



King's Academy Easthampstead Park

It takes a whole community to raise a child.

Administration Assistant

Pay Grade BG-J 11, £17,916 per annum (£11.13 per hr) includes London Fringe and Holiday Entitlement

Immediate start

37 hours per week, Monday to Friday, 8am – 4pm (3.30pm Fridays) including a ½ hour unpaid break, term time only

The front office is at the core of the school's day to day operation and as such you will deal with all members of our school community including students, parents, staff and external visitors. The successful applicant will need to be a good team player and willing to assist in all areas of a busy school office. They must be able to think clearly, prioritise efficiently and communicate calmly and effectively.

A professional telephone manner, effective written communication and a keen eye for detail is necessary. The ability to use applications such as Microsoft Word and Excel and Google Mail, Docs and Sheets is required.

Effective word processing is a key facet of the work, providing typing support for teaching and learning, school managers and teaching staff. Other key functions will include assisting in the Copy Centre and Reception. It is a requirement that you will undergo regular First Aid training and join our team of First Aiders.

All staff at King's Academy Easthampstead Park strive to give our students every opportunity to be happy, healthy and successful. We aim to deliver the best quality teaching and learning in a school where staff and students have respect and pride in themselves, their school and their community.

OFSTED rated 'GOOD' in all areas – November 2021. The school is moving forward and we believe that this is an exciting time to join us.

Online applications can be accessed via the link the school website. For enquiries, please telephone our Personnel Officer on 01344 390826 or email recruitment@epschool.org.

Visits to the school are warmly welcomed.

Please visit the recruitment page on our website <https://www.epschool.org/staff-vacancies/>

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced Disclosure and Barring Service check will be undertaken.

Applications will be considered upon receipt; you are encouraged to make an expression of interest as soon as possible and we reserve the right to appoint before the closing date.

Closing date: 9am on Monday 16th January 2023

Interviews to take place week commencing 16th January 2023



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