



King's School
Hangleton Way
Hove
BN3 8BN

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www.kingsschoolhove.org.uk

Receptionist/Administrator

Contract: Full time, term time

Salary: Band 1a, pro rata for term time working- Actual pay £15,587-£16,216 depending on experience

Start date: Monday 4th November

Application closing date: Midday Monday 23rd September

Interviews for this post will be held in the week commencing 30th September- further details to be confirmed

King's School is recruiting for a Receptionist/Administrator to join our exceptional non-teaching team. This is a varied role, encompassing a wide range of front of house and administrative tasks. The successful candidate will be calm, composed and professional; adept at multi-tasking and eager to learn new skills. If you are an experienced Receptionist/Administrator, are comfortable working in a busy office and are looking for a new challenge, we would like to hear from you. Please see the accompanying job description and person specification for further details of the role.

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 490 students in years 7, 8, 9, 10 and 11, and a team of over 40 teachers and support staff. In September 2019 the school moves into its new, purpose built site in Hangleton. This is the culmination of six years of hard work and planning, and marks the beginning of an exciting new stage in the school's development.

The school received its first Ofsted inspection in 2015 and received a rating of good with outstanding features. School leadership and pupil behaviour were rated 'outstanding', and the school was praised as "an exceptionally harmonious community". We are keen to continue driving



improvement and are seeking to appoint dedicated staff who will support the school's development and growth.

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.

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

The closing date for applications is noon Monday 23rd September. Shortlisted candidates will be asked for interview shortly after close of applications. If you have any questions about this role, or would like an informal discussion about joining King's, please contact Eleanor Edwards via vacancies@kingsschoolhove.org.uk.

If you wish to apply for this position, please visit our website for the application form and further information www.kingsschoolhove.org.uk Completed applications should be sent to vacancies@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.

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. 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.

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).