



School of
CHARACTER



- **New school completed September 2016 with additional new facilities coming online in 2023/24.**
- **Good School with Outstanding Features (Ofsted 2018)**
- **Pupils are well-behaved and courteous (Ofsted 2018)**
- **Impressive award winning curriculum on character education (Ofsted 2018)**
- **A commitment to continuing professional development**
- **A full programme of induction and support for all new staff**
- **Platinum Arts Mark Status**

KINGS LANGLEY SCHOOL

LOVE LANE, KINGS LANGLEY
HERTFORDSHIRE WD4 9HN
Tel: 01923 264504

Email: admin@kls.herts.sch.uk

SEN Administrator

Temporary Position Maternity Leave Cover

30 hours per week – 38 weeks per annum

Grade H3

Salary range £14,629 - £14,895 (Actual salary)

Hours: Monday to Friday 9.30am to 2.30pm

Do you want to work in a successful and happy school with supportive colleagues, high quality professional development and excellent facilities?

We are looking to appoint an experienced administrator to work within our Learning Support Department.

Excellent Administration, IT and communication skills are essential as well as an approachable and flexible manner.

Closing Date: Monday 30 October 2023 at 9am

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.

