

**Oak Lodge School**  
**101. Nightingale Lane, London SW12 8NA**  
**Tel : 020 8673 3453**



## **HR OFFICER**

**Salary:** Scale 5 to Scale SO1 £34,359 to £41,635  
**Hours:** 36 hours per week all year round  
**Holidays:** 32 days plus 8 bank holidays  
**Contract type:** Permanent

Oak Lodge School is a special school with a residential provision for students with hearing, speech, language and communication needs aged 10-19.

We are looking to add a reliable, hard-working, self-motivated and flexible person with good HR skills to join our admin team. Good team work is essential as well as the ability to work alone on your own initiative.

You will be committed to providing an efficient and accurate service and be able to communicate in a friendly clear and effective manner.

You will have experience of working in a school and with ARBOR - training will be provided.

A full job description and person specification can be downloaded from the school website.

We can offer a friendly supportive working environment with CDP opportunities. An employee assistance program and access the Blue Light benefits scheme including discounts in a range of shops, entertainment venues and supermarkets.

For further information and to apply please download an application and details from the Wandsworth Council website: <https://jobs.wandsworth.gov.uk/> or from the school website: [www.oaklodge.wandsworth.sch.uk](http://www.oaklodge.wandsworth.sch.uk).

Completed applications should be e-mailed to [recruitment@oaklodge.wandsworth.sch.uk](mailto:recruitment@oaklodge.wandsworth.sch.uk)

**Closing date: 21<sup>st</sup> January 2026**

**Interviews: by arrangement - we reserve the right to interview before the closing date.**

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.  
This post is subject to an Enhanced CRB check.

**CVs ARE NOT ACCEPTED**