



**KING ETHELBERT
SCHOOL**



SCHOOL ADMINISTRATOR START DATE: JUNE 2026

Registered Office: King Ethelbert School, Canterbury Road, Birchington, Kent CT7 9BL
T: 01843 831999 | E: mail@kingethelbert.kent.sch.uk | W: www.kingethelbert.com

Coastal Academies Trust: a company limited by guarantee Registered in England: Company Number: 07552665



**KING ETHELBERT
SCHOOL**

SCHOOL ADMINISTRATOR

Required June 2026

Salary: Grade 5 (£25,402 - £26,672) pro rata per annum

Actual: (£22,608.28 - £23,738.61)

Term Time Only + One week

Hours: 08.00 am - 4.30 pm

(4.00 pm finish on Friday)

We are looking for an enthusiastic School Administrator to join our fantastic school team. This is an excellent opportunity for someone with a genuine desire to work in a busy environment within a small yet friendly and hardworking team. You will be based in main reception, alongside our other school administrator, and will be the first line of contact for parents and visitors calling in at the school, as well as main contact for staff during school hours. It is essential that you have a professional, courteous and respectful style of communication at all times, as well as an understanding of the importance of 'Child Protection and Safeguarding' issues when working on a school reception. In addition to general reception duties, you will assist in a variety of administrative tasks to support the wider staff team.

King Ethelbert School is rated "Good" by Ofsted and is very popular, being oversubscribed for several consecutive years. We are part of the Coastal Academies Trust which is made up of a grammar school, three Thanet high schools and two primary schools. All of these schools operate independently and have unique characteristics but good practice is shared helping to drive forward standards at every level: our mission is to make Thanet the centre for excellent education. In the sixth form we offer the exciting International Baccalaureate Career-related Programme (CP) which has brought the school international recognition.

King Ethelbert School is committed to safeguarding and promoting the welfare of children. The post is subject to safeguarding checks including an Enhanced Disclosure application to the Disclosure and Barring Service and in accordance with the requirements of Keeping Children Safe in Education (2025), King Ethelbert School will undertake an online search via social media platforms of publicly available information concerning all short-listed candidates.

Should you require any additional information please contact Laura Pease, PA to the Headteacher, via personnel@kingethelbert.kent.sch.uk, or on 01843 831999.

More information about our school can be found by visiting www.kingethelbert.com.

Please apply as soon as possible but not later than 9am on Tuesday 12th May 2026

We are keen to appoint so we may progress with interviews prior to this date to secure the right person for this post.

King Ethelbert School

Canterbury Road, Birchington, Kent CT7 9BL

01843 831999

mail@kingethelbert.kent.sch.uk



Dear Applicant

Thank you for your interest in a position at this school.

You are invited to apply for this position by completing the application form and include an accompanying letter in which you outline the reasons for your interest in this post, and the experiences you have which equip you to undertake this position successfully.

King Ethelbert is a mixed non-selective school of approximately 900 students. In the context of Thanet (Margate, Broadstairs and Ramsgate), it is one of the most popular non-selective schools each year, filled with first-choice students and long waiting lists for each year group. We have a wide range of abilities studying with us, including some students who have passed the Kent Test but want to be at their local school where they can be equally successful; such is our reputation. We were last visited by Ofsted in June 2024 and were again rated Good with the school receiving some extremely positive feedback. Particular strengths identified by Ofsted were; the positive relationships between staff and students, the school's high expectations for pupils' behaviour and the broad and ambitious curriculum delivered to all pupils.

The school's outcomes are strong consistently, but we are determined to ensure that we do not compromise the curriculum or breadth of educational experience that we offer, in order to achieve a positive Progress 8 score or increase Attainment 8. We want all of the students to be happy, confident and successful during their time here with us and use our ASPIRE values so that students know how to be successful in school.

King Ethelbert was one of the first state schools in the country to offer the International Baccalaureate Careers-Related Programme in the sixth form because it is the best post-16 educational offer in the world. We are a lead school for the IBCP and support many other schools in Kent, as well as welcoming visitors from across the world to see what the IBCP does for our students and how we can share good practice internationally as well as locally.

King Ethelbert School is committed to safeguarding and promoting the welfare of children. This position is, therefore, subject to an enhanced Disclosure and Barring Service (DBS).

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Please apply as soon as possible but not later than 9am on 12th May 2026

Tom Sellen
Headteacher



Job Description

Post title:	School Administrator
Responsible to:	Administration Manager/HT's PA
Core purpose:	To provide a high quality reception and admin service as part of the Administration Team

Main responsibilities:

- First point of contact for visitors to the school, extending a warm welcome to callers - including parents, visitors, contractors and delivery staff.
- To receive all incoming telephone calls to the school, ensuring that all messages are forwarded efficiently to the intended recipient.
- Issuing passes and lanyards to visitors, ensuring that visitors are signed into the school using the Inventory system and checking DBS information for visitors.
- To ensure that visitors do not enter the school unaccompanied and without authorisation.
- To use the school communication app MyEd on a daily basis; sending parent texts/emails/letters home via the app.
- Organisation and administration for all parent consultation days, subject evenings, progress evenings for individual year groups etc. coordinate with HOY and arrange using School Cloud system, liaise with site team re. set up, refreshments etc.
- Minute and distribute staff briefing notes once a week.
- To be responsible for keeping up to date FSM (free school meals) register, daily liaison with KCC and parents and updating via SIMs and government website as necessary.
- Undertake reprographics as required.
- Class Charts - inputting onto behaviour logs, answering queries from parents as necessary.
- Uploading posts to Facebook and Instagram, as necessary.
- Provide administrative support for Year 9 options process.
- To be responsible for various aspects within administration, including undertaking word processing tasks for the wider staff as necessary.
- Maintain and update school information (SIMs)
- To arrange and keep details of official and other meetings held within the school with staff and liaise with external agencies as required.
- To ensure that the reception area is kept current, tidy and inviting at all times.
- To undertake hospitality for staff and meetings, as required.
- To participate in the school's annual system of performance management.
- To be aware of and comply with school policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing.
- To contribute to the overall work/aims of the school supporting the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
- To be alert to the health and safety of the working environment and to advise any health and safety concerns to the Business Manager.
- To undertake any other reasonable duties as may be required by the line manager or headteacher.

Job Description

Safeguarding:

- To follow school policies and procedures especially those relating to child protection and health and safety, reporting all concerns to the appropriate person.
- Help to create a school culture where students feel safe and that they can approach any member of staff with problems or concerns.
- Identify students who are at risk of harm, and know how to recognise the signs of abuse or neglect.
- All staff undertake regular safeguarding training and must be aware of the most up-to-date version of 'Keeping Children Safe in Education'.

Essential Skills:

- A real passion for working within an education environment and an understanding of the needs of a school admin team.
- Excellent interpersonal skills.
- Excellent organisational and time management skills.
- Microsoft Office skills.
- Ability to work under pressure.
- A good standard of general education including English and Maths at Grade 4 (C) or above, or equivalent
- The ability to administer first aid (training provided, if necessary).

Desirable experience:

- Experience of utilising SIMs (School Information Management System)
- Previous experience of working in a school
- Previous experience of working with young people
- Ability to relate well to young people and adults and respond appropriately



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Employee Benefits

**Click here
for
prospectus**



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