

We are recruiting!

School Administrator & Clerical Support Post

Kingswode Hoe School is a welcoming, positive and supportive special school environment for pupils aged 5-16 years with Moderate Learning Difficulties (MLD) and complex needs.

We encourage pupils and staff to GROW!

We are looking for an enthusiastic, flexible and well-motivated support staff member to join our admin and finance team in our special school and Trust.

This is a fantastic opportunity to be part of a dedicated, pupil-centred and forward-thinking staff team within a school judged as **'Strong Standard'** in all areas.

It is an exciting opportunity to develop your skills and experience. We believe in sharing best practice and provide excellent, informative training and supportive mentoring to be able to have a positive impact on pupil learning and outcomes straight away.

About Us...

- ✓ Our pupils are eager to learn- *"Behaviour is a strength at KHS"*
Challenge Partner Review
- ✓ We have a skilled, diverse, team with expertise and experience in MLD, SLD, SEMH, Primary, Secondary and GROW settings, who actively share best practice and welcome innovation and new ideas.
- ✓ We encourage professional growth with time allocated as part of working hours for ongoing training needs.
- ✓ Variety- no two days are the same!
- ✓ We put pupils at the heart of our decision making.
- ✓ We are lucky to have specialist facilities, high quality resources, working environment and staff spaces.

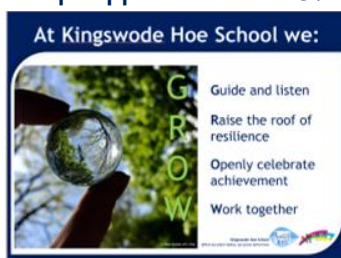


About you...

- ✓ Able to create a positive, professional and welcoming first impression and environment for parents, carers and visitors
- ✓ Skilled and sensitive in communication with school staff, parents and carers, external organisations and all stakeholders
- ✓ Able to work flexibly and prioritise tasks
- ✓ Able to adapt approaches and understand different points of view
- ✓ Confident, patient and capable- able to work individually as well as collaboratively
- ✓ Confidential, discreet and aware of GDPR at all times
- ✓ Experience with **Finance Administration, First Aid and EHCP process an advantage**

If this is you, we welcome your application-
Come and see what you can bring to our special school!

SEAX Trust application form must be completed -
available on the school website, or from school office.
We cannot accept applications via CV only.



SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

KEY INFORMATION

Required: ASAP

SALARY: Scale 4 (Points 8 - 9)

FTE range £27,709 - £28,153 pro rata;
Actual Salary from £20,865
(Point 10 under 5 years' service)

WORKING HOURS: 8.30am-3.30pm
(includes 30 min break) 32 hours 30 mins
5 days per week, Term time only

Closing date: Thursday, 1 October 2026

Applicants must have English and Maths qualification, at least GCSE grade C, or equivalent.

*We reserve the right to close this vacancy early if we receive sufficient applications for the role.
Therefore, if you are interested, please submit your application as early as possible.*

Kingswode Hoe School
What we plant today, we grow tomorrow

