

Clitheroe Royal Grammar School

Founded in 1554



CRGS
SIXTH FORM



HR Administrator



Clitheroe Royal Grammar School

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September 2026

Dear Applicant,

Thank you for your interest in the position of HR Administrator 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.

Clitheroe Royal Grammar School is a mixed selective 11-18 Single Academy Trust. 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 660 students on roll, our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 870 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

The school is a centre of excellence and one of the highest achieving schools in the country, we were judged 'Outstanding' by Ofsted in November 2022. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

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 8th October 2026 (12 noon), interviews are expected to take place Thursday 15th October 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 2026, an online search will be carried out as part of our due diligence on shortlisted candidates.

Should you have any queries or wish to discuss the role informally and confidentially, please do not hesitate to contact bursar@crgs.org.uk. We look forward to receiving your application.

Best wishes

James Keulemans
Headteacher





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Due to the continued development of our HR function and the growth of our school community, an opportunity has arisen for a confident and people-focused Human Resources Administrator to join our proactive and forward-thinking team. As a valued member of our HR team, you will play an important role in supporting colleagues throughout their employment journey, helping to ensure that our staff receive a professional, responsive and supportive HR service. No two days are the same and the role offers an excellent opportunity to develop your HR knowledge and skills within a rewarding educational environment.

This role provides an excellent opportunity for someone wishing to develop a career in Human Resources and gain experience across the full employee lifecycle within a large and successful Single Academy Trust. We are looking for someone able to 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, employment changes and leaver processes.
- Supporting the administration of safer recruitment processes and maintaining compliance with safeguarding requirements.
- Maintaining accurate HR records and systems, including personnel files and the single central record, ensuring compliance with employment legislation, safeguarding requirements, and GDPR.
- Supporting the HR Officer with payroll administration, workforce reporting, compliance monitoring and the delivery of a professional and people-centred HR service.

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 close-knit, friendly and supportive community, and a truly rewarding place to work. If you share our values and believe you have the skills and qualities we are looking for, we warmly encourage you to apply.

The application form is available to download from our website at www.crgs.org.uk/about-us/vacancies/.

Completed application forms should be submitted by email to bursar@crgs.org.uk, together with a supporting letter of no more than two sides of A4. Your supporting letter should explain your reasons for applying and demonstrate how your skills and relevant training meet the requirements of the role.

CVs may be submitted as supplementary information but will not be accepted in place of a completed application form.

If you apply and have not heard from us within four weeks, please assume that your application has not been unsuccessful on this occasion. We thank you for your interest in Clitheroe Royal Grammar School and the time taken to submit an application.

The closing date for applications is 12 noon on Thursday 8th October 2026, interviews are expected to take place Thursday 15th October 2026.

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.



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Job Description – Human Resources Administrator

Job Title	Human Resources Administrator
Salary Range	Grade 4 Point 4 (£26,016) to Grade 4 Point 6 (£26,847) pro rata, depending on experience. Actual salary £23,001 to £24,050.
Hours of Work	37 hours per week. Term time only plus 7 days during summer holidays
Location	Chatburn Road
Responsible to	Bursar and Human Resources Officer (PA to the Bursar)

Core Purpose of the role:

- To support the delivery of a professional, efficient and confidential Human Resources service across the school.
- To provide day-to-day HR administration throughout the employee lifecycle, including recruitment, onboarding, payroll administration and employee record management.
- To maintain accurate HR records and systems, supporting compliance with employment legislation, safeguarding requirements and school policies.

Main Duties:

- Maintain and monitor the school's Single Central Record, ensuring all safeguarding, pre-employment and agency checks are completed accurately and in a timely manner.
- Administer recruitment processes including advertising vacancies, coordinating interviews, obtaining references, undertaking pre-employment checks and induction documentation
- Prepare and submit accurate payroll information relating to starters, leavers, contractual changes and staff absence in accordance with payroll deadlines.
- Maintain accurate and confidential staff records, including SIMS, the Staff Absence Management system (SAM) and personnel files, ensuring compliance with GDPR and data protection legislation.
- Assist with the preparation and submission of the annual School Workforce Census and other workforce returns as required.
- Develop and maintain a working knowledge of teaching and support staff terms and conditions, advising staff on routine HR matters and directing more complex enquiries to the appropriate colleague where required.
- Support the administration of staff absence processes, including sickness reporting and documentation for Occupational Health referrals when required.
- The post holder will occasionally be required to perform other duties. These duties will be commensurate with the overall objective of the job description and will be subject to the abilities and experience of the post holder.

Additional Administrative Responsibilities:

- Coordinate first aid training bookings and maintain associated first aid personnel records.
- Ensuring first aid kits for educational visits are prepared and appropriately stocked.
- Liaise with the schools Educational Visits Coordinator in distributing first aid kits appropriately to the relevant educational visits lead.

- Monitoring first aid kit stocks and maintaining the necessary records.

Contribution to Whole School:

- Work within and promote all school policies and procedures.
- Contribute to the provision of an effective environment for learning.
- Take responsibility for safeguarding and promoting the welfare of children and young people and comply with all school safeguarding policies and procedures.
- 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 to support the school's commitment to equality, diversity and inclusion, ensuring all members of the school community are treated fairly and with respect.
- Uphold and promote the values and ethos of the school.
- Handle personal, employment and safeguarding information with the utmost discretion 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 employees.
- The post is for 37 hours per week term time only plus 7 days to be worked during the summer holidays.
- Normal working hours are expected to be Monday to Friday 8:30am to 4:30pm (Wednesday finish at 4pm) with a 30 minute break for lunch. Flexibility may occasionally be required to meet the operational needs of the school.
- The post holder is an employee of Clitheroe Royal Grammar School and may be required to work at either school site.

AGREED BY: Lynne Higginbottom

September 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. Successful applicants will be subject to Disclosure and Barring Service checks. In line with Keeping Children Safe in Education 2026, 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 – Human Resources Administrator

	Essential	Desirable	Method of Measuring
Qualifications:			
GCSE Grade 5-9 (or equivalent) in English and Mathematics	X		A, C
CIPD Level 3 qualification or willingness to work towards a professional HR qualification		X	A, I
Experience:			
Experience of providing effective administrative support	X		A, I
Experience of maintaining accurate records and handling confidential information	X		A, I
Experience of working within a school, academy trust or educational environment		X	A, I
Experience of recruitment or HR administration process		X	
Knowledge/Skills/Abilities			
Excellent attention to detail with the ability to maintain accurate records and process information carefully	X		A, I
Ability to work calmly under pressure prioritising competing demands effectively and to meet deadlines through excellent organisational skills	X		A, I
Competent in the use of Microsoft 365 applications, particularly Outlook, Word, Excel and Teams	X		A, I
Ability to provide a professional, responsive and customer-focused service	X		A, I
Effective written and verbal communication skills with the ability to communicate professionally and confidently with a range of stakeholders	X		A, I
Knowledge of and commitment to safeguarding, child protection, confidentiality, data protection and health and safety requirements	X		A, I
To work flexibly as the workload demands and to accommodate the changing needs of the school	X		I
Ability to manage sensitive information professionally and exercise sound judgement when dealing with confidential matters	X		A, I, R
Ability to maintain strict confidentiality of information received and processed with discretion	X		A, I
Effective interpersonal skills	X		A, I
Excellent numeracy and literacy skills	X		A, C

Willingness to learn and to study in order to enhance professional skills in the area of HR		X	A, I
Other:			
Accurate and well organised approach to work	X		A, I
Reliable and professional approach to attendance, with flexibility to meet the operational needs of the school	X		I
A commitment to continuing professional development	X		A, 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.