

ADMINISTRATOR

Part time, Term time only
Cover for 3 month period
(minimum 0.4 FTE = 15 hours)
Mid-October 2022 – Mid-January 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.

As Administrator, you will have the opportunity to make a significant contribution to our Admin Team. You will work in the School Office, responsible for ordering supplies, managing petty cash and some first aider responsibilities. This rewarding work benefits from the building of effective understanding, and positive working relationships, between a pupil and staff. On the job training will be provided to help develop your knowledge and skills in any areas that are new to you. This opportunity would suit someone looking for flexible working, with hours that can fit alongside other work or family commitments.

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 will be accepted until 23rd September 2022
Interviews – w/c 3rd October

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 Form and have a full enhanced Disclosure and Barring Service (DBS) check.*

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