



HR Administrator Application Pack



INSPIRE • EMPOWER • EXCEL

Contents

Page 2	Contents
Page 3	Welcome from the Principal
Page 5	Staff benefits
Page 7	Job description
Page 9	Person specification

Welcome from the Principal

Thank you for your interest in this post. Choosing the right school in which to work is a very important decision, and the aim of this application pack is to provide you with sufficient information to support your consideration of whether you would be happy and motivated working with us over the coming years, to shape the future of our school and inspire our students to make academic progress that is within the top 15% of all schools nationally.



Chipping Campden School is indeed a very special place – unlike any other. What makes our school so special is its culture and ethos; something that has been grown since the school's formation in c.1440, enabling students to feel empowered in their learning and inspired to excel. The school has a very special place in my heart, having served at the school between 2003 and 2011 as a Teacher of mathematics, Head of Year and latterly Assistant Headteacher. Without doubt, having the opportunity to return to the school as Principal in 2023 is the proudest moment of my career. Having taught and led in a variety of other schools across the country, when I drive to Chipping Campden School each day, I know that I am very privileged to be coming to such a special place, with so many amazing people.

When you take a walk around our school, it is impossible not to feel a palpable buzz of excitement. There are so many opportunities for students to flourish, whether that be representing our school on the sports field, performing on stage in our state-of-the-art Performing Arts Centre, leading one of our Student Parliament Ministries or completing the Duke of Edinburgh Gold Award; our offering of co-curricular and extra-curricular activities is enormous.

We are unashamedly ambitious for all our students, enabling them to develop high aspirations and chase goals that perhaps at first, may seem a little daunting. It is only when we relentlessly pursue these high aspirations and settle for nothing less than our very best, do we enable our students to leave our school being able to successfully compete with their global counterparts, in whatever they choose to do at the end of, what for most, will be a seven-year partnership with us. As staff at the school, I believe it is our job to provide the expertise and environment to enable our students to do just that, supporting and challenging along the way.

If you decide to apply to support me in leading our school, you will be committed to working to high standards and will ensure these are replicated. Moreover, you will be joining a committed team of staff who make it their business to provide staff and students with the very best opportunities and environment to be successful. As HR Administrator you will be involved in administering all aspects of the employee life cycle; assisting with recruitment and selection activities and maintenance of the accurate data records and HR files. Additionally, this role will help to support continuous improvement of HR processes and initiatives that support the school and its staff.

To explore the vacancy in more detail prior to applying, a conversation can be arranged with the HR Manager, Debbie Smith dsmith@campden.school. Alternatively, please contact the school by telephone on (01386) 840216. A wealth of information about our school can also be found on our website.

If you would like to apply for this position, please do so by completing both parts of our application form, which can be found on our website, by clicking [here](#). Part 1 of the form (pages 3 and 4) provides a space for you to write about the relevant skills and experience that make you a suitable candidate for this post. This section is restricted to two pages (min. font 11) and should outline how your skills set and experiences to date are suited to the requirements of the person specification. The deadline for applications is **10:00am on Monday 1st December 2025**, interviews will take place later in this week.



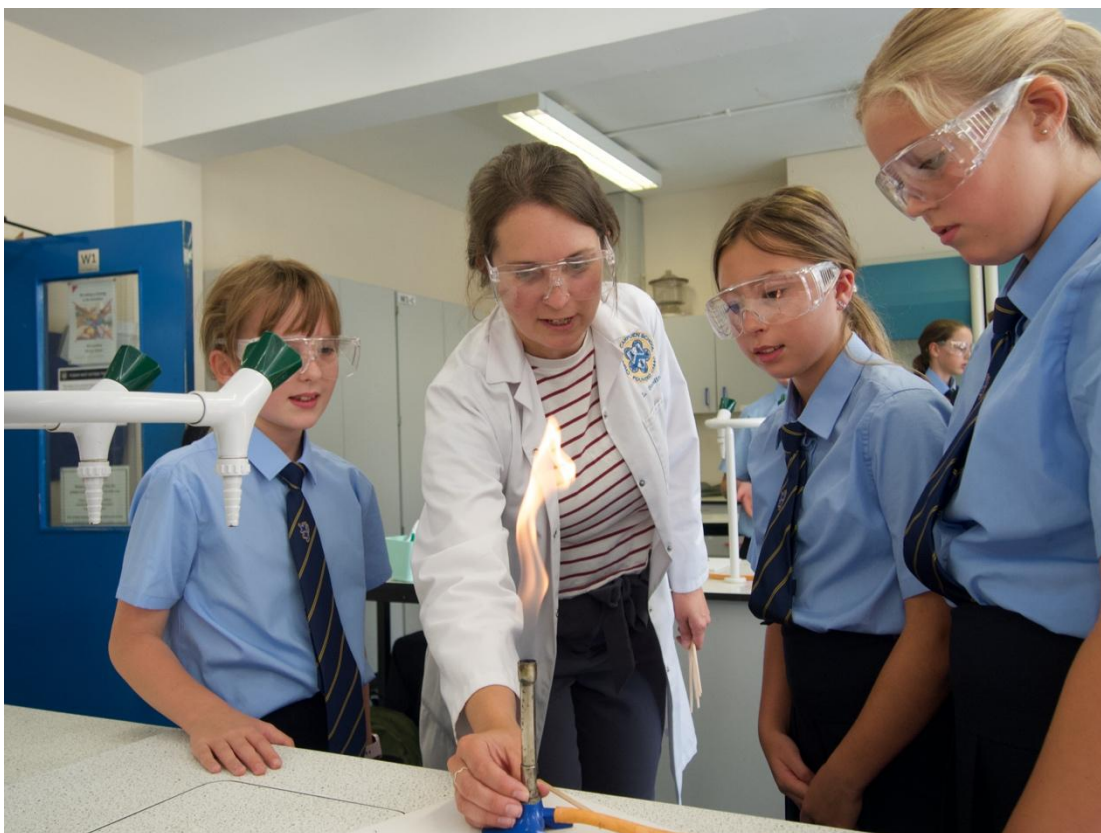
I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'G. Burton'.

