

Chipping Campden School

Human Resources Administrator



Contract: Permanent, 40 weeks per year, 25 hours Monday-Friday

Grade: Grade 5, points 11-14

Salary: £28,142 - £29,540 FTE p.a. (£16,738 - £17,569 actual)

Start date: 5th January 2026



A fabulous opportunity to join a high-performing, visionary and highly ambitious secondary school.

We are seeking an organised, versatile and pro-active administrator to undertake a variety of human resources duties in support of our school's HR function

For further information regarding pre-application contact and how to apply, please refer to our application pack, which can be found on our website by clicking [here](#).

Deadline for applications: 10am on Monday 1st December 2025

Completed applications to be sent to: recruitment@campden.school

Interviews to be held in the week commencing Monday 1st December 2025

We are committed to equality of opportunity and to safeguarding and promoting the welfare of children and young people. Employment subject to enhanced DBS including barred list for working with children.

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