

BURNHAM GRAMMAR SCHOOL



HR, Recruitment and Administration

JOB APPLICATION PACK



Embracing Challenge

CONTENTS

This application pack includes:

- Headteacher's Letter to Candidates
- Job Advert
- Job Description
- Person Specification



How to apply:

Please download an application form from our website and send your completed form to:

HR and Recruitment Officer

Burnham Grammar School

Hogfair Lane

Burnham

Buckinghamshire

SL1 7HG

Or email to vacancies@burnhamgrammar.org.uk

<https://www.burnhamgrammar.org.uk/join-our-team/vacancies>

Please note we do not accept CVs

Closing Date: 10am on Monday 5th May 2025

Interviews: W/b 12th May 2025

It is the normal practice for references to be obtained before any formal interview.

Burnham Grammar School as part of the Beeches Learning Development Trust is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure and Barring Service (DBS) check

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

Thank you for the interest you have shown in this vacancy

HEADTEACHER'S LETTER

Dear Applicant

Thank you for your interest in applying for this role at Burnham Grammar School. I do hope that the information attached encourages and inspires you to make a formal application for this post.

Our diverse community of staff, students and parents believe that this is a truly unique school. Our students are bright and eager to do well. They are hardworking, but also full of personality and a joy to teach, reflecting the diversity of their backgrounds and cultures. They contribute fully to school life, are proud of the part that they play and continue to surprise me on a daily basis with their acts of kindness and their generosity of spirit. We frequently receive comments from the local community about the fantastic contribution that our students make and visitors to our school are always quick to compliment us on our caring and inclusive ethos. However, our students do not always understand or believe how talented they are. We have continued to build upon this community atmosphere, which was noted by Ofsted in December 2022:

“Pupils enthusiastically embrace challenge and enjoy learning here. Pupils, including those in the sixth form, benefit from high aspirations set for them by leaders and staff. This includes disadvantaged pupils and pupils with special educational needs and/or disabilities(SEND). ”

The staff are a uniquely close-knit, supportive and considerate team and the caring ethos makes this a rewarding place to work and develop. I was pleased that Ofsted recognised that “The headteacher’s commitment to involving staff at all levels in the school’s development is nurturing a loyal and dedicated staff.” Staff opinion and involvement is highly valued and if appointed you will find that you are fully supported in successfully fulfilling your role and gain experience to help your career progression through personalised and targeted professional development. The involvement of the staff in the running of the school and in the development of key policies, and our continual efforts to support a work-life balance, have been reflected in us retaining the prestigious Investors in People Gold Award in 2021. The successful candidate will play an active part in the further development of both learning and teaching and other aspects of school life.

Our last Ofsted was an ungraded inspection that confirmed us to continue to be at least a Good school [Ofsted 2022 Report](#). Our community was pleased that Ofsted recognised the many areas of ‘exemplary practice, and are unanimously resolute in continuing on our journey of improvement. Through our tailored CPD programmes we support many teachers on the difficult transition from good to consistent and sustainable outstanding practice through our focus on **Responsible Learning**. This has increased the quality of learning, which is also reflected in our significantly positive progress measures at both GCSE and A level . We are now entering an exciting stage in the school’s development with a unwavering determination to be rightfully recognised as an Outstanding school and a national beacon of best practice that provides inspirational learning experiences to every student every day , both inside and outside of the classroom. In November of 2022 this exceptional practice was recognised when we were designated as a National Centre of Excellence by the Inclusion Quality Mark.

In October 2021 we moved into our brand new school which will provide staff and students with world class facilities to inspire and support their learning and ambitions. These facilities will also provide opportunities for us to broaden our incredible extracurricular offer to students, a vital part of life at Burnham Grammar to broaden students horizons and raise their aspirations.

Not every candidate will be suited to the ethos of the Burnham Grammar learning community or able to fully contribute to our journey to be recognized as an exceptional school leading the development of practice nationally . Candidates for this post will already be exceptional and reflective practitioners or possess the qualities and desire to become exceptional.