Gareth Burton
Principal

Staff benefits

Every school is unique and ours is no exception. One of our unique selling points is the relatively high average length of service of our staff, and relatively low rate of staff turnover. Neither of these are by chance and are the product of staff feeling trusted, empowered and recognised for leading the roles they do. We feel that a mark of the outstanding school we are is symbolised by the number of staff who choose to send their children to be educated with us.



Below is a list of just some of the 'pull factors' that contribute to making our school a great place to work:

- An allocation of three, paid staff wellbeing days, where employees are not required to be in school.
- Access to a beautiful property at below market rent situated a short distance from our school (subject to availability/waiting list)
- Commitment to staff wellbeing through a variety of internal practices, designed to recruit and retain the very best staff.
- Complimentary use of the school sports facilities, fitness suite and swimming pool (timetable in place).
- Comprehensive range of staff social events throughout the year.

- Cycle to Work scheme
- Freshly prepared and cooked food available on site
- Health and wellbeing support including access to our Employee Assistance Programme (EAP); that provides free, confidential, confidential counselling services and advice for employees, available 24 hours a day.



- Staff Wellbeing Group, who meet regularly to ensure that our staff wellbeing is prioritised.
- Outstanding, tailored CPD
- Pension Scheme membership (Teachers Pensions or Local Government Pensions Scheme)
- Support in completing relevant external leadership development programmes.
- The school is located within the beautiful Cotswold town of Chipping Campden, with friendly businesses, including a wide range of restaurants and pubs.

Job description

Post Title:	Human Resources Administrator
Responsible to:	Human Resources Manager
Grade:	Grade 5, points 11-14 £28,142 - £29,540 FTE £16,738 - £17,569 Actual salary
Contract and hours:	25 hours per week, 40 weeks per year

Section A: Main purpose

- Ensure that the HR Manager is fully supported in all administrative aspects of the HR function through the provision of customer focussed, professional support and service to the school and subsidiary company HR functions.

Section B: Key responsibilities

- Administer HR related documentation and processes related to all aspects of the employee life cycle and maintain accurate data records in relation to each.
- To assist with a range of recruitment and selection activities, for example to create and place adverts and application packs across a range of advertising boards, collate responses to advertisements, copy and distribute applications to interview panels and assist in any arrangements
- To complete pre-employment checks in line with our Safer Recruitment policies and procedures to ensure compliance with current guidelines and legislation
- Inputting and maintenance of staff information on the school's Management Information System (MIS), currently Arbor and manual records and files
- To record absence and sickness certification and information and retrieve data from Arbor, for example for attendance reporting
- Payroll inputting and administration, liaising with payroll as necessary
- Assist in checking the recording of information in Arbor, for example any additional checks and edits required for the completion of the School Workforce Census

- Undertake administrative aspects of the schools Single Central Record
- To maintain confidentiality and integrity of HR records in line with Data Protection legislation and best practice
- To support the HR Manager in identifying and improving process and practice
- General office duties, which will include filing, answering the telephone and dealing with email correspondence.
- Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role

Section C: Additional

- To undertake such other reasonable associated duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of the job
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy
- The share the School's commitment to safeguarding and promoting the welfare of children and young people and ensure compliance with the school's Child Protection Policy at all times.

Person specification

Education and qualifications	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Have a good level of education including GCSE or equivalent: A-C or 9-4 in Maths and English or proven competence.	E	A
Human Resources/CIPD certification	D	A
Professional knowledge and experience	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Demonstrate an understanding of the need to maintain sensitivity and confidentiality and be diplomatic	E	I
Substantial practical administrative experience	E	A/I
Excellent working knowledge and practice in Microsoft Office packages	E	A/I
Good organisational skills, able to co-ordinate a variety of tasks/communications/meetings and organise own workload	E	A/I
Ability to work under pressure, remaining calm and flexible despite interruptions	E	A/I
The ability to build good professional relationships with staff	E	A/I
The ability to work on own initiative, identify and support practice and process improvements	E	A/I
Recruitment and selection knowledge and expertise	D	A/I
Experience of working in a school environment	D	A
Experience of using Arbor in a school setting	D	A
Traits and competencies	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Committed to and good understanding of Safeguarding and Child Protection practice and procedure	E	A/I
Able to carry out routine tasks without close supervision	E	I
Able to identify, prioritise and deal with issues as they occur	E	A/R

A 'self-starter' with the ability to motivate self, prioritise effectively and meet deadlines	E	I/R
A confident communicator and listener	E	I/R
Excellent telephone manner	E	A/I
Someone who is: • Willing to work outside of normal hours if required • Flexible and adaptable to changing circumstances • Enthusiastic, approachable and team spirited	E	I
Well presented	E	I
Genuine enthusiasm and the ability to work well within a wider staff team	E	A/I/R



Chipping Campden School
Cidermill Lane
Chipping Campden
Gloucestershire
GL55 6HU

(01386) 840216

www.campden.school
office@campden.school

INSPIRE • EMPOWER • EXCEL