



Admin Officer – King's Academy College Park Permanent

Salary: Band 5, £26,473 - 28,239 FTE (£22,858 - £24,383 actual)

Hours: Full time (job shares cannot be considered), 37 hours per week, term time only.

Working pattern options:

Monday to Friday, 7:30am - 3:30pm (3:00pm finish on a Friday) - (30 minute unpaid lunch break)

Monday to Thursday, 7:30am - 4:00pm (30 minute unpaid lunch break), and Friday, 7:30am – 12:30pm

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

Closing date: Midday on Monday 1st June 2026

We are looking to appoint an Admin Officer to join our friendly and dedicated office team. The ideal candidate will demonstrate enthusiasm, resilience, initiative, strong time management, attention to detail, and be able to work effectively as part of a team. They will also be able to manage frequent interruptions, prioritise competing demands, and organise tasks efficiently in a busy office environment.

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 school office environment would be an advantage
- Can work well independently as well as being an excellent teamplayer
- 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 to ensure the safeguarding of our school community. To provide administrative support to the school 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 click [here](#) to apply. For further information, please contact Mrs K 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.