



## **Required for July 2019**

### **Office Administrator**

An Office Administrator is required to become a key member of our office team. It is a full-time role working 0830-1700 Monday through Friday.

King's College School is co-educational and made up of 420 pupils aged 4 – 13 both day and boarding pupils. The Administrator will support the Head and Senior Leadership Team in the organisation and running of the school.  
The job has generous paid holidays and free meals.

Further details and a job description can be found on the School's website – [www.kcs.cambs.sch.uk](http://www.kcs.cambs.sch.uk) under "Vacancies". Application forms should be sent to together with a letter supporting the application to the Bursar.

Alternatively for a job description and application form please contact:

Office, King's College School,  
West Road, Cambridge CB3 9DN.  
Tel: (01223) 365814  
Email: [office@kcs.cambs.sch.uk](mailto:office@kcs.cambs.sch.uk)

***100% Excellent – ISI Inspection 2014/15***

King's College School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects its staff to share this commitment.  
Successful applicants will be subject to an enhanced DBS check.