



KING'S COLLEGE SCHOOL WIMBLEDON



SITE DEVELOPMENT PROJECT ADMINISTRATOR
(part time, fixed term)



WELCOME TO KING'S COLLEGE SCHOOL

Thank you for your interest in joining our school community.

As you learn more about us, I hope you will discover that King's is a truly wonderful environment in which to teach, work and learn, with pupils who are inquisitive, creative and eager to learn, on a campus which is well-resourced and recently renewed, and alongside other dedicated staff whose expertise, care and commitment lie at the foundation of everything we do.

King's is one of the most successful schools in the world, and our vibrant and caring community is a special place to learn and grow for boys aged 7-18 and girls aged 16-18. With over 1,500 pupils and approximately 450 staff, we are located in one of the most attractive and peaceful parts of London, opposite 1,140 acres of countryside of Wimbledon and Putney Commons and just a short walk from the picturesque Wimbledon Village.

Our school was founded in 1829 by Royal Charter as the junior department of the university, King's College London, and as such, intellectual aspiration and a progressive spirit are our heritage. Today, we offer an education of the whole person, in Mind, Spirit and Heart, the enduring ethos of our foundation. Our guiding mission is to look outwards, to the world beyond school, and to life at 25: we look to the lives we are preparing our young people to lead, so that when the time comes, they are ready to forge the pathway they choose, and to make a purposeful impact.

We aim for each of our pupils to enjoy an exhilarating adventure of learning and to pursue academic excellence within a fun, caring, welcoming environment. Academic outcomes at A level, IB and GCSE consistently place King's amongst the very top schools nationally and globally, with over half of A level and IB grades at A* or equivalent last

summer, and we were delighted to be the highest placed independent co-educational day school, and to be named Independent International Baccalaureate School of the Year, in The Sunday Times Parent Power 2025.

Supporting our pupils to grow strong in spirit, in the shared values and qualities of character that will ground them, is equally important at King's. Kindness, respect and support for one another, a broad-minded outlook and a commitment to inclusivity, are central to our community, as is the co-curriculum, which enables pupils to develop broad skills and resilience as well as to discover lifelong passions through clubs and societies, CCF, Duke of Edinburgh, sport, the arts, and community partnerships.

The next few years will be a very exciting time for us as we enter the next chapter of the school's strategic development, and as we seek to strengthen our community in preparation for our 200th anniversary in 2029. We hope you consider joining us for this adventure.



Dr Anne Cotton
Head



THE ROLE

The site development project administrator is responsible for the administrative oversight of the combined Junior School and Senior School Masterplan project and will play a key role ensuring that the project progresses smoothly and meets key objectives.

This role will report to the Project Director (Assistant Head, Innovation).

This role maintains critical working relationships across the school community and with external partners. Primary relationships include working directly with the Project Director to support the daily operations, overseeing the schedule of meetings and the production of papers, coordinating with the external project manager to ensure effective information flow including with governors on the steering group, and facilitating communication with key stakeholders throughout King's College School.

The ideal candidate will be detail-oriented, possess excellent communication skills, and thrive in a fast-paced and constantly changing environment.

This job description is indicative rather than prescriptive and expected to evolve over time.

Primary Responsibilities

I. Project management

- Assist in maintaining a project programme (timelines and key milestones) which is cross-

checked against the external Project Manager's projections and RIBA stages

- Assist in checking the external project manager's strategy and delivery for the different stages of the project lifecycle: feasibility and costings, design management, procurement and execution
- Assist with the communication and transfer of information between King's and our external project manager, architects and other consultants
- Assist in checking that key project documentation is in place at every stage before works commence on site, including the external project manager's risk assessment and method statement, surveys and planning related documentation
- Analyse the programme and maintain the project action logs, raising urgent matters with internal and external stakeholders, to ensure that the project progresses smoothly and to time
- Analyse data to support key decisions and reporting on progress (e.g. budget tracker, value engineering)
- Assist in maintaining the school's project risk register
- Assist with formal project correspondence
- Maintain and organise project files on TEAMS and Convene, ensuring all documentation is up-to-date and easily accessible



THE ROLE (continued)

2. Steering Group administration

- Assist in preparing and presenting project reports to the Steering Group and for governor meetings
- Collate papers for the monthly steering group meetings and distribute papers to governors in good time before each meeting
- Take minutes of steering group discussions, identify actions and maintain the action matrix
- Distribute minutes and follow up on action points with those responsible to ensure timely completion
- Undertake tasks identified in steering group discussions and follow-up other actions from these meetings
- Keep clear records of important decisions and approvals
- Coordinate the meeting schedule including booking meeting rooms or organising online/ Teams meetings (or a combination/hybrid), ensuring they are set up appropriately working with other school departments (IT, AV, catering) as required