HEADTEACHER'S LETTER

We are, of course, proud of our examination results but students' education at Burnham Grammar goes far beyond the academic. The exceptional and diverse range of extra-curricular opportunities and activities inspires and develops students' characters and resilience and exposes them to a range of unique experiences and challenges. We are passionate about the wider development of each individual student to ensure that they positively contribute to their communities now and in the future. This outstanding practice is reflected in us achieving a number of national awards such as the Music Mark Award, Gold Kitemark for Sport, the International School Award and winning the Stonewall School Award.

We welcome applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race and want members of staff who have interests and expertise that goes beyond the classroom and physical boundaries of the school. With 61 different first languages spoken by students we are a very diverse school and would want our staff to reflect this diversity.

Quite simply Burnham Grammar School is an idyllic learning community where the relationships and teamwork between staff and students are fostered with care and the key strength of the school. We provide the support and reassurance for our students to develop the resilience and mindset to strive to be their very best. Our school aims are summarised by the overarching motto :

“Embracing Challenge”

Our students are constantly challenged and supported to volunteer answers at the edge of their understanding and learn from their mistakes to ensure that they fulfil and surpass their potential at each key stage and have the confidence and resilience to aspire to and achieve their dreams.

I do hope that you will decide to make an application to join us and that we will have the opportunity to welcome you to our learning community and meet you in person.

To hear more about working at Burnham Grammar please use this link

[Working at Burnham Grammar School Video](#)

Yours sincerely



Dr A Gillespie
Headteacher

BENEFITS OF WORKING AT BGS

- Enthusiastic, motivated and intelligent students
- An outstanding culture & ethos where students & staff enjoy & achieve
- A socially and culturally diverse school community
- End of Term Socials – Christmas/Summer cricket etc.
- Friday treats
- Free lunch provided on INSET Days for all staff
- Generous Pension Schemes for staff – TPS for Teachers and LGPS for Support staff
- Day off for Religious observance e.g. Diwali, Eid, Vaisakhi, Hanukkah etc.
- CPD opportunities for all staff
- Gold IIP Award & IIP Champion reflects personalised and nationally recognised CPD
- Free Parking

BENEFITS OF WORKING AT BGS

- Free tea/coffee for all staff
- State of the art facilities in our brand new building
- A bespoke induction programme for all staff joining the school, tailored to individual requirements such as for those new to the teaching or working in schools.
- Cycle to work scheme
- Wellbeing Award

Employee Assistance Programme (EAP) provider, Health Assured which is available to ALL employees free of charge and offers:

- Emotional Support with Relationship and family issues or worries
- Loss, including loss of job, friend or family member through bereavement
- Financial concerns, budgeting, borrowing or tax credits
- Work life & Health including Stress Management



Burnham Grammar School

"Pupils enthusiastically embrace challenge and enjoy learning"
(Ofsted Dec 2022)

HR Recruitment and Administration Officer

Bucks Pay Range 5 (£33,158 - £35,724)*

Permanent, Full Time

We are looking for a committed and enthusiastic HR Recruitment and Administration Officer to support the School's Human Resources function

***Bucks Pay rates 25-26**

Required for May / June 2025

**11-18 Mixed Grammar School
NOR 1271 (6th Form 370)**

**"The behaviour of pupils is exemplary. Pupils enthusiastically embrace challenge and enjoy learning."
(Ofsted December 2022)**

Lead school in small MAT

2024 A Level:

86% A*-C grades

71% A*-B grades

38% A*-A grades

2024 GCSE:

93% grade 5-9

56% grade 7-9

33% grade 8-9

62% of students achieved 5 or more grade 7-9 at GCSE

We are offering you:

- State of the art facilities
- A diverse community of enthusiastic, motivated & intelligent students
- An outstanding culture & ethos where students & staff enjoy & achieve
- A socially active & culturally diverse school community
- Personalised & effective CPD as evidenced by the school's IIP Gold retained in Dec 2024
- Wellbeing Award (2021)
- IQM Centre of Excellence retained in Nov 24

