



Admin Officer – King's Academy College Park
Permanent

Salary: Band 5, £8,736 - £9,350 (£24,362 - 26,073 FTE)

Hours: 15 hours per week term time only. Monday & Tuesday 8.00am - 4.00pm (7.5 hours per day, 30 minutes unpaid lunch)

Location: King's Academy College Park, Crofton Road, Portsmouth PO2 0NT

Closing date: Wednesday 7th February 2024

Interview date: Week beginning 19th February 2024

We are looking to appoint an Admin Officer to join our friendly and dedicated office team. The ideal candidate should demonstrate enthusiasm, resilience, initiative, good time management, attention to detail, 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
- Attention to detail and data input accuracy
- Understanding of statutory requirements concerning safeguarding, child protection and health and safety.

The role will include:-

Answering and directing enquiries received by telephone, greeting visitors to the school and checking relevant DBS details and informing the relevant person of their visitor. To provide administrative support to the team e.g. photocopying and filing, including some specific administrative duties to ensure the smooth running of key school events and processes.

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 kim.green@kingsacademies.uk. The full job description and person specification can be found on our website. 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.