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**KING’S ACADEMY RINGMER**

**Reception, Administration and Attendance Assistant**

**Permanent 35 hours per week**

 **Required to start on 1 September 2025**

**Term-time only**

**Salary – KGA Pay Scale, Band 4, Points 4 to 6**

**Ie: £24420pa to £25652pa to be pro-rated as TTO**

We are seeking a Reception, Administration and Attendance Assistant to start on 1 September 2025. Responsibilities will include managing the day to day running of the school reception and medical room and to administer student attendance.

**What can we offer you?**

* Leaders who create a positive working environment where Teaching and Learning is the priority
* An established, motivated and supportive department
* Conscientious and hardworking students in a ‘very happy and safe school’ (OFSTED 2024)
* An effective behaviour for learning policy where ‘pupils behave well’ (OFSTED 2024)
* A supportive and collaborative staff body
* An excellent CPD programme and opportunities for progression
* Two-week October half term
* Academy wide staff benefits and discounts (My KGA)
* The opportunity to work in an Eco School
* A beautiful, rural environment situated approximately 12 miles from the coastal city of Brighton and Hove

**King’s Academy Ringmer:**

King's Academy Ringmer is a rural comprehensive with an ethos of "Kindness, Ambition, Resilience ". Our most recent Ofsted states “the school has a culture of courtesy and respect” and “pupils are expected to work hard and commit to their learning”. Our results are significantly above national average for all students. We offer a broad, ‘exceptional’ enrichment offer through our Super Curriculum and students say “there is something for everyone”.

King’s Academy Ringmer is also an Eco School and winner of the Department for Education’s Sustainability award.

**King’s Group Academies:**

King’s Academy Ringmer is part of King’s Group Academies. At King’s Group Academies our vision is to provide ‘opportunity and success on a global stage’ which means we have a vision of a global community of pupils and colleagues whose connection broadens horizons and fosters understanding. Our values of ‘Honesty, Faith, and Courage’ drive our passion and ensure we collaborate within our UK communities and internationally, promoting global citizenship and cultural awareness. We believe that every pupil deserves a team of dedicated educators and staff who are deeply invested in their success, supported by positive partnerships with parents who hold us to the highest standards.

For full details and an application form can be download directly from our website: <https://www.kgaringmer.uk/vacancies/support-staff-vacancies> or contact Amanda French on either 01273 815460 or amanda.french@kingsacademies.uk quoting job reference P/506. We offer a first class working environment with supportive colleagues and opportunities for career development.

King’s Academy Ringmer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts within our Multi Academy trust are exempt for the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and complete an Enhanced Criminal Records Disclosure via the Disclosure and Barring Service (DBS)

Closing date for applications is Monday 14 July 2025 at 8.30am with the interview date will be on Tuesday 22 July 2025.

We advise applying promptly for this post as we reserve the right to close and interview early if sufficient suitable applications have been received.