



KIRKHAM GRAMMAR SCHOOL

ADMIN ASSISTANT

The Role:

Kirkham Grammar School is seeking a highly organised and discreet **Minute Taker** to provide administrative support to both the Clerk to the Governors and the HR Manager. This is a key support role requiring a sharp eye for detail, excellent listening skills, and the ability to produce clear, accurate minutes of formal meetings in a timely manner.

You will play an important part in ensuring the smooth and professional operation of governance and HR processes, maintaining **confidentiality** at all times.

Key Responsibilities:

- Attend meetings of the Governing Body and relevant sub-committees as required
- Accurately record and produce formal minutes of meetings, ensuring they are clear, well-structured, and reflect decisions and actions
- Liaise with the Clerk to the Governors and the HR Manager to prepare agendas, circulate papers, and organise meeting logistics
- Ensure timely distribution of draft and finalised minutes in accordance with agreed timelines
- Maintain confidentiality and discretion at all times, particularly when handling sensitive information
- Support administrative tasks for governance and HR as required, including follow-up on action points and maintaining records

The Ideal Candidate Will Have:

- Proven experience in minute taking or administrative support roles
- Excellent written English, grammar, and formatting skills
- Strong organisational abilities and attention to detail
- Confidence in working independently and meeting deadlines
- Discretion and professionalism, particularly when dealing with confidential or sensitive matters
- Proficiency in Microsoft Office (Word, Outlook, etc.)
- Flexibility to attend meetings outside regular working hours, if required

Salary: Kirkham Grammar School Pay Scale
School fee remission

Working Days: Three days a week, Term-time plus adhoc meetings.

Closing date for applications: 19/05/2025

Proposed interview date: To be advised.

Applications: By application form and supporting email to:
Mrs A Roberts
HR Manager
Kirkham Grammar School
Ribby Road
Kirkham
PRESTON
PR4 2BH

Or Email: A.roberts@kirkhamgrammar.co.uk

The post is ultimately subject to completion of the school's own application form, two satisfactory references, DBS clearance and verification of qualifications.

Kirkham Grammar School is committed to safeguarding and promoting the welfare of children and young people.

MAY 2025