0PW
Closing Date:	Sunday 17 October 2021
Interview Date:	Thursday 28 and Friday 29 October 2021

About Morden College

Morden College is a charity dedicated to supporting older people, providing them with residential care and residential nursing care if the need arises. We are a strong community, committed to enabling those we support to have the highest quality of life, for the rest of their lives. Our care services were graded Good in all 5 CQC inspection area ratings and we have been granted Hospitality Assured status.

We will provide you with a generous pension, 25 days' holiday plus bank holidays, subsidised meals, free onsite parking, and generous learning and development opportunities.

About the Role

We are looking for an experienced HR Officer to work in a small HR team to support the day to day running of the HR Department. This is a busy role which will suit someone eager to get involved in the different aspects of HR and the employee lifecycle. The post holder will support in all lifecycle functions all the way from recruitment to staff leavers.

About You

You will have experience working within HR and be keen to undertake a full HR generalist role in a meaningful and supportive environment. You will be highly organised and have excellent communication skills, both written and spoken together with tact, patience and empathy. You will also have good IT skills with experience of working with HR information systems being highly desirable.

About Applying

To apply please visit our website <https://www.mordencollege.org.uk/workforus/>. To have an informal discussion about this opportunity please contact the HR Department by e-mail on recruitment@mordencollege.org.uk or by calling 0208 463 8364.

The closing date given is a guide only. There may be some occasions where we might have to close a vacancy once enough applications have been received. It is therefore advisable that you submit your application as early as possible to avoid disappointment.

This post is subject to a Basic DBS check. This post requires the post holder to be fully vaccinated against Covid-19 unless clinically exempt.

Due to high volumes of applications, we are unable to respond to applicants whose qualifications and/or experience do not meet the minimum requirements for the post.

Morden College is an equal opportunities employer