



**Admin Assistant – King's Academy College Park
Permanent**

Salary: Band 3 Point 3 - £22,737 FTE (£9,784 actual)

Hours: Job Share - 18 hours a week term time only. Wednesday 1.00pm- 4.30pm. Thursday 8.30am - 4.30pm. Friday 8.30am - 4.00pm.

Location: King's Academy College Park, Crofton Road, Portsmouth PO2 ONT

Closing date: Friday 31st May 2024

Start date: June 2024

We are looking to appoint an Admin Assistant to join our friendly and dedicated team. The ideal candidate should demonstrate enthusiasm, resilience, initiative, good management, patience and be able to work well in a team.

The successful candidate will have:

- Competence in the use of office based ICT programmes
- Excellent communication skills
- Ensure confidentiality at all times
- Previous experience in working in a busy office environment would be an advantage
- Can work well independently as well as a member of a team
- Ability to prioritise workload and work well under pressure
- Understanding of statutory requirements concerning safeguarding, child protection and health and safety
- Be willing to undertake first aid training to be a designated first aider

The role will include:-

Answering and directing enquiries received by telephone, greeting all personal visitors to the school and checking relevant DBS details and informing the relevant person of their visitor. Monitoring the school's general email account, answer queries and forwarding as appropriate to the relevant person. To provide administrative support to the team e.g. photocopying and filing and to receive and distribute post and deliveries.

King's Academy College Park is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level and any other background checks, will be required prior to any offer of employment.

Please complete the [non teacher application form](#) on our website to apply, these can be returned by hand, post or email to recruitment@kingsacademies.uk. For further information, please contact Mrs Kim Green at King's Academy College Park using the email address above.

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found.