

# Administrative Assistant

## The King's School, Harpenden

Finance Department

30 hours per week

Start date: 2<sup>nd</sup> May 2022



The King's School is a warm and friendly workplace, offering you the opportunity to contribute as part of our admin team and develop your skills, all in a beautiful, rural setting. We have a passionate staff team, who work together to create a positive school environment for staff and pupils, whilst providing outstanding support for our parent community. As employees 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 an Administrative Assistant you 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. You will work within the Admin Team and will therefore need to be able to communicate effectively, with colleagues, parents, trustees and outside agencies. If you are organised and like to be proactive in your work, this role will suit you well. The role offers the opportunity for you to develop your administrative skills and make a valuable contribution to the efficient and effective running of the school. New ideas and innovative ways of working are welcomed, along with a professional approach, discretion and a clear awareness of confidentiality and GDPR.

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](mailto:kings.pa@thekingsschool.com)

Applications will be accepted until 18<sup>th</sup> March 2022

Interviews w/c 21<sup>st</sup> March 2022

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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. Regulation 7(2)a of the Employment Equality (Religion or Belief) Regulations 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**