We want from you:

- Excellent interpersonal and team building skills
- To be an outstanding HR Officer
- The ability to administer and advise on all elements of HR
- Commitment to developing the highest standards of Human Resources
- Ability to work independently and systematically
- To be methodical with a high level of attention to detail
- Excellent and effective planning and organisational skills

**"Staff appreciate the support and time they get to develop their own subject expertise. Leaders have adopted an approach to assessment that is manageable for staff and purposeful for pupils."
(Ofsted December 2022)**

Closing date for applications: 10am on Monday 5th May 2025

Interviews: w/c Monday 12th May 2025

Please download an application form from our website or telephone the school for more information: 01628 604812. Applications should be sent to the HR and Recruitment Officer by email or post. Please note we do not accept CVs.

E-mail: vacancies@burnhamgrammar.org.uk

Website: www.burnhamgrammar.org.uk

Post to: **Burnham Grammar**

Hogfair Lane, Burnham, Bucks. SL1 7HG



Just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25. Burnham station (mainline Paddington & Elizabeth Line) is a short walk from the school.
Headteacher: Dr A Gillespie

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

As part of the Beeches Learning Development Trust, Burnham Grammar School is committed to safeguarding & promoting the welfare of its students & staff & expects all staff & volunteers to share this commitment.

Successful candidates will be required to undertake an enhanced Disclosure & Barring Service (DBS) check.



Burnham Grammar School

JOB TITLE: HR, Recruitment and Administration Officer

LOCATION: Burnham Grammar School

GRADE: Bucks Scale: 5

37 hours/52 weeks per year

DEPARTMENT: Finance, Operations, HR

REPORTS TO: School Finance Director

MAIN PURPOSE OF JOB:

1. To provide an efficient and effective service within the school, specifically to administer and advise on all aspects of the job relating to staff recruitment, HR, payroll and general administration.
 2. To deliver a quality administrative service to meet departmental requirements within the school. Ensuring the delivery of a responsive service by reacting to and meeting a range of fluctuating pressures and daily demands by adhering to deadlines and targets.
-

DUTIES AND RESPONSIBILITIES:

Recruitment

1. To administer and deliver all stages of the recruitment and appointment process for staff as agreed by the Procedures Manual to include the advertising of all staff posts and training posts, the arrangements pre-interview, interview and post interview.
2. To work strategically with senior staff to ensure value for money with regards to advertising posts. To update senior staff on any changes in the way that posts are advertised in the TES or any other provider of advertising that the school uses.
3. To ensure that job advertisements are of a high quality, that all appropriate documentation is attached to job advertisements and that, through this, the school is presented in a professional way at all times both on the school website and advertising providers such as the TES.
4. To be responsible for providing draft documentation for job advertisements for appropriate middle and senior leaders when there is a vacancy to be advertised.
5. To respond appropriately and professionally to any queries regarding vacancies in the school.

6. To collect and collate applications for vacancies, completing the shortlisting grid to pass to senior leaders in preparation for full shortlisting. To communicate effectively with middle and senior leaders about the number and quality of applications during the advertising period and advise about the next steps as appropriate.
7. To ensure that all unsuccessful applications are kept, filed and destroyed in line with GDPR regulations.
8. To maintain a spreadsheet to analyse the turnover of staff and the reasons for leaving as directed by the Headteacher or senior leaders. This will also include the collation of exit interview data which will be compiled into a report for trustees and governors.
9. To request, collate and pass on references for any shortlisted candidates. To ensure that for teaching posts and other posts where the candidate has worked in a school, that one of the references is from their current or most recent Headteacher. To chase references where they are not forthcoming and to ensure that all references are in the agreed format.
10. To carry out Social Media checks on shortlisted candidates in line with school procedure.
11. To prepare schedules for interview days and be in charge of all arrangements on these days including ordering lunch and refreshments, booking rooms, arranging student tours and student interview panels and any other appropriate procedures that are needed as advised by the Senior Leadership Team.
12. To ensure, on the day of the interview, that all procedures run smoothly and that all necessary documentation is collected, collated and passed to the relevant senior staff. (E.g. student panel results.)
13. To ensure that all documentation from interview days is filed both for successful and unsuccessful candidates.
14. To ensure all new staff, governors, volunteers and any other relevant adults complete DBS check procedures.
15. To keep appropriate records of all long-term contractors' DBS records (Letters of Assurance) on file and update when new contracting staff are used. E.g. Catering, Cleaning, Grounds Maintenance etc. and to ensure that Reception is made aware of which regular visitors to the School are cleared for access to students.
16. To work with the Headteacher and senior leaders to ensure that any foreign nationals appointed at the school have appropriate work permits and qualifications to include visa administration work with the Home Office where necessary.
17. To ensure that all new members of staff have completed relevant paperwork and write and issue offer letters, contracts of employment and related documentation.

