

Kesteven & Grantham Girls' School

Sandon Road, Grantham, Lincolnshire NG31 9AU

Tel: 01476 563017



Post: HR Administrator

Salary: Grade 6.15 – 18

Thank you for your interest in this important role at Kesteven and Grantham Girls' School.

Kesteven and Grantham Girls' School is a highly successful and oversubscribed 11–18 selective girls' academy, and the sole school within the KGGs Academy Trust. We are proud of our strong academic outcomes, our positive and purposeful learning environment, and our commitment to supporting both students and staff to achieve their best.

With over 1,200 students on roll, including a thriving Sixth Form of more than 300 students, our school combines high expectations with a supportive and inclusive culture. Students are motivated, engaged, and ambitious, while staff are dedicated, collaborative, and committed to continuous improvement.

We place a strong emphasis on professional development and staff wellbeing. A comprehensive induction programme, ongoing training opportunities, and a commitment to listening to staff voice ensure that colleagues are well supported in their roles.

This post offers an excellent opportunity to contribute to the smooth and effective running of the school by supporting the delivery of a high-quality HR service. As HR Administrator, you will play a key role in ensuring that our staff are well supported and that all HR processes are efficient, compliant, and professionally managed.

We are proud of the positive working relationships across the school, where staff and students work together in a calm, focused, and respectful environment. Our students consistently achieve strong outcomes at both GCSE and A-level, with many progressing to leading universities, apprenticeships, and other high-quality destinations.

We hope this information gives you a sense of our school community and ethos. We warmly encourage prospective applicants to visit the school to gain a fuller understanding of life at KGGs, and we invite you to explore our website for further details.

Thank you for taking the time to consider this opportunity, and we look forward to receiving your application.

James Fuller
Headteacher