



King's Academy Easthampstead Park

It takes a whole community to raise a child.

PA to the Head of School and Leadership Support

KGA06 Points 9-13 - actual £24,171 to £27,391 per annum, including London Weighting and Holiday Entitlement (FTE - £28,069 - £31,773) – **2025 pay award pending**

The core 37 hours will be worked across Monday to Friday between the hours of 8am and 6pm as required by the Head of School. This is a term time plus 2 INSET days as directed (this Academic Year 2nd September 2025 and 5th January 2026) and the equivalent of 3 days outside core hours (22.5hrs) for Social Media monitoring.

We are looking to appoint a Personal Assistant to the Head of School who will also support and work closely with the Deputy Headteacher and the wider members of the Leadership Team.

This is a high-profile post which involves a variety of activities relating to the day-to-day running of the school. Applicants will need to be highly efficient, able to take responsibility and enjoy exercising initiative. 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 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. There is a strong sense that the school is moving forward and we believe that this is an exciting time to join us. King's Academy Easthampstead Park, values diversity and promotes equality.

Our vision is to deliver a school judged as outstanding, that lives up to its values and beliefs. Our sense of community is built around the quality of relationships between staff, students and parents with the emphasis on respect and pride.

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

Closing: 9am on Thursday 17 July 2025

Interviews: Tuesday 22 July 2025

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced Disclosure and Barring Service check will be undertaken.



Ringmead, Bracknell, Berkshire, RG12 8FS

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info@kgaeasthampstead.uk

Headteacher: Mrs Liz Cook MA, BA(Hons) FCCT