



KINGS'

SCHOOL • WINCHESTER

Admin Assistant

Grade C £24405 – £25430 FTE (actual £11572 - £12058)

20 hours, 40 weeks (Working pattern to be discussed at interview)

We are looking for an enthusiastic and approachable person to join our excellent school support team.

You will work alongside our wider Admin team of general and specialised administrative staff. At Kings' we recognise and appreciate the invaluable contribution support staff provide, their work is essential to the daily operation and management of Kings'.

The successful candidate will be expected to:

- Demonstrate personal dynamism, energy, and enthusiasm.
- Be organised and a strong communicator.
- Support the SLT and Office admin manager with general admin duties.

Why Kings'?

Kings' is an exciting and rewarding place to be, our pupils are keen to learn and succeed, and consistently show appreciation for their teachers' support and dedication. Our teaching and support staff are committed and hardworking, all believing firmly that we should help pupils be their best. Whether colleague or pupil, all members of the Kings' community live our values and collective morale is high.

Working at Kings' in Winchester, you will:

- Benefit from a supportive, encouraging culture of professional growth and autonomy.
- Be part of our friendly welcoming team – you join our Kings' family who live by our motto, Una Laborantes (Working together).
- Feel valued and recognised for your contributions, whilst being actively encouraged and supported in maintaining a healthy work-life balance.
- Park onsite, at the front of school in a secure accessible car park, equipped with EV charging spaces.
- Work in well-resourced departments, with access to a high-quality library for professional development.
- Feel the benefits of working in the beautiful Hampshire countryside, on a large campus surrounded by greenery and open spaces.
- Staff swimming – free staff swim slots at our indoor heated pool.
- Hampshire County Council benefits also include:
 - Local Government Pension Scheme – with guaranteed benefits
 - Employee Assistance Program – 24/7/365 phone advice, and up to 6 free counselling sessions per year

To see what current staff say about working at Kings' and learn more about our dedication to wellbeing and staff voice, visit our [website](#).

For further information and to apply for this position, please visit our [website](#).





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If you have any questions about the role, application process or life at Kings', please do get in touch to 01962 861 161 or recruit@kings-winchester.hants.sch.uk

We review applications as they are submitted and reserve the right to close this advert and/or interview at any time, therefore, we would encourage you to apply as soon as possible if you are interested in this role.





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Job Description – Admin Assistant

Job purpose, including main duties and responsibilities:

- General office duties including typing, photocopying as well as administrative tasks for the Senior Leadership Team and Office Manager, as required.
- Oversee School hall bookings

Health and Safety

- Liaising with departments to ensure risk assessments are updated
- Supporting the Senior Operations Manager in ensuring Health and safety compliance

Activities Day

- Support in the organisation of Activities Days
- Send out communication to parents as directed by trip leaders, and respond to queries
- Track and collate parental payments and replies, and follow up as necessary

Duke of Edinburgh

- Support the Duke of Edinburgh manager with administrative tasks
- Verify awards on behalf of DofE
- Send out communication to parents as directed by Trip Leaders, and respond to queries

School Photo

- Liaise with photographers
- Prepare a schedule for the event





Person Specification

A Qualifications	
Qualified to GCSE level C or above in Maths.	A/I
B Knowledge and Experience	
Clear understanding of the high expectation of working in an outstanding school	A/I
Good understanding of the role of a Library Supervisor and the important part played in assisting with the education of individuals.	A/I/R
Ability to build strong collaborative relationships with parents, pupils, staff and external stakeholders.	A/I
An understanding of the importance of good practice and reinforcement of good behaviours.	A/I/R
An understanding of the importance of offering excellent support to enhance the educational experience of pupils.	A/I/R
Commitment to safeguarding and promoting physical and emotional health and well-being of young people.	A/I
A proven track record of excellent outcomes in your previous work roles.	A/I
Evidence of an understanding of safeguarding within schools.	A/I
C Personal Qualities	
Demonstrate personal and professional integrity, including modelling the school's mission and values.	A/I/R
Able to build and maintain quality relationships through interpersonal and communication skills	A/I
Efficient and effective organisational skills.	A/I
Ability to build strong collaborative relationships with parents, pupils, staff and external stakeholders.	A/I
Be a consistent and positive role model and be a highly effective and respected ambassador for the school.	A/I
Demonstrate initiative in solving problems.	
D Confidential Reference	
Positive recommendation from all referees, including current employer	R

A = application

I = interview

R = reference

