

Administrative Assistant – Bursary

The King's School, Harpenden



Position available for Part-time or Full-time

Start date: November 2023

The King's School is a warm and friendly environment, with small class sizes, offering you the opportunity to enjoy working and develop your skills, all in a beautiful, rural setting. We have a passionate staff team, who work together to create a learning space for our pupils that challenges and inspires, whilst providing outstanding pastoral care. As staff in a Christian school, we are able to encourage our pupils in their journey of faith and model a relationship with Jesus that is real and relevant. It is this holistic approach – academic progress, character, faith – that makes our school such a special place to work in.

The Administrative Assistant will support the Bursar in the effective execution of the financial activities of the school. Specific responsibilities will include the preparation and collection of school fees, credit control, salaries & pensions, purchase ledger, banking and cash flow. The candidate will work within the Admin Team, should be proactive, organised and possess the ability to communicate effectively at different levels, with colleagues, parents, trustees and outside agencies. As with all staff, the essential requirements include a high level of professionalism, discretion and confidentiality. A unique opportunity to work in a warm and friendly but professional environment in a beautiful rural setting.

The King's School has its own pay scale, with contributions to an employer's pension scheme and healthcare cover available to all staff. Further details, along with an application pack, including job description, are available from the school:

Call 01582 767566 or request by email to: kings.pa@thekingsschool.com

Applications open until 27 September 2023

Interviews to be arranged

A clear commitment to the Christian ethos of the school is essential.

*There is a Genuine DfE registered Occupational Requirement (GOR) that the post-holder is a Christian.
Part 1 of Schedule 9 to the Equality Act 2010 applies.*

The King's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Candidate will have 2 years referencing taken up, be required to complete a Disclosure Application and have a full enhanced Disclosure and Barring Service (DBS) check.

The King's School, Elmfield, Ambrose Lane, Harpenden AL5 4DU Tel: 01582 767566