



Kings
Academy

Believe and Succeed

Data and Exams Office Assistant

30 hours per week, term time plus 15 days (5 days in the school holidays)

9.00 am – 3.30 pm, Monday – Friday

with half an hour unpaid lunch break

There is some flexibility on the above times, and a job share would be considered.

Grade 13 £25989 - £28142 per annum pro rata

Actual Starting Salary £18970

We are seeking to appoint an enthusiastic and meticulous professional to work within our Exams and Assessment Department at The Kings Academy. The successful candidate will have excellent communication and interpersonal skills and a keen eye for detail and accuracy. You will be highly organised, a team player and have the ability to work on your own initiative.

Candidates will need to demonstrate the following:

- High level of attention to detail
- Experience of administrative processes and procedures
- High level capability in the use of IT packages, particularly Excel. Experience of working with educational software such as Bromcom is desirable but not essential as full training will be provided
- Excellent organisational skills
- Ability to work in a fast-moving environment, often with conflicting priorities
- Ability to organise effectively and to meet deadlines
- There will be a requirement for candidates to start at 8.00 am during busy examination periods

What we can offer:

- Professional induction, training and continued professional development opportunities
- Staff benefits including reduced leisure centre membership and cycle to work scheme
- A staff assistance programme with specialist provider, CareFirst who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family
- Exciting opportunities as part of a growing multi-academy Trust
- Local Government Pension Scheme with a generous employer contribution in excess of 20%, subject to pension eligibility criteria

Closing date: Monday 5 January 2026 – 8am

Interview date: TBC

To apply for this position, please complete a support staff application form, (which is available on our website), together with a letter of application for the attention of Mrs J Cowper (Head Teacher). Your letter should be no more than two pages of A4, detailing your experience to date and why you are the best candidate for the position. Completed applications should be returned by post or by email to jobs@kowessex.co.uk

This post requires a criminal background check via the Disclosure Procedure

A: Kings Academy, Station Road, Cheddar, Somerset, BS27 3AQ

E: office@kowessex.co.uk | **W:** www.kowessex.co.uk | **T:** 01934 742608



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Wessex Learning Trust



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