



School of
CHARACTER



- **New school completed September 2016 with additional new facilities coming online in 2023/24.**
- **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**

KINGS LANGLEY SCHOOL

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

DSPL8 Administrator

Salary: H4 (£8,100 - £8,516 actual salary)
1 Year Fixed Term Contract, 15 hours per week, 38 weeks, term time only.

This administration role is based in a Hemel Hempstead school but supports schools across the whole of the area, working in school hours across Tuesday, Wednesday and Thursday.

The role involves organising and minuting meetings, supporting the administration of conferences, courses and managing a database of contacts. Marketing the services available to support children and young people with SEND needs through social media and newsletters is an important aspect of the role.

This is an ideal role for someone who has an attention to detail, enjoys varied tasks and can work independently and confidently using various Microsoft programmes, social media, and financial tracking.

Closing Date: Monday 03 June 2024 at 9am

We reserve the right to interview prior to the closing date of this advert.

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.

