



THE KING'S SCHOOL

OTTERY ST MARY • DEVON EX11 1RA • TEL: 01404 812982 • FAX: 01404 815685

Founded 1545 • Headteacher: Mr Rob Gammon BSc Hons PGCE NPQH



September 2023

Dear Applicant

Thank you for expressing an interest in the position of Receptionist/Administrator at The King's School.

The King's School was founded by Henry VIII in 1545 and therefore the school has a long and proud tradition of educating young people in Ottery St Mary and the surrounding area. The school has a strong reputation that is based on high academic performance and an inclusive ethos, ensuring that students of all backgrounds and abilities succeed. The school is an outstanding 11-18 comprehensive school (OfSTED 2011, 2014) with approximately 1120 students on roll and has been oversubscribed for many years. We have a thriving Sixth Form which continues to perform very well. We have a broad curriculum offer pre- and post-16: this allows students to select subjects they are passionate about, and offers a wide range of opportunities for students and staff. We have a rolling programme of investment in the school site with over £2 million of capital projects completed over the last 5 years. As a result, we have a well-resourced and pleasant environment for the whole school community to enjoy.

The experiences of our students reflect our 'Achievement for All' ethos. Students are taught in mixed ability classes in all subject areas (except mathematics) and we believe that this approach supports the development of academic success as well as the strong sense of community and mutual support that is present in the school. We provide extension opportunities for the most able students and continue to see many of them progressing to the best universities and apprenticeships in the UK. We also have an award-winning Skills for Learning team that works alongside classroom teachers, ensuring that those students with additional learning needs are well catered for. Students of all abilities at the school make sustained learning gains during their time with us.

Academic outcomes only give a narrow view of the success of a school. Therefore, The King's School places a strong emphasis on personal, as well as academic, outcomes. We provide outstanding pastoral care and a wide range of enrichment opportunities are available to all students. The house system is an integral part of school life and is reflected in our smart uniform. Students and staff are very proud of their house associations and this provides a platform for a wide range of house competitions and leadership opportunities. The legacy of our sports college designation means that we also have a very strong physical education and school sport offer that caters for students from across the ability range. We run the Duke of Edinburgh award scheme and have a highly successful Ten Tors programme, which is facilitated by a team of committed staff and volunteers. We continue to maintain additional opportunities including school productions, STEM activities, dance performances to name but a few. Student voice is also strong at the school and the School Parliament and Prefects play a very active part in school life.

The school converted to an academy in April 2011 but we still maintain very strong relationships with our local primary and secondary schools. We continue to work alongside local teaching school hubs, multi-academy trusts and teacher training organisations. As a result, there are a number of staff who are actively engaged in supporting other schools, training teachers, and undertaking nationally accredited CPD such as those offered on the NPQ programmes.

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The main school reception is a thriving and dynamic place to work where no two days are the same. The reception team are 3 staff strong, incorporating a team member working from 08:00 to 08:30, before moving into another role in the school and another team member working from 08:30 to 16:30. Visitors have often commented on how welcoming, positive and responsive our reception team is, given the wide range of queries they receive!

The administrative support team is a strong, highly skilled and cohesive unit, working incredibly hard to support each other, both within their roles and more broadly, in a variety of activities around the school. Departments across the school value the excellent work the support staff provide, which directly impacts on the development of young people in the school. Most importantly, we wish to appoint someone who works well in a team, is flexible, adaptable and can work under pressure without losing their all-important sense of humour.

We have lively and enthusiastic staff, a number of whom have worked at The King's School for many years. We believe firmly that the most important asset of the school is its staff and we are keen to offer them opportunities to develop. The King's School is in a very fortunate position in that it is located in a beautiful part of the country. It has an excellent reputation in the area and consequently is always heavily oversubscribed for student places. We are very proud of our strong examination results and outstanding OfSTED judgment but are equally proud of the caring, supportive and friendly ethos that exists here whether you are student or member of staff.

We hope you find this information helpful but if you would like further information or you wish to visit the school in advance of an application please contact Mrs Pocock (recruitment@thekings.devon.sch.uk). When applying for the role, it is important that you refer to the school's Safeguarding and Child Protection Policy and the DBS Disclosure Policy, which can be found on our website (About Us – Policy Documents).

Finally, thank you once again for showing an interest in this post. The King's School is a very special place to study and work. As a parent of three children educated at the school, and someone who lives in the community, I can talk from personal experience of the impact that this school has on the lives of young people. We have very hardworking and supportive staff who enjoy being part of this community and I hope that you will take the time to consider if this school is the right place for you. I wish you well in your application.

Yours sincerely

Mr R J Gammon

Headteacher