



Crispin School

Aspiration - Compassion - Excellence

School People and HR Officer

To start as soon as possible, Permanent contract

Working between 17 and 20 hours per weeks term time plus 5 additional days

Salary Range: Grade 11 Points 20-25 (£32,597-£36,363 per year (Full time / all year round equivalent)).

Actual starting salary at 20 hours per week £15,427 year.

We are looking for a committed and supportive School People and HR Officer to provide a comprehensive and professional service at school level, within the Wessex Learning Trust. This includes operational HR support, recruitment and ensuring compliance with employment legislation and Trust policies. The role supports school leaders and staff, promotes staff wellbeing, and contributes to the Trust's strategic goals.

Crispin School is situated in Street in the heart of Somerset and an 11 to 16 secondary school. We have 1000 pupils on roll and are proud to be supported by over 100 full and part time, dedicated and talented teaching and support staff. Our vision and values are **Aspiration, Compassion and Excellence**.

We warmly invite you to visit Crispin to experience our school in action, to see our students' enthusiasm, meet our staff, and feel the genuine sense of purpose, pride and ambition that defines our community. As part of the Wessex Learning Trust, our students and colleagues benefit from being part of a wider partnership that shares our commitment to excellence, opportunity and aspiration for all.

To apply for this position, please complete an application form, (available on The Wessex Learning Trust website), together with a letter of application for the attention of the Acting Headteacher, Mr Lee Cornwall. Your letter should be no more than two pages, detailing your experience to date and why you are the best candidate for the position. Completed applications should be returned by email to the Headteacher's PA, Mrs Hannah Herbert HHerbert@crispinschool.co.uk

Closing date for this post: 09:00 Wednesday 26 November 2025.

Interviews – to be confirmed

It is an exciting time to join the Wessex family as we grow, we can offer:

- Professional induction, training and continued professional development opportunities.
- Extended Leadership and other opportunities to develop your career.
- Excellent collaboration across Trust Schools, extensive learning communities and specialist subject leads, to enhance the learning of our young people and enhance your development.
- Staff benefits including reduced leisure centre membership and cycle to work scheme.
- A staff assistance programme with a specialist provider, CareFirst who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family.
- As a member of support staff at Crispin, employed by the Wessex Learning Trust, you will be enrolled in the Local Government Pension Scheme. In addition to your own contribution to the pension scheme, we also currently contribute 24.4% of your gross pay into the scheme.



Part of the
Wessex Learning Trust

A: Crispin Academy, Church Road, Street, Somerset, BA16 0AD

E: office@crispinschool.co.uk | **W:** www.crispinschool.co.uk | **T:** 01458 442714

Acting Headteacher: Lee Cornwall

The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement of the role.