



## Senior Administrator and Office Manager

### About us:

- OFSTED “Good” school (July 2018)
- Exceptional record of staff development
- Positive, happy and uplifting culture and ethos
- Excellent buildings and facilities, including projectors in every classroom, visualisers, and brand new full sized 3G pitch
- Fully comprehensive community school

### The role:

We are looking to appoint a talented office manager to join our school administration team. The successful candidate will present themselves well, have good communication skills, be calm and organised, and willing to be flexible to adapt to the needs of the school. The key purposes of this role are:

- To ensure that an effective and efficient administrative, secretarial and reception service is provided to meet the needs of Kings College Guildford.
- To provide effective and efficient management and oversight of all administrative matters.
- To oversee a consistent, professional and approachable front of house service.

This is a permanent, full time position for 36 hours a week, term time plus one further week (40 weeks per year), required as soon as possible. The pay scale is G-S7 £23,693 - £26,152 per annum pro rata (FTE £27,099 - £29,912 per annum).

Completed applications should be submitted to Teresa Baker either by post to Kings College, Southway, Guildford, Surrey GU2 8DU, or by email to [t.baker@kingscollegeguildford.com](mailto:t.baker@kingscollegeguildford.com).

**Closing date for applications: midday on Tuesday 22<sup>nd</sup> October 2019**

**Interviews: Thursday 24<sup>th</sup> October 2019**

The successful candidate will be required to undergo an Enhanced DBS check.

*“This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to demonstrably share this commitment”.*