



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](mailto:admin@kls.herts.sch.uk)

### **Gade and Kings Langley Family Support Administrator**

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

Opportunity to provide administration support to a busy friendly team of family support workers. Based at a school in the Chaulden area of Hemel Hempstead but serving schools across Hemel Hempstead.

The role involves interaction with parents and schools, supporting the social media presence of the service, providing support to record information relating to support being offered by family support workers, organising meetings, managing the office environment and financial transactions for the service.

It is a varied position helping family support workers be effective in their role with families. The role will be working during school hours across 3-5 days on a term time only basis.

**Closing Date: Monday 29 April 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.



Artsmark  
Platinum Award  
Awarded by Arts  
Council England