18. Be responsible for the recruitment and use of invigilators in conjunction with the Data Manager.

Personnel

1. To ensure all personnel data in SIMS Personnel Module is correct and inputted as soon as possible after a new member of staff has joined or any change of details. This will include keeping contract details up to date, change of address etc.
2. To ensure that all electronic forms relating to contract changes and timesheets are accurately filled in, approved and that they are processed in a timely fashion and uploaded in time for payroll.
3. Ensure absence records are kept up to date for all staff on SIMS and sickness absence is reported to payroll each month.
4. To coordinate the Self-Certification, Medical Certification (Doctor's Notes), Return to Work administration and monitor patterns of absence. To advise the appropriate member of the SLT of these patterns of absence where there are concerns.
5. Initiation, administration and guidance in regards to Occupational Health Referrals and ensuring SLT link/Headteacher is communicated the result of the OH referral.
6. To ensure that the school's Single Central Register (SCR) is regularly updated and is accurate at all times. To ensure that the Headteacher is notified of any issues immediately and to meet with them on a monthly basis to review the SCR.
7. To manage and produce the staff data collection sheet for all staff annually so that staff data is kept up to date on SIMs and with payroll.
8. To complete the Workforce Census Return and any other similar personnel returns.
9. To coordinate the booking of training courses / insets for all staff ensuring there is an updated and maintained electronic log of the information in SIMS. This includes booking courses and ensuring that the appropriate documentation is completed so that finance staff can pay for courses effectively and also includes working with the designated SLT member to ensure that all training requests are approved as per school policy.
10. To update and maintain Child Protection / Anti-radicalisation / CSE training records for all staff and to swiftly notify the Headteacher and relevant Deputy/Assistant Headteacher of any gaps in training.
11. To process offer letters for all new staff and changes in contract once appointment summary sheet has been received by SLT in a timely and accurate manner.

12. To process contracts of employment for all new staff and changes in contract for existing staff in a timely manner ensuring notification to payroll has been submitted.
13. To manage, co-ordinate and review HR processes.
14. To advise colleagues on school HR policies and act as the intermediary between BGS and the HR advisory service when required; monitor and advise on the administrative requirements of any staff involved in HR processes.
15. To produce the Teaching and Support staff induction booklet and keeping it up to date and ensuring new staff have been given a copy when joining.
16. Coordinate and document the probation review and induction process for all new support staff.
17. To issue, collect and collate the annual Pecuniary Business Declarations of Interest forms for staff.
18. Participate in investigatory meetings (capability/disciplinary) and take minutes where required.
19. GDPR compliance with all recruitment documents to include unsuccessful applicants, HR/Personnel files, School Direct/ITT trainee files. Destruction must be in line with retention dates.
20. Producing HR reports for the Headteacher or other staff as required e.g. gender pay analysis and Diversity, Staff turnover, vacancies advertised.

