



School of
CHARACTER



KINGS LANGLEY SCHOOL

LOVE LANE, KINGS LANGLEY
HERTFORDSHIRE WD4 9HN
Tel: 01923 264504
Email: admin@kls.herts.sch.uk

Administrator

Required as soon as possible

Grade: H3-H4

(Actual salary range: £16,891- £18,283)

37 hours per week – Term Time Only plus 10 days.

Hours: Monday to Thursday 8.30am - 4.30pm Friday 8.30am – 4.00pm

Do you want to work in a successful and happy school with access to high quality professional development, supportive colleagues and excellent facilities?

We are seeking to appoint an enthusiastic, innovative, caring and well organised individual to support both our students and our main administration function.

Excellent reception, administration, IT and communication skills are essential as well as an approachable and flexible manner.

The successful candidate, will be working in the Reception of Kings Langley School so a helpful, positive and welcoming approach is an absolute essential.

Closing Date: Monday 31st January 2022 at 9.00am

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check

- Brand new school build completed September 2016
- Good School with Outstanding Features (Ofsted 2018)
- Pupils are well-behaved and courteous (Ofsted 2018)
- Impressive award winning curriculum on character education (Ofsted 2018)
- A commitment to continuing professional development
- A full programme of induction and support for all new staff
- Platinum Arts Mark Status



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Artsmark
Platinum Award
Awarded by Arts
Council England