



King's School
Hangleton Way
Hove
BN3 8BN

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School Administrator and Reception Support

Contract: Full time, term time (37 hours per week, 39 weeks per year); fixed term for one academic year

Salary: Band 1a- £18,562- £19,312 FTE. Actual pay £16,015- £16,663 depending on experience.

Start date: March 2022 or sooner

Application closing date: Thursday 3rd February 2022- Midday

Interview date: Week commencing 7th February 2022

The role

King's School is currently recruiting for an administrator and receptionist to join our busy but friendly support team. This role will entail working with our front office and finance office teams to undertake a range of administrative work, including filing, scanning, data processing, putting up displays and other tasks as required. In addition, the post holder will act as a relief member of our reception team, fielding queries from staff, students and parents and acting as a friendly face and excellent first impression for any visitors.

This can be a fast-paced role and the post holder will need to be calm under pressure, resilient and adept at problem solving. The successful candidate will join an experienced front office team, led by our extremely knowledgeable Office Manager and will work closely with our two finance officers. 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. The school opened its doors to its first cohort of students in September 2013. There are currently just over 650 students in years 7, 8, 9, 10 and 11, and a team of over 60 teachers and support staff. In September 2019



the school moved into its new, purpose built site in Hangleton. 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.

The school received its second Ofsted inspection in December 2018 (Section 8 inspection) and retained its rating of good overall with outstanding features, being recommended for an early full Section 5 inspection due to the progress made against the areas for improvement identified in the last Section 5 inspection in 2015. The inspector noted that "Pupils from a range of backgrounds thrive in this highly successful and inclusive school" and praised the School's leadership team as being "dedicated, determined and ambitious".

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.

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
- An adept problem solver, comfortable multi-tasking and 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 Eleanor Edwards via 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).