



**Portway, Wantage, Oxon, OX12 9BY**

**Acting Headteacher:** Jonathan Smart

No on roll: 1860 Sixth Form: 330

**Graded Outstanding by Ofsted (Feb 2011)**

## **Resources Administrator**

We are wishing to recruit as soon as possible a Resources Administrator for 25 hours per week during term time. Hours will be between 8.00 a.m. and 4.30 p.m. The salary is Grade 4 Point 11 (full time equivalent £15,807) pro rata to reflect hours and the term time nature of the post (£8,895.55).

Under the direction/instruction of the Line Manager, the successful candidate will provide general clerical, administrative and resource support to the academy.

An application form and further details can be downloaded from <http://www.kaacademy.org/about-kas/work-with-us/> or contact Christine Hill on 01235 225700. Completed application forms should be e-mailed to [vacancies@kaacademy.org](mailto:vacancies@kaacademy.org) to arrive by 9.00 a.m. 3<sup>rd</sup> May 2018.

King Alfred's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All staff will be expected to promote fundamental British values.

