



Job Description Senior School Administrator

Required: September 2026

Reporting to: Deputy Head (Academic)

Salary: £26,850 per annum

Closing date: Thursday 25th June, 12:00 noon

The Role

The King's School, Gloucester is seeking an exceptionally organised and proactive individual to provide specific administrative support primarily to the Deputy Head (Academic), and comprehensive administrative support to the Academic Staff based in the Senior School.

The successful candidate will bring a passion for education, a solutions-focused approach and an instinct for customer service to the Senior School Office – a small, adaptable and high-performing team that works at the heart of the School to promote all that King's strives to achieve. You will perform a wide range of duties to support the day-to-day operations of the School, and will be a champion of continuous improvement.

This is a role which offers a real opportunity to make an impact. In return, we offer excellent benefits and a supportive, friendly, and professional work environment.

The School

The King's School is one of the dozen oldest schools in the country and has a proud heritage dating back to at least 1087, with a re-foundation in 1541. King's is the Cathedral School in the city of Gloucester, whilst the surrounding county is home to many excellent grammar and state schools, as well as other independent schools. King's is held in high regard amidst this competitive area; our academic, co-curricular and pastoral attainment is second to none. Local media brand SoGlos has awarded King's the title of 'Independent School of the Year' or 'Highly Commended' in every one of the last six years – a feat unmatched by any other local independent school – most recently winning the title in May 2025. Despite the multiple national-scale challenges of recent years, King's has seen its pupil roll growing steadily and parental satisfaction scoring very highly indeed. With careful investment in the campus and facilities, as well as a continuous focus on improving teaching and learning and developing our outstanding pastoral care, King's is now seen as a dynamic, forward-thinking and impressive place to study and to work.

The Department

The Senior School Office is located in the Bishop's Palace, the largest of the Senior School buildings at King's. As the administrative hub of the Senior School, serving over 500 pupils and 100 members of teaching staff, it is a true hive of activity, with a steady flow of traffic and enquiries throughout the School day. In this busy and reactive environment no two days are the same, making it a challenging yet enjoyable working environment for the successful candidate.



Main Duties

- To provide comprehensive administrative support to the Deputy Head (Academic);
- To organise the Deputy Head (Academic)'s diary and emails;
- To take initiative in responding to queries on behalf of the Deputy Head (Academic) where appropriate, thereby empowering them to give their attention to more urgent matters;
- To maintain a collaborative working relationship with the Deputy Head (Academic) to proactively manage joint workload, reviewing the allocation of resources on an ongoing basis;
- To monitor live information on pupil welfare and whereabouts as it comes into the Senior School Office and respond accordingly;
- Answering the telephone, recording accurate messages and distributing to relevant staff, treating confidential messages with absolute discretion;
- To provide administrative support to the academic staff based in the Senior School;
- To provide administrative support for key School events such as pupil reports and parents' evenings;
- To deal with enquiries from parents, staff and pupils in a professional manner;
- Providing cover for the wider administrative team when required;
- Any other duties that may reasonably be assigned by the Headmaster or Deputy Head (Academic).

Personal Profile

- Outstanding organizational and administrative skills with a meticulous eye for detail;
- Able to work under pressure, plan and prioritise own workload with minimal direction and remain professional at all times;
- Friendly and approachable, with outstanding written and spoken communication skills and the ability to put staff, pupils and parents at ease;
- Able to demonstrate a comprehensive knowledge of Office 365, particularly Word, Excel and Outlook (further knowledge of OneDrive and SharePoint is desirable);
- Able to mix easily with persons of all backgrounds and maintain close and harmonious relations with work colleagues at all levels;
- Capable of showing initiative, including the ability to think ahead and work flexibly, adapting to rapidly changing scenarios;
- Prior knowledge of My School Portal and iSAMS would be an advantage;
- Prior experience of working in a fast-paced administrative environment is desirable.

Hours of Work

The Senior School Administrator shall work 8:00am to 4:30pm Monday to Friday, term-time only plus the first and last week of the published School summer holidays, including INSET days.

There may be occasions when extra hours are required, including at evenings and weekends, around busier times such as Parents' Evenings, Open Days or other events. Remuneration will be given for any additional hours worked.



Benefits

- A contributory pension through Aviva APTIS;
- Generous fee remission for children being educated at King's;
- Wraparound care for Junior School children being educated at King's;
- Access to a Doctor for advice and short consultations;
- Staff Wellbeing Programme and Wellbeing Day (additional leave);
- Cycle to Work scheme;
- Various discounts for local services including gym memberships and garages;
- Free access to our Employee Assistance Programme;
- Free lunches;
- Free on-site parking.

Applications

Candidates should apply through TES or by submitting a completed School Application Form and Covering Letter via email to recruitment@thekingschool.co.uk. A CV is not required.

Closing date for applications is **Thursday 25th June at 12:00 noon**. However, early applications are encouraged, and we reserve the right to make an appointment prior to the published closing date if appropriate.

For further information, please contact Mr Harry Fuller on 01452 337337 or via email to recruitment@thekingschool.co.uk.

The King's School, Gloucester is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, satisfactory references from previous employers and eligibility to work in the UK. Applicants must be willing to undergo child protection screening appropriate to the post including a prohibition from teaching check (where appropriate) and, in line with KCSIE, an online search for shortlisted candidates only – this will consist of a Google and social media search. The search is looking for anything that calls into question the candidate's suitability to work with children, or could cause harm to the reputation of The King's School, Gloucester. Any information discovered will be shared with members of the interviewing panel prior to interview. Interviews will be conducted in person, and they will explore candidates' suitability to work with children. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023), which would otherwise mean that certain convictions and cautions are considered 'protected' and would not need to be disclosed to employers, and if they were disclosed, employers could not take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

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