



King's School
Hangleton Way
Hove
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School Administrator with SEN Admin Support

Contract: Full time (or part time or job share considered for the right applicants), term time only, permanent contract (37 hours per week, 39 weeks per year)

Salary: Band 2-7 £22,366- £24,294 FTE. Actual pay £19,384 - £21,054 depending on experience.

Start date: As soon as possible.

Application closing date: Wednesday 3rd January 2024 - Midday

Interview date: Week commencing 15th January 2024

The role

King's School is currently recruiting for an Administrator to join our busy but friendly support team. This role will entail working as part of our front office, undertaking a range of administrative tasks, as well as for our SEND Department. Duties include assisting with staffing allocations, data processing, managing shared email inboxes, liaising with and fielding queries from staff, students and parents, preparation of paperwork for SEND meetings (including scheduling meetings and inviting participants), note taking at meetings, administering student first aid and general front office administration.

This can be a fast-paced role and the post holder will need to be calm under pressure, resilient, adept at problem solving, organised and be able to work to tight deadlines. The successful candidate will join an experienced front office team, led by our extremely knowledgeable Office Manager. We are a close-knit support team across all areas of the school and enjoy an excellent working relationship across administrative, facilities and teaching support departments. We look forward to welcoming our new colleague and will be happy to help you settle in quickly! Please see the attached job description and person specification for more information about the role.

Who are we?

King's School is an ecumenical Christian School in the Diocese of Chichester. Our work and relationships are based upon the four core Christian values of Love, Forgiveness, Respect and



Responsibility and through these we encourage and support every student and member of staff to be the best that they can be.

The school opened its doors to its first cohort of students in September 2013, when it was based on a small temporary site. There are currently just over 860 students in years 7, 8, 9, 10 and 11, and a team of over 80 teachers and support staff. In September 2019, the school moved into its permanent site in Hangleton. We are now lucky to enjoy purpose-built facilities for all areas of the curriculum and stunning views of the South Downs. This was the culmination of six years of hard work and planning and marked the beginning of an exciting new stage in the school's development. Our next milestone will be the opening of our Sixth Form in 2023. Planning and preparation for this are well underway. Applicants are encouraged to review our Sixth Form website for more information.

What do others say about us?

The school received its third Ofsted inspection in March 2022 (Section 5 inspection) and retained its rating of good overall with outstanding features. The inspector noted that pupils "are proud to be part of the school community" and that "the school's provision for their education and welfare makes a significant contribution to their lives."

Our recent staff survey found that staff feel supported and valued.

- *I feel very supported and listened to in this school. The school sets clear expectations, and the SLT is very approachable.*
- *I feel good about my new role. I feel I can approach colleagues, and the senior team with any questions or queries that I may have.*

(Staff survey 2022)

What are we looking for?

- Experience working in a busy office and excellent ICT and communication skills
- Experience working with young people and other stakeholders
- Excellent organisation and multi-tasking skills, remaining calm under pressure
- A team player- someone who will 'go the extra mile'

Please see the attached job description for a full profile of the role.

Why join King's School?

- Enthusiastic, committed and supportive staff team
- Range of opportunities for professional development
- Exciting opportunities in school development
- Excellent support through our sponsor- Russell Education Trust
- Close proximity to the vibrant city of Brighton

Visits to the school

If you have any questions about this role, or would like an informal discussion about joining King's, please contact HR@kingsschoolhove.org.uk.

Applicants are also encouraged to visit the school's website, where you can find virtual tours and welcome videos.

How to apply

If you wish to apply for this position, please visit our website for the application form and further information www.kingsschoolhove.org.uk/vacancies.php Completed applications should be sent to HR@kingsschoolhove.org.uk by noon on the closing date. Please note that we are only able to accept applications made via our application form. Applications made by C.V. or other application form will be rejected.

King's School actively seeks and encourages applications from candidates from diverse backgrounds. More specifically, our equal opportunities and diversity monitoring has indicated that the school currently under-represents minority ethnic groups and so we actively encourage applications from eligible candidates from a BAME background.

Our policies, procedures and practices reflect our commitment to equality and diversity. Individuals will be selected for appointment based purely on their suitability for the post, irrespective of gender, race, sexuality, or other protected characteristic or any pre-existing connection to the school, its Governors or Trust.

We are completely committed to safeguarding the welfare of our students. Those who work for us are expected to share this commitment, which will be fully tested as part of the selection process. All offers of employment will be subject to the individual undergoing an enhanced barred list check.

King's School is a Free School which takes funding from the Department for Education and operates as any other state school. Our sponsor is the Russell Education Trust which is an organisation staffed solely by Educational Professionals (and not by private business).