



The King's CofE Primary Academy

Holden Crescent, Newark, Nottinghamshire, NG24 4HU

Tel 01636 680284

office@kings.snmatt.org.uk

www.kings.snmatt.org.uk

Head Teacher - Sarah Clarke

Deputy Head – Colette Jeffery

DSL- Rachel Baker

Administrative Assistant
Permanent Part Time - Term Time Only
20 hours a week, 8.30am to 12.30pm Monday to Friday

Salary / Hourly Rate
Grade 2/ 3 dependant on experience.
£10,986 - £11,882

We are looking to appoint a confident, enthusiastic, approachable and organised admin/reception assistant to join our office team.

The post holder will be responsible for providing administrative support to the academy, the community and our PTA. This will include front of house duties relating to the reception area, delivering high quality customer service as a positive role model for the children, parents, staff, visitors and stakeholders of the academy.

The successful candidate will have experience of school management information systems such as Scholarpack, Parent Mail, InVentry and Every. A good level of Maths and English is essential and the successful candidate will be competent in using Microsoft office applications.

The King's C of E Primary Academy is an amazing environment to work in with fantastic children and committed staff. The office is a busy environment with responsibility for providing outstanding service to the families of approximately 250 children. It is therefore essential that candidates are of a cheerful, enthusiastic and willing nature, with a sense of humour.

We committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service Check and safeguarding training to ensure their suitability to work with children as well as have a strong commitment & knowledge of safeguarding.

Visits to our academy are warmly welcomed. Please contact the academy's Business Manager, Mrs Sue Ragsdale-Lowe, on 01636 680284 for a convenient time.

Application forms are available via email at recruitment@kings.snmatt.org.uk or through our website <https://www.kings.snmatt.org.uk/vacancies/>

The closing date for applications: 12 noon Wednesday 4th June 2025



Interviews will take place on Friday 6th June 2025