



Southway Guildford Surrey GU2 8DU t 01483 458956
www.kingscollegeguildford.com h.cheetham@kingscollegeguildford.com

Job Title: Special Education Needs, Work Experience, and Office Administrator
Location: Southway, Guildford, Surrey
Start Date: September 2025
Contract Type: Part-time, 35 hours per week, 39 weeks per annum
Salary: LPT 6, £25,539 - £27,391 per annum (Actual)
£30,270 - £32,465 (FTE)

We are seeking a highly organised and compassionate SEN/Work Experience/Office Administrator to provide specialist PA support to the SENCOs and contribute to the effective running of the SEND department within a dynamic and fast-paced school environment.

Why join us?

- OFSTED "Good" school (June 2024)
- Exceptional record of staff development
- Positive, happy and uplifting culture and ethos
- Research based approaches to assessment and feedback – co-designed by teachers

About the Role:

- Provide specialist PA support to the SENCOs
- Provide administration support to ensure the smooth running of all SEN and inclusion activities
- Support students and the SEND team by triaging student and parent requests and where possible providing support or referral them on appropriately
- Provide administrative support for the organisation and co-ordination of the work experience process including ensuring appropriate health and safety checks are undertaken

About you:

- Strong Organisational and Administrative Skills
- Effective Communication and Professionalism
- Proactive, Adaptable, and Solution-Focused
- Personal Drive and Commitment
- Reflective and Growth-Oriented

What we can offer:

- A caring and supportive working environment within a vibrant and diverse school community
- Dedicated and hard-working teams committed to helping all children achieve.



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- Excellent networking and career progression opportunities across our collaborative Academy Trust
- Extensive staff benefits including Support Staff Pension Scheme, Employee Assistance Scheme, Free Gym membership at Kings, Cycle to work scheme and free will-writing service.

How to apply:

Please visit the Vacancies page of our school website (www.kingscollegeguildford.com) to download our application form. Completed applications should be submitted to Haruka Cheetham at h.cheetham@kingscollegeguildford.com

For more information, please contact Haruka Cheetham at h.cheetham@kingscollegeguildford.com or 01483 484831 (direct)

Closing date: 10am, 12th May 2025

Safeguarding Statement:

Kings College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Diversity & Inclusion Statement:

We want to attract the broadest range of talented people to be part of Learning Partners Academy Trust. We aspire to have a diverse and inclusive workforce and particularly welcome suitably qualified applicants from a wide range of backgrounds to join our trust.