Payroll (Once role is established)

1. To manage and co-ordinate the processing of the payroll each month for the payroll bureau to action. This includes letters, smart forms etc.
2. To manage and keep track of contract/allowance end dates and liaise with Senior Leadership Team (SLT) re ending/extending and then process accordingly with Dataplan.
3. Once the payroll changes have been submitted and processed by Dataplan to manage the checking of the payroll to ensure that changes have been made correctly. Once checked, approve the payroll with the payroll bureau ready for processing for that month.
4. Process the teachers/support staff pay progressions annually once approved by SLT/Governors.

5. Manage the co-ordination of teachers' annual salary statements ensuring they are correct and returned signed and dated by all teaching staff for each academic year.
6. Ensure that the payroll database is kept up to date and all new staff members are sent the online epayslips joining instructions so they can access their payslips online.

Teacher Training Administration

1. To work proactively to administer and deliver the teacher training programme as overseen by the designated SLT member of staff
2. Keep up to date records of all placement schools, trainees, mentors, second school placements, QA visits, trainee progress for each cohort.
3. Manage the co-ordination of interviews at the Lead School and Partner schools ensuring invite to interview letters are sent out to candidates and everyone on the panel are aware of the interview details and all parties have all the information they require.
4. To ensure that all documentation from interview days is filed both for successful and unsuccessful candidates.
5. Keep an up to date record of all applications and the progress of applicants from application stage to offer of appointment stage and acceptance on DfE portal ensuring all recruitment checks and copies of documentation is kept.
6. Co-ordinate the QA visits for all trainees liaising with partner schools, lead schools and universities. Ensuring all paperwork is returned and filed in trainee files.
7. Manage all the recruitment documents for the trainee teacher programmes ensuring all the correct paperwork is used and all the partner schools hosting interviews have the relevant paperwork and are aware of checks that need to be made for candidates on interview.
8. Send out the partnership agreement forms to all the partner schools and manage the return of all signed forms for each academic year.
9. Ensure trainee attendance is provided to the universities each term.
10. Ensure trainee progress is recorded and kept up to date for all trainees.

General

1. Follow school policies and procedures especially those relating to child protection/safeguarding, health and safety and ensure that all actions meet the Data Protection Act and the requirements of GDPR using the school policy and relevant Privacy notices.
2. To assist the Office Manager in reviewing, modifying and implementing systems as and when required.
3. To ensure confidentiality at all times adhering to the Data Protection Act.
4. To deal directly with parents, students, staff, trustees and governors and outside agencies and professionals appropriately with sensitivity and confidentiality, with due regard to customer care and school policies. To deal with telephone callers, take accurate telephone messages, appraise and action emergencies as appropriate.
5. To setup and maintain suitable filing systems.
6. To carry out any broadly similar duties as may be required from time to time.
7. To have due regard to health and safety of self, staff, students and visitors and have responsibility for bringing matters of concerns to the attention of the Business Manager.
8. To occasionally escort and supervise students on educational visits and out of school activities.
9. To write a procedures document for the post of HR, Recruitment & Administration Officer.
10. Undertake occasional whole class supervision in the absence of class teachers, setting work previously prepared by the teacher.
11. To update or edit sections of the school website as directed.

Date prepared.....

This document must not be altered, without consultation with all relevant parties, once it is signed.

Signature of Postholder..... Date.....

Signature of Headteacher..... Date.....