3. Stakeholder management

- Assist in ensuring the project's brief is developed, reviewed and updated as the capital project progresses
- Act as a central point of contact for project-related queries, redirecting them to the

- appropriate team members as needed
- Assist with coordinating and evaluating staff input
- Help arrange internal and external consultation meetings
- Help prepare communications to the wider school community
- Assist with incoming and outgoing phone calls, emails, and external correspondence related to the project, maintaining a central log of all communications
- Develop relationships with the school's estates and facilities team and assist in coordinating their role in advising the external Project Manager on the use of the new site

4. General Support

- Provide ad hoc administrative support to the project team, including data entry
- Assist with travel arrangements and accommodation bookings for project team members if required
- Any other task or responsibility reasonably requested by the Head, Bursar or Project Director



THE PERSON

Person Specification

Essential

- Excellent organisational and time-management skills, with the ability to prioritise tasks effectively.
- Experience in an administrative or office support role.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (TEAMS, Word, Excel, PowerPoint, Outlook) and familiarity with IT equipment setup.
- Ability to take accurate minutes and manage action points
- A proactive and flexible approach, with the ability to work independently and as part of a team.

Desirable

- Experience working on construction or building projects.
- Knowledge of school environments or educational projects.
- Experience arranging catering and managing meeting logistics.

TERMS AND CONDITIONS

- Start date: as soon as possible
- Salary: £14,924 per annum (FTE £33,344)
- One year, fixed term contract
- Part time - 24 hours per week (3 days)
- Term time only- 34 weeks per year
- Contributory pension scheme
- Programme of health benefits
- Free lunch in the Dining Hall during term-time
- Membership of the King's Sports Club



HOW TO APPLY

Closing date: Tuesday 4th March 2025 at 9am

Interview date to be confirmed

To apply for this role, please register your details online via our website www.kcs.org.uk (under useful information / career opportunities). Once you have registered your details with us, you can apply for vacancies by logging into the candidate area using your email address and chosen password. You will be asked to fill an online application form, upload a CV and provide a cover letter.

Please include a covering letter with your application addressed to Mr Dave Navarro, Bursar

CV: Please use the CV to highlight your skills, knowledge and expertise that match the role details, main duties and responsibilities. Your CV should ideally be a single-sided A4 sheet.

Cover letter: Please use the cover letter to explain how your own skills and experiences match the person specification for this role. The cover letter is an opportunity for you to share with us how you are suited to this role, how your skills are transferable to the key requirements, and your relevant life experiences or interests. Your cover letter should ideally not exceed two sides of A4.

Early applications are encouraged; interviews may be staged and we may choose to appoint at any time during the application process.

Arrangements will be confirmed prior to interview, and further details provided. We are happy to reimburse reasonable travel expenses.

We welcome enquiries or questions regarding this position, including about adjustments to be made during the recruitment process: please contact recruitment@kcs.org.uk or telephone the HR department (020 8255 5308) to find out more.



WORKING AT KING'S

Our staff community is welcoming, energetic and vibrant. Within a well-established atmosphere of kindness, cooperation and trust, there is a “can-do” attitude, coupled with high levels of emotional intelligence, good humour and mutual support. The school's reputation for academic excellence and strong pastoral care is built on the dedication and skills of every member of staff.

Professional services staff at King's maintain high professional standards. They work within clearly structured departments but also collaboratively with other departments and with teaching staff. There are termly meetings for the whole support staff, which are complemented by bespoke training sessions. Individual staff members who wish to enhance their professional development are supported.

Whilst there are high expectations of support staff, they receive rewards for their efforts:

- Competitive salaries well above London and national averages
- 25 days' holiday per annum plus English statutory public holidays – 33 days in total (pro rata, where relevant)
- Contributory support staff pension scheme – employees are eligible to join after 3 months' service with a 10% employer contribution / 5%

employee contribution

- Access to BUPA and Aviva employee assistance programmes, and the BUPA healthcare cash plan
- Free use of the King's Club, including access to the swimming pool, gym, tennis/squash courts and group exercise classes
- Free lunch, tea, coffee and other refreshments during term time
- Shuttle buses from Wimbledon station
- Cycle to work scheme
- Fee remission for children of staff (subject to the usual entry requirements and space being available), pro-rata based on hours and weeks worked
- Invitations to school productions, concerts and events during the year

WORKING AT KING'S - STAFF PROFILES



"Since joining King's in 2019, I can say that this is a fantastic school that supports staff, as well as students to their highest standard. There have been many opportunities for me to grow within the IT department. Everyone I have come across at King's has been extremely helpful and welcoming. I feel honoured to work here"

- Mr Dixon
IT Helpdesk Manager



"I joined the HR department here at Kings in 2008 and I can't imagine working anywhere else. My role is varied and I really enjoy that no two days are the same. I feel very privileged to work with so many amazing people in such a beautiful school. Everyone wants King's to succeed and I am often amazed at the camaraderie that everyone shows on a regular basis."

