



King's Academy Easthampstead Park

It takes a whole community to raise a child.

Finance Support – Fixed Term Maternity Cover Required from 3rd September 2025 for the duration of the Maternity Cover

The contract is for a maximum of one year or until the end of the maternity leave - whichever is sooner.

KGA05-6 to 9 (starting on KGA05-6 incrementing each April) £16,456 actual salary including London Weighting and Holiday Entitlement (FTE £26,358 / £13.66 per hour).

27.5 hours per week, Monday to Friday, 10am to 4pm, term time only. We would be happy to discuss hours for the right candidate.

We are seeking to appoint an administrator to provide support within the Finance and Personnel Team.

The successful candidate will assist with all administration associated with trips and visits, communicating with parents as required. They will also be the first point of contact for students visiting the department and will assist with their queries. General administration and finance support will be undertaken as directed.

You will need to demonstrate the utmost integrity and have a positive, warm personality.

Previous experience of working in a busy administration/office environment is essential. Previous experience of working in a school/learning environment is desirable. We believe in setting the highest standards in all areas of school life and are looking for a dedicated and purposeful individual who wants to be part of and enhance our strong team.

King's Academy Easthampstead Park is a co-educational, community comprehensive serving Bracknell South. As a school we strive to give our students every opportunity to be happy, healthy and successful. We aim to deliver the best quality teaching and learning in a school where staff and students have respect and pride in themselves, their school and their community.

We work with our students to develop their aspirations and talents to achieve their full potential in a safe, caring and supportive environment. We have a friendly and supportive staff who enjoy working with a student body that fully reflects our community. King's Academy Easthampstead Park, values diversity and promotes equality.

Should you require any further information, please telephone our Personnel Officer on 01344 390826 or email recruitment@kgaeasthampstead.uk.

**Closing: 9am on Friday 11th July 2025
Interviews to be held: Tuesday 15th July 2025**

Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment.

Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues or concerns that may come up during the search at interview.



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