



Kings
Academy

Believe and Succeed

Operations Assistant (Receptionist)

37 hours per week, term time plus five days

Required for September 2026

Monday 8.30am – 4.00pm, Tuesday, Wednesday, Thursday 8.30am – 4.30pm, Friday 8.00am – 4.00pm

With a half hour unpaid lunchbreak each day

Scale 14 £25185 - £25989 per annum pro rata

Starting Salary £21566

We require an exceptional person to join our team. The successful candidate will be flexible, reliable, patient, discreet, good-humoured, and committed to the well-being of students at our Academy. The ideal candidate will have an excellent telephone manner and administration skills. You must be friendly, professional and approachable.

You will have experience of working in a busy environment, with the ability to handle many tasks at the same time. You will be the first line of contact for both telephone calls and visitors to the Academy, providing a warm welcome to visitors.

Candidates will need to demonstrate the following:

- Ability to work in a fast-moving environment, often with conflicting priorities
- Excellent written and communication skills
- The successful candidate will be a key part of the first aid team, training will be given
- Outstanding interpersonal skills and the ability to communicate with staff, students, parents and our community, using tact and discretion to ensure a professional response
- Competent at using Microsoft Office suite of applications
- Able to work efficiently under pressure whilst always maintaining calm and professional manner
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What we can offer:

- Professional induction, training and continued professional development opportunities
- Staff benefits including reduced leisure centre membership and cycle to work scheme
- A staff assistance programme with specialist provider, PAM who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family
- Exciting opportunities as part of a growing multi-academy Trust
- Local Government Pension Scheme with a generous employer contribution, subject to pension eligibility criteria

Closing date: Monday 29 June 2026 – 8.00 am

Interview date: TBC

To apply for this position, please complete a support staff application form, (which is available on our website), together with a letter of application for the attention of Mr D Wiltshire, Headteacher. Your letter should be no more than two pages of A4, detailing your experience to date and why you are the best candidate for the position.

Completed applications should be returned by post to the HR Department or by email to jobs@kovessex.co.uk

The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and will be required to undertake an enhanced Disclosure and Barring Service Check.

A: Kings Academy, Station Road, Cheddar, Somerset, BS27 3AQ

E: office@kovessex.co.uk | W: www.kovessex.co.uk | T: 01934 742608



Part of the
Wessex Learning Trust



POSITIVITY



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