



# King's Academy Oakwood

## Primary P/T Receptionist/Admin. Assistant

**For September 2026**

POST TITLE:	Part time Receptionist / Administration Assistant
SALARY:	KGA/PCC Band 1, Points 1-2 £24,454pa pro rata plus £729pa Outer London Fringe, pro rata Actual gross salary (inc. OLF) £15,909.50pa
CONTRACTUAL ARRANGEMENTS	38 weeks per year, 27.50 hours per week, Monday to Friday (8.00am-1.30pm) Term time only (plus 2 days)
START DATE:	September 2026

Could you be our new part time Receptionist/Admin Assistant at King's Academy Oakwood?

We are looking to appoint an experienced, efficient, flexible, friendly and reliable person to help manage the smooth running of the reception area at King's Academy Oakwood, providing front facing and administrative support to the leadership and teaching teams.

You will need to have a good telephone manner and be able to deal sensitively with a range of students, parents, visitors and outside agencies. We would expect the successful applicant to demonstrate accurate typing skills, have the ability to multi-task whilst remaining calm under pressure and show a willingness to contribute to the wