



# Seven Kings School

Friendship Excellence Opportunity

## School Receptionist / Admin Assistant

Starting as soon as possible

**LBR 4 point 7 - £23,092 pro rata - Term Time**

Dear Colleague,

Thank you for your interest in our school and the post of School Receptionist / Admin Assistant.

### Seven Kings School

Seven Kings School is a successful all through school in the London Borough of Redbridge, with a strong local and national reputation. We are a mixed, multi-ethnic community school providing high quality education to local children of all abilities. All staff contribute to our vision in creating an all through school which is a model of exceptional practice for all of our community and beyond. There are approximately 2230 students on roll, 500 of these in our dynamic Sixth Form which brings together outstanding learners from across East London (50% of our Sixth Form) to join our own students and is an exciting place to study. The school is always oversubscribed and enjoys strong support from parents and governors. We are a 'harmonious school' with an excellent learning environment and exemplary behaviour.

Outcomes are consistently high in all phases and were once again excellent in 2023, placing us as one of the best state schools in the country. We are always oversubscribed and we were recently reaccredited World Class School status and are one of the Mayor of London's Schools for Success.

**2019: GCSE 71% Grade 5+ English and Maths, 82% Grade 4+ English and Maths, with a P8 score of +0.83 and A-level**

**2023: GCSE 77% Grade 5+ English and Maths, 88% Grade 4+ English and Maths, with a P8 score of +0.92 and A Level 77% A\*-C.**

In our last OFSTED inspection in September 2018 we were judged to be outstanding, it reports on the 'unwavering focus...leaders leaving no stone unturned.... exceptional teaching.... of awe and wonder'. It is a joyous read; this is a school where students want to learn and relationships are excellent and behaviour is exemplary. We are proud to run a successful provision which integrates students with physical disabilities into mainstream education.

Seven Kings is a vibrant and fulfilling place to work with excellent opportunities for personal and professional development. We are proud of our induction and support programmes for all teaching staff and our high quality continuing professional development opportunities. Staff retention rates are high. The Seven Kings Learning Partnership is a thriving partnership of 24 schools providing exciting opportunities for staff development which is at the heart of our continuing success. We support schools in raising standards and we are committed to educational innovation. The school is regularly involved in local and national initiatives, all of which offer opportunities to our staff to enhance their professional development and develop their career at whatever stage.

## **School Office Team**

### **What we are looking for**

We are looking for a committed and enthusiastic practitioner to join our school office. We have an inclusive ethos that embraces our motto of friendship, excellence and opportunity so it extends to all our students and staff. You will join our office team being one of the first points of contact for our school. You will also provide admin support to staff as required.

The candidate should have excellent communication skills and be able to work with professionals, parents and students. It is important that you should be able to work in a sensitive and confidential environment.

We are looking for a candidate who is eager to develop this role and we welcome applications which will ensure we are continuing to diversify our staff and leadership, we are committed to equal opportunities. The right candidate can make something of this role and help lead the school further in its development and we are excited by this prospect.

### **What we offer**

The role of School Receptionist / Admin Assistant is a highly rewarding one which includes working with professionals to develop their career and to meet the needs of our students so that they can fulfil their potential in a caring environment. We are proud of our inclusive school and we believe our personalised care of our students is why we are outstanding. The right candidate will be an integral part of our school.

### **An Opportunity**

This is a great opportunity for an enthusiastic, creative and well-qualified candidate who is keen to work in a successful school and beyond, that will provide great support and encouragement. This is a fantastic job; learning with great colleagues in a school where we are committed to the whole child and their learning and nurturing of our staff.

We hope that you will decide to pursue your application and that you will consider a future with us. Seven Kings School is a self-confident and ambitious school, we are rightly proud of our place at the heart of the community and this is and will remain our focus.

We look forward to hearing from you.

Please visit our web site to find out about our work at Seven Kings: <http://www.sevenkings.school/>

**Jane Waters**

**Executive Headteacher**