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BURNHAM GRAMMAR SCHOOL

HR, Recruitment and Administration Officer

Person Specification

Qualifications and knowledge	Essential	Desirable
Educated to A Level equivalent or above	✓	
Experience of Human Resources (HR) in similar organisation	✓	
Recognised HR qualification	✓	
Skills and abilities	Essential	Desirable
Experience of working in a busy environment and balancing multiple, conflicting priorities	✓	
Ability to maintain a high level of confidentiality	✓	
Knowledge of GDPR legislation, its requirements and importance.	✓	
Ability to work independently demonstrating initiative and proactivity	✓	
Ability to develop and maintain efficient record keeping systems.	✓	
Ability to identify work priorities and manage own and others workload to meet deadlines whilst ensuring that lower priority work is kept up to date.	✓	
Communicate effectively with staff, students and parents	✓	
Effectively work and communicate with people at different levels, both within and outside the organisation.	✓	
Excellent planning and organisational skills to include time management	✓	
Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing.	✓	
Methodical with a good attention to detail.	✓	
Ability to demonstrate basic keyboard skills for accurate computer input and retrieval	✓	
Experience	Essential	Desirable
Experience of, or willingness to learn, a range of computer applications, particularly MS excel, word and outlook.	✓	
Experience of SIMS	✓	
Experience of Sage accounting software or similar equivalent	✓	
Experience of financial procedures including budget monitoring, purchase ledger and accounts receivable	✓	
Personal Qualities	Essential	Desirable
Motivation to undertake further professional training as appropriate.		✓
Able to work as part of a team but also confident in working individually without close supervision	✓	
Flexibility to adapt to change whilst maintaining predefined standards.	✓	
The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance on Safer Recruitment and Selection in Schools.		

MAKING AN APPLICATION

How to Apply

To apply for this position, you will need to complete our application form and professional competencies grid which you can download from our website under the vacancy details:

[Burnham Grammar School Vacancies](#)

Completed applications should be sent to **vacancies@burnhamgrammar.org.uk** by the closing date and time on the job advert.

Please note only fully completed application forms will be considered and we do not accept CVs.

Shortlisting

Applications will be assessed based on the information provided on the application form and will be shortlisted if they fulfil the criteria for the role and the person specification. Shortlisting may take place before the deadline for applications has passed.

If you are shortlisted for interview you will be sent a self declaration form about any criminal disclosures. You will need to complete and return this disclosure form at least one day prior to interview. If we have not received this, we reserve the right to withdraw the offer of interview.

The Trustees of the Beeches Learning and Development Trust reserve the right to re-search applicants on social media platforms and the internet and to use this as part of the shortlisting process

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

MAKING AN APPLICATION

References

It is the normal practice for references to be obtained before any formal interview.

You will need to provide details of two people who have knowledge of you in a working / educational environment, paid or unpaid.

The first reference should be your present or most recent employer and a contact at your last post working with young people if you are not currently doing so.

If you are a student give appropriate school or college referees.

References must cover a 5-year consecutive period.

Interview

If you are shortlisted for interview you will be sent an invite to interview letter with all the interview details via email. Interviews will include a panel interview, a tour of the school, a student panel interview and a chance to meet members of the team informally over either coffee or lunch.

Teaching posts will include teaching a lesson and support staff roles will include an administration task relevant to the role in which you are interviewing for.

Successful Appointments

All successful appointments are subject to satisfactory references, Disclosure and Barring Service (DBS), Health Checks, proof of Right to Work in the UK and satisfactory checks on the Teaching Regulatory Agency.

PRIVACY NOTICE

Short Form Privacy Notice For Application Forms

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found at on our website under Vacancies which detail how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment: surname, forename(s), previous surnames, preferred title, address for correspondence, home, work and mobile telephone number, email address, national insurance number, details of current and past employers, details of previous employment details including salary, details of your qualifications, details of your relationship with the Teaching Regulation Agency and your induction period (where applicable), your referees, right to work in the UK status, any disabilities, religion, gender, ethnicity and any criminal convictions. We will also collect any other information you choose to share with us during the process.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

Please find below the link to our vacancies page on our website where you can find the full Privacy Notice for Job Applicants

[Burnham Grammar School Vacancies Page](#)

Please find below the link to our vacancies page on our website where you can download our application form for completion.

[Burnham Grammar School Vacancies](#)

Please find below the link to our policies page on our website where you will find our Child Protection policy.

[Burnham Grammar School Policies](#)

We are just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25.

Burnham station (mainline Paddington & Crossrail) is a short walk from the school.

Headteacher: Dr A Gillespie

[Investors in People Report](#)

We are proud of our development of our staff



Investors in People Gold Award retained in Feb 2024

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

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