



THE KING'S SCHOOL

OTTERY ST. MARY • DEVON • EX11 1RA • TEL: 01404 812982 • FAX: 01404 815685

Founded 1545 • Headteacher Mr Rob Gammon BSc Hons PGCE NPQH



June/July 2022

Dear Applicant

Thank you for expressing an interest in the position of **Administrator** at The King's School.

The King's School was founded by Henry VIII in 1545 and therefore the school has a long and proud tradition of educating young people in Ottery St Mary and the surrounding area. The school has a strong reputation that is based on high academic performance and an inclusive ethos, ensuring that students of all backgrounds and abilities succeed. The school is an outstanding 11-18 comprehensive school (OfSTED 2011, 2014) with approximately 1120 students on roll and has been oversubscribed for many years. We have a thriving Sixth Form which continues to perform very well. We have a broad curriculum offer pre- and post-16: this allows students to select subjects they are passionate about, and offers a wide range of opportunities for students and staff. We have a rolling programme of investment in the school site with over £2 million of capital projects completed over the last 5 years. As a result, we have a well-resourced and pleasant environment for the whole school community to enjoy.

The experiences of our students reflect our 'Achievement for All' ethos. Students are taught in mixed ability classes in all subject areas (except mathematics) and we believe that this approach supports the development of academic success as well as the strong sense of community and mutual support that is present in the school. We provide extension opportunities for the most able students and continue to see many of them progressing to the best universities and apprenticeships in the UK. We also have an award-winning Skills for Learning team that works alongside classroom teachers, ensuring that those students with additional learning needs are well catered for. Students of all abilities at the school make sustained learning gains during their time with us.

Academic outcomes only give a narrow view of the success of a school. Therefore, The King's School places a strong emphasis on personal, as well as academic, outcomes. We provide outstanding pastoral care and a wide range of enrichment opportunities are available to all students. The house system is an integral part of school life and is reflected in our smart uniform. Students and staff are very proud of their house associations and this provides a platform for a wide range of house competitions and leadership opportunities. The legacy of our sports college designation means that we also have a very strong physical education and school sport offer that caters for students from across the ability range. We run the Duke of Edinburgh award scheme and have a highly successful Ten Tors programme, which is facilitated by a team of committed staff and volunteers. We continue to maintain additional opportunities including school productions, STEM activities, dance performances and an Arts and Technology Evening to name but a few. Student voice is also strong at the school and the School Parliament and Prefects play a very active part in school life.

The school converted to an academy in April 2011 but we still maintain very strong relationships with our local primary and secondary schools. We continue to work alongside local teaching school hubs and multi-academy trusts. We have a number of staff who are actively engaged in supporting other schools in their role as Specialist Leaders in Education, including in PE, PSHE, Science, and Design & Technology.

We are looking to appoint a highly organised and efficient Administrator, who will primarily support the Deputy Headteacher – Curriculum, but will also provide some support to the Headteacher and to

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one/two subject areas. This is an exciting and multi-faceted role; no two days are the same. On the reporting front, we strongly believe in the importance of our parents/carers being able to support their children. In order for this to happen, effective, meaningful and timely reporting is essential. We are therefore looking for an administrator who not only has an eye for detail, but is also a team player and an excellent communicator both on paper and face-to-face. The school census, which is one vehicle by which the school is judged and funding allocated, requires accuracy but also someone who enjoys the challenge of working with others to achieve a deadline.

In addition to the above, the successful candidate will provide some administrative support to the Headteacher. This will take the form of populating the Headteacher's diary at the start of the academic year with important dates and meetings, producing Headteacher Commendations and completing the necessary paperwork for fixed term and permanent exclusions. Attention to detail and excellent diary management is therefore essential to the role.

The role will also provide administrative support to one/two subject areas, which will involve duties such as photocopying, producing resources, communicating with parents/carers and maintaining student information databases. Training will be given in the school's specific IT software, but the successful candidate will need to be able to use Word and Excel confidently, competently and accurately.

We have lively and enthusiastic staff, a number of whom have worked at The King's School for many years. We believe firmly that the most important asset of the school is its staff and we are keen to offer them opportunities to develop. The King's School is in a very fortunate position in that it is located in a beautiful part of the country. It has an excellent reputation in the area and consequently is always heavily oversubscribed for student places. We are very proud of our strong examination results and outstanding OfSTED judgment but are equally proud of the caring, supportive and friendly ethos that exists here whether you are student or member of staff.

We hope you find this information helpful but if you would like further information or you wish to visit the school in advance of an application, please contact Mrs Pocock at recruitment@thekings.devon.sch.uk.

Finally, thank you once again for showing an interest in this post. The King's School is a very special place to study and work. As a parent of three children educated at the school, and someone who lives in the community, I can talk from personal experience of the impact that this school has on the lives of young people. We have very hardworking and supportive staff who enjoy being part of this community and I hope that you will take the time to consider if this school is the right place for you. I wish you well in your application.

Yours sincerely

Mr R J Gammon
Headteacher

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