



# Crispin School

Aspiration - Compassion - Excellence

## School People and HR Administrator

**This is a fantastic opportunity to be our School People and HR Administrator.**

**Hours of work are 20 hours per week, days to be agreed, however, we are looking for a Friday as an agreed day. Term time only plus 5 additional days.**

The post is Grade 13, points 6 - 11. Current starting salary £25,989 FTE per annum, actual starting salary £12,029 per annum (£13.47 per hour), with pay award pending. As a member of support staff at Crispin, you will be automatically enrolled into the Local Government Pension Scheme. In addition to your contribution to the pension scheme, the school/employer contribute to the pension fund, currently 19.2%.

Are you

- an expert administrator with a keen eye for detail with the ability to interpret and adapt data for the benefit of human resources.
- passionate about creating and promoting a supportive, accessible working environment that staff value.
- an excellent colleague with the highest expectations for all members of our community.
- driven by sharing your passion and ensuring students receive a high standard of care.

If so, then we would love to hear from you.

For a more comprehensive insight into Crispin and the role itself, please download the job declaration and application form.

Closing date for this post: 09.00 on 5 May 2026.

To apply for this role please complete the Support Staff application form. Your supporting statement / letter (no more than two sides of A4) should outline your skills and experience as well as how you meet the person specification.

Crispin is part of the Wessex Learning Trust. 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.



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

- 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.

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.

**Post Title:** School People and HR Administrator

**Reporting to:** School People and HR Officer and The Business Manager

**Liaising with:** Headteacher, Deputy Headteachers, Assistant Headteachers, Finance Manager, colleagues from the Wessex Learning Trust Central team and other relevant staff

**Working Time:** 20 hours, Monday to Friday, times/days to be agreed

**Salary/Grade:** Grade 13

**Disclosure level:** Enhanced

## PERSON SPECIFICATION

Description	Method of Assessment
<p><b>Qualifications and Training</b></p> <p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Good English, Mathematics, ICT and communication skills</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Experience of working with children / young people</li> <li>• Awareness of statutory training requirements, experience of completing such training, i.e. Health and Safety training, Fire Awareness Training and more</li> </ul>	Letter of application
<p><b>Experience</b></p> <p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Ability to prioritise work and to manage time effectively</li> <li>• Experience of working in an office environment using software such as the Microsoft Office suite.</li> <li>• Good communication skills and the ability to work as part of a team.</li> <li>• Ability to be reliable, resourceful and take the initiative.</li> </ul>	Letter of application Application form Interview



- Ability to balance priorities and changing demands under pressure.
- Ability to work independently within agreed boundaries.
- Excellent people skills and the ability to listen and support colleagues.

Desirable

- Knowledge and / or experience of working with secondary school aged students.

**Knowledge, Skills and Understanding**

Essential

- A commitment to promoting equal opportunities and meeting individual needs.
- Ability to work as part of a team.
- Effective communication, interpersonal and organisational skills.

Letter of application  
Application form  
Interview  
References

**Crispin's Values and Ethos**

Essential

- Value the contribution that each individual brings to the school community
- Respect and value diversity and promote equality
- Promote and model mutual respect
- Commitment to inclusive education
- Understand responsibilities related to children's safety and welfare

Interview

**Personal Qualities**

Essential

- Patience, empathy and compassion.
- A genuine interest in children and young people and a willingness to support and assist them.
- Good communication skills, flexibility, accuracy, ability to prioritise workload, strong organisational ability.
- Ability to develop and maintain positive relationships with colleagues, staff, students, parents and carers.
- Ability to remain calm under pressure.
- Willingness to constructively challenge the work of self and others to continually improve own and team performance
- Seek to work collaboratively to resolve conflict
- Enthusiasm to support young people to develop and grow.
- Strong commitment to Continuous Professional Development
- Resilience
- Emotional intelligence
- The ability to speak fluent English

Interview  
References

