

Clitheroe Royal Grammar School

Founded in 1554



Human Resources Co-ordinator

CRGS
SIXTH FORM





Clitheroe Royal Grammar School

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July 2026

Dear Applicant,

Thank you for your interest in the position of Human Resources Co-ordinator at our school. Within this information pack, you will find the Job Description and Person Specification. Additional documents including safeguarding documents and the school's ICT and Online Safety Policy are available via our website.

We are a school with a rich heritage and a forward-looking approach, committed to providing a welcoming, supportive and dynamic environment for both students and staff. As we continue to grow, we remain focused on preparing young people to thrive as global citizens through a contemporary curriculum and a holistic, nurturing education. We are fortunate to work with exceptional students who are enthusiastic and motivated.

We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 664 students on roll, our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 840 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

If, after reading the accompanying background information, you feel that this is the right role for you (and we hope that you will) please submit your application by email to Lynne Higginbottom (Bursar & CFOO) at bursar@crgs.org.uk. Your application should include a supporting letter outlining your particular strengths and how your skills and experience have prepared you for this position on no more than 2 sides of A4. Further information about the school can be found at www.crgs.org.uk.

Closing date: Thursday 23rd July 2026 (12 noon), interviews are expected to take place week commencing 10th August 2026.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

Best wishes

James Keulemans
Headteacher





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Due to continued growth and expansion, an opportunity has arisen for an experienced, confident and people-focused Human Resources Co-ordinator to join our pro-active, forward-thinking team. This is an important role at the heart of the school and offers the chance to make a genuine difference within a supportive school community, where your input will directly contribute to staff wellbeing, effective practice and the smooth running of the school.

We're looking for a HR professional with an understanding of current employment law, HR policies and best-practice in a busy, day-to-day environment. Working under the guidance of the HR Officer, you'll bring excellent organisational skills, meticulous attention to detail and the ability to balance a varied workload with confidence and calm.

The successful applicant will support the school's HR functions across a large Single Academy Trust. This is a key role within the department, working closely with the HR Officer and supporting them in providing a HR service to staff, contributing to recruitment and helping shape a positive, inclusive and professional working culture. We are looking for someone with relevant experience who can step confidently into a fast-paced environment and make a positive contribution to a high-quality, compliant and people-centred service. The role will involve:

- Supporting the full employee lifecycle, including recruitment, onboarding, induction and exit processes
- Maintaining accurate HR records and systems, including personnel files and the single central record, ensuring compliance with employment legislation, safeguarding requirements, and GDPR.
- Providing day-to-day HR administrative support in all areas, including contracts, absence management, and contractual changes.
- Acting as a first point of contact for HR queries
- Assisting the HR Officer with payroll administration, workforce reporting, and the delivery of a professional, efficient, and people-centred HR service.

The school is extremely busy and this is a varied and demanding role that requires enthusiasm, confidence, and the ability to work independently. You will need to manage deadlines effectively, communicate well with colleagues at all levels and bring a positive, proactive approach to your work—along with a good sense of humour!

Clitheroe Royal Grammar School is a very welcoming and close-knit community and a truly rewarding place to work. If you share our values, have a passion for working in HR and thrive in a team-focused environment, we would love to hear from you. If you have any queries or would like an informal, confidential discussion, please do not hesitate to contact Lynne Higginbottom (Bursar & CFOO) by email at bursar@crqs.org.uk.

Application packs can be downloaded from our website: <http://www.crqs.org.uk/about-us/vacancies/>
Completed application forms should be returned by email to: bursar@crqs.org.uk.

If you apply and have not heard from us within 4 weeks, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application.

We reserve the right to close this vacancy early should we receive a high volume of suitable applications. Therefore, we encourage interested candidates to submit their applications as soon as possible to avoid disappointment.

The closing date for applications is 12 noon on Thursday 23rd July 2026, interviews are expected to take place week commencing 10th August 2026.



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Job Description – Human Resources Co-ordinator

Salary	Grade 5 Point 6 (£25,989) to Point 11 (£28,142) pro-rata. Actual salary £23,326 to £25,588, depending on experience (pay award pending)
Responsible to	Bursar, HR Officer
Location	Chatburn Road
Hours of Work	37 hours per week, Term Time Only plus 2 weeks during summer holidays

Core Purpose of the role:

- Support the HR Officer in providing a high-level Human Resource provision across the Main School and Sixth Form, adhering to school policies and regulatory framework
- Provide administrative support in respect of the school's HR processes, especially in the areas of recruitment and induction, absence management and compliance.
- Maintain accurate and up to date records in both electronic and paper-based systems, ensuring confidentiality at all times.

