



HMC Independent Co-Educational Day and Boarding School (3 – 18 Years)

HR COORDINATOR

Permanent, Full Time

The successful applicants will:

- Provide a responsive staff focussed HR service
- Administer and coordinate HR procedures

Further details and application form can be downloaded from our website at www.kirkhamgrammar.co.uk or by contacting Miss S L Felton, HR Manager, Kirkham Grammar School, Ribby Road, Kirkham, Preston. PR4 2BH

Tel: 01772 684462

e-mail: sl.felton@kirkhamgrammar.co.uk

Closing Date for Applications: midday on Friday 27 May 2022

Kirkham Grammar School is committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS clearance will be undertaken by the school