



Kesteven and Grantham Girls' School

Judged as Outstanding by Ofsted

HR Administrator

37 hours per week, 41 weeks per year (Term time plus 3 weeks)

Grade 6 range 15 - 18

Actual Pro-rata Salary £26,993 - £29,306 per annum

We are seeking to appoint an exceptional and highly organised **HR Administrator** to join our thriving and oversubscribed Academy.

This is an exciting opportunity to join Kesteven and Grantham Girls' School at a time of continued success, working alongside a dedicated and supportive staff team and highly motivated students who are committed to achieving excellence.

As a key member of our administrative team, you will take a central role in delivering an efficient, compliant, and professional HR service across the school. Your responsibilities will include:

- **Driving HR administration excellence** by maintaining accurate, secure, and up-to-date staff records across the full employee lifecycle.
- **Managing payroll and benefits processes** with precision, ensuring all submissions, salary changes, and pensions administration are accurate and timely.
- **Leading recruitment administration** and safeguarding compliance, including right to work checks, contract issuance, and DBS processes.
- **Acting as a trusted first point of contact** for HR matters, providing clear, confidential, and professional guidance to staff.
- **Overseeing staff absence and performance processes**, producing insightful reports and supporting appraisal and development cycles.
- **Ensuring full regulatory compliance**, including GDPR and safeguarding requirements, maintaining the Single Central Record, and preparing for audits and Ofsted inspections.

This role is ideal for a proactive, detail-driven individual who thrives in a fast-paced environment and is committed to delivering high standards of service. Previous experience of working in a school environment would be desirable, but not essential. If you are ready to make a meaningful impact in a high-performing school, we would be delighted to hear from you.

Closing date for applications: 12 noon on Friday 5th June 2026

Please note that KGGs reserves the right to interview and appoint prior to the closing date.

Application forms and further details, including our Privacy Notice for job applicants, are available on the school website. Please return your completed application form, together with a covering letter (maximum two sides of A4) outlining your suitability for the role, to:

Elizabeth Davis, PA to the Headteacher
KGGs, Sandon Road, Grantham, Lincolnshire NG31 9AU
Telephone: 01476 563017 Ext 172
E-mail: staffedavis@kggs.org
Website: www.kggs.org

This school is committed to safeguarding and promoting the welfare of children consequently an enhanced Disclosure and Barring Service Check (DBS) will be required.

All applicants are invited to complete the Diversity and Equal Opportunity Monitoring Form, which should be returned to staffedavis@kggs.org