



King's School  
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### Senior Administrator

Contract: Full time, term time (37 hours per week; 40 weeks per year)

Salary: RET Band 3a (scale point 11-17 depending on experience); actual pay £23,299- £25,803 (FTE £25,979 - £28,770)

Start date: ASAP

Application closing date: 5<sup>th</sup> April 2024 - midday

Interview date: Week commencing 15<sup>th</sup> April 2024

### The role

King's School is seeking to appoint a Senior Administrator to be involved in all areas of school administration and have particular responsibility for Sixth Form and SEND administration. They will work closely with the School Business Manager to provide on-going support for the Head of Sixth Form, from day-to-day administrative support to supporting the planning and organisation for enrolment and open days. The post holder will provide administrative support to the SEND department, supporting the timetabling of cover, preparing paperwork for Annual Reviews, and liaising with stakeholders as required. This is an interesting and varied post, which will see the post holder involved in critical functions across the school. Please see the attached job description for a full profile of the role.

### Who are we?

King's School is an ecumenical Christian School in the Diocese of Chichester, for years 7 to 13. 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.



At King's, we take pride in our exceptional track record of academic success and our varied enrichment program, which is integral to our school day. Here are some key features of our school:

- Outstanding GCSE results; our students' achievements consistently put us in the City's top performers.
- Innovative teaching practices; our teaching and learning methodologies are designed to engage and inspire our students to provide a well-rounded education for all.
- Empowering students; equipping them with essential 'life' skills to be able to overcome challenges with resilience and an understanding of how to navigate and overcome obstacles.
- Exceptional pastoral care; our commitment to creating a supportive environment, where every student can be themselves is second to none.

The school opened its doors to its first cohort of students in September 2013; moving to its permanent site, a purpose-built facility for all areas of the curriculum, in September 2019. There are currently just over 860 students in years 7, 8, 9, 10, 11 and 12, and a team of over 85 teachers and support staff.

### **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.

- Student motivation and behaviour is excellent.
- Organisation of the school is strong, with good communication.
- Rewarding interactions with students, providing constructive contributions to teaching and learning.
- Friendly, professional and supportive colleagues.

(Staff survey 2023)

### **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?**

- As part of a highly capable, driven and committed team you will contribute to an innovative educational setting fostering academic excellence and personal growth.
- You will be joining a supportive community that values passion, creativity, encourages professional development and a sense of belonging.
- A rewarding career where you will have the chance to shape the future of education and make a meaningful contribution to students' lives.
- Part of a successful Multi-Academy Trust, who strives for excellence in every aspect of education across all their schools.

### **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](mailto: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](http://www.kingsschoolhove.org.uk/vacancies.php). Completed applications should be sent to [HR@kingsschoolhove.org.uk](mailto: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).