



Administrator

37 hours per week

Term time only plus 5 training days
Actual Pay £20,257 to £21,908

We are looking for someone to join our first-class Administration Team, who shares our vision supporting staff, students and stakeholders to help the School be efficient, productive and high achieving. The successful candidate will be an enthusiastic, flexible, and talented administrator. This vacancy is the result of a team member gaining an internal promotion.

The King's (The Cathedral) School is a very special place to work, educating children from seven years old through to eighteen. The School has an incredibly strong reputation in the area and is one of a very small number of state Schools that has retained close links to the Cathedral dating all the way back to 1541. The School is heavily oversubscribed, staff retention is very high, and staff will typically choose to send their own children to the School for their education. The School places a real emphasis on students achieving well academically alongside participating in a wide range of sporting, musical and leadership opportunities.

The appointed applicant will be part of a department that has high standards, believes strongly in teamwork and maintains an outstanding level of support for senior leaders, department heads and governors. Training is provided on a regular basis.

Applications are warmly welcomed; the ideal candidate would have experience with Microsoft 365.

Further details and an application form can be obtained from the Vacancies section on our website www.kings.peterborough.sch.uk; or from Mrs J Baker, PA to the Headteacher, by telephone on 01733 915124 or via email at admin@kings.peterborough.sch.uk.

The closing date for applications is **Tuesday 1 July** at noon. Early applications would be appreciated.

We are committed to safeguarding and promoting the welfare of children. This post is subject to enhanced DBS disclosure.