- Mrs Pearson
HR and Training Officer



"Joining King's in 2006, my role as team leader, Science Department, is to oversee the operational functioning of the laboratories. As a team of six technicians our primary remit is to deliver a range of practicals to support teaching excellence across all science disciplines. My career at King's has been rewarding in so many ways but a particular highlight has been the re-design of a modern, multi-functional central prep room - this has transformed the way the team communicate, share our varied skills and manage a busy workload."

- Mrs Danckwerts
Team Leader - Science Technicians



"I've been working at King's College School since 2016. It is an outstanding school that offers our students so many opportunities. Working at King's College School is a great opportunity to gain experience, meet wonderful people and expand your horizons to the world."

**- Mr Laska
Porter**



SAFEGUARDING AT KING'S

At King's, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse, neglect and exploitation, and follow our procedures to ensure that children receive effective support and protection. Child protection forms part of the school's safeguarding responsibilities.

We follow the Merton Children's Safeguarding Partnership procedures and have several policies and procedures in place which contribute to our safeguarding commitment, including our Child Protection & Safeguarding Policy. A copy of this policy is available on our school website: <https://www.kcs.org.uk/safeguarding-at-kings>. The purpose of this policy is to provide staff, volunteers, and governors with the framework they need in order to keep children safe and secure in our school. The policy also informs parents and carers about how we will safeguard their children whilst they are in our care.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Those applying to work at King's will be required to undergo rigorous child protection screening; pre-employment checks include (as relevant to the role and individual):

- past employers (references will be requested for shortlisted candidates prior to interview in line with **Keeping Children Safe in Education**)
- the Disclosure and Barring Service (including a barred list check)
- a prohibition from teaching check
- a Section 128 check (prohibition from management or governance)
- identity checks
- right to work checks
- overseas checks
- verification of qualifications and/or professional status
- fitness to work checks

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.



INCLUSION AT KING'S

King's aims to be a diverse and equitable environment where all staff and pupils feel they belong. The community aims to foster an ethos of social awareness and respect for difference, creating a welcoming and inclusive culture where every member of our community is valued and respected as their authentic self, regardless of difference. Establishing this sense of belonging and community is central to the ethos of King's and is outlined in the 'Inclusivity at King's' statement.

The school has developed a comprehensive equality, diversity and inclusion (EDI) programme that spans all areas of school life, including our wider school community. Our director of EDI oversees our work in this crucial area, working closely with our EDI mentors who support pupils around issues including sexuality, gender and race.

There are a wide range of thriving pupil advocacy and discussion groups who meet regularly, including our African Caribbean society, our East and South-East Asian society, our Pride group, our neurodiversity society, our interfaith discussion group and Her'd, our group for girls. Alongside this, the school holds regular talks and workshops on EDI topics to ensure that inclusivity remains a central part of the daily life at school and is at the heart of all that we do.

Further information about equality, diversity and inclusivity at King's is available on our website at <https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings>

King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.

If you have any support requirements that require adjustments to be made during the recruitment process, please let us know in advance so that any support, aids or adaptations can be put in place to assist you. Examples can include, but are not limited to, a request for extra time, a wheelchair accessible interview room or alternative format of assessment papers such as audible, Braille or large print versions.



LIVING AND WORKING IN WIMBLEDON

Wimbledon is famous for its annual Grand Slam tennis tournament, but that is not the only thing that makes living and working in Wimbledon an attractive proposition.

The area is one of the safest parts of London and provides a wonderful mix of town and Village life. The streets are bustling and lined with bars, restaurants and shops and the charming children's Polka Theatre is situated in the centre of Wimbledon. King's is located on the edge of Wimbledon Common, at the beginning of one of the largest areas of green, recreational space in the whole of London. The Common, which extends to Richmond Park, is home to a 19th century windmill and an Iron Age fort.

One of the best things about working in Wimbledon is its connectivity. Wimbledon station is located in zone 3, approximately 10 minutes from Clapham Junction and 20 minutes from London Waterloo. There are regular trains to numerous destinations, including Kingston, Epsom and Richmond. Wimbledon can also be reached by tube, via the District line, and by tram, which connects to places such as Croydon and Beckenham. King's is also in a convenient location for road users, with its proximity to the A3 providing an excellent link to the M25. There is a morning shuttle bus for staff which runs from Wimbledon Station to the school.

Although property prices are high in and around Wimbledon Village, there are affordable options a little further away. Many staff choose to live in Central and South Wimbledon or Raynes Park, which is a 15 minute walk from King's. Other nearby options include Motspur Park, Worcester Park, Clapham, Tooting and Earlsfield but plenty of colleagues prefer to commute from Surrey, where Esher, Epsom and Ashstead are popular choices.



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