Main Responsibilities:

- Undertake all administrative tasks related to the recruitment process including the creation of the applicant pack, advertising, selection testing and managing interview days.
- Assist the HR Officer to complete all new starter paperwork including Contracts of Employment, carrying out relevant employment checks and maintaining all confidential staff records and personnel files.
- Be responsible for implementing the induction process for all new staff and visitors – including relevant checks, ICT user IDs, induction packs and ID badges, and car registration records.
- Assist with the reporting of probationary period of Employment Contracts for support staff and monitor all Temporary/Fixed Term Employment Contracts to ensure they are regularly reviewed and any required action is flagged for management response.
- Ensure all staff personnel records are up-to-date and accurate including the maintenance of SIMS and compiling the School Workforce Census.
- Support the HR Officer on all HR issues, seeking appropriate expertise and guidance as necessary.
- Be responsible for producing the weekly staff absence report for the Bursar in conjunction with the HR Officer, along with any other ad hoc reports as required.
- Help to manage the leavers process, ensuring safe return of all school equipment, removal of user IDs and completion of necessary paperwork, ensuring all relevant information is communicated to the Finance & Payroll Officer.
- Support the development and management of HR processes and information systems eg Staff Absence Management system (SAM).
- Ensure compliance with current and future HR legislation, employment law, guidance and good practice and the school's HR policies.
- Ensure a basic understanding of the Teachers' Pension and Local Government Pension.

Other Duties:

- Contribute to the provision of an effective environment for learning.
- Support the promotion of positive relationships with parents and outside agencies.
- Undertake such other duties related to the work of the school appropriate to the post as may be assigned by the Bursar and/or Headteacher.
- Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.

Knowledge and Skills:

- Proven experience working within Human Resources.
- CIPD Level 3 Foundation (Chartered Institute of Personnel and Development) essential.
- Proficient in the use of Microsoft Office Suite applications, email and other Management Information systems.
- The post holder must have excellent interpersonal, written and verbal communication skills.

Contribution to Whole School:

- Work within and promote all school policies and procedures.
- Contribute to the provision of an effective environment for learning.
- Support the promotion of positive relationships with parents and outside agencies.
- Attend skill training and participate in personal/performance development as required.
- Take care for their own and other people's health and safety.
- Work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- Uphold and promote the values and ethos of the school.
- Be aware of the responsibilities relating to the safeguarding and promoting of the welfare of children and young people.
- Be mindful of the confidential nature of issues arising within a school and maintain strict confidentiality at all times.

Conditions of Service:

- Conditions of service are in accordance with the National Joint Council conditions of service relating to Local Government staff
- The post is for 37 hours per week, term time only plus 2 weeks during the summer holiday
- The working hours for the post will be for the benefit of the school but are expected to be Monday to Friday, 8:30am to 4:30pm with a 30-minute break for lunch.
- Hours for the post are for the benefit of the school and therefore flexibility is essential.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either site

AGREED BY: Lynne Higginbottom**July 2026**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced Disclosure and Barring Service check. Please note that, in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

We welcome applications regardless of age, gender, ethnicity or religion.

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required, adapting to the changing needs of the school as necessary.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



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Person Specification Form - Human Resources Co-ordinator

	Essential	Desirable	Method of Measuring
Qualifications			
5 GCSE Level (A-C) or equivalent to include Maths and English	X		A, C
CIPD Level 3 Foundation (Chartered Institute of Personnel and Development)	X		A, C
CIPD Level 5 Associate Diploma (Chartered Institute of Personnel and Development)		X	A, C
Familiar with Local Government Services and the school environment		X	A, I
Experience			
Proven experience of working within Human Resources	X		A, I
Ability to produce excellent written communication with a high level of accuracy and attention to detail	X		A, I
Good knowledge/understanding of employment law and HR policies and how these apply in the workplace	X		A, I
Experience working within the education sector; Local Authority or Academy Trust		X	A, I
Knowledge/skills/abilities			
Ability to perform tasks efficiently and accurately and use own initiative when appropriate	X		A, I
Ability to work calmly under pressure prioritising competing demands effectively and to meet deadlines through excellent organisational skills	X		A, I
Effective written and verbal communication skills appropriate to a range of different situations	X		A, I
Ability to work flexibly as the workload demands and to accommodate the changing needs of the school	X		I
High degree of personal motivation, initiative, energy, creativity and drive	X		A, I
Working knowledge of Microsoft Office Suite	X		A, I
Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection	X		A, I
Ability to communicate complex issues effectively by telephone, in writing, email and in person	X		A, I, R

Ability to maintain strict confidentiality of information received and to process with discretion	X		A, I
Knowledge of safeguarding and safer recruitment procedures		X	A, I
Other			
A commitment to sustain regular attendance at work with a flexible approach to working hours	X		I
A commitment to continuing professional development	X		A, I
Full clean driving licence	X		I

Note to Applicants:

The essential criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The desirable criteria are used to help decide between candidates who meet all the Essential Criteria.

The evidence column shows how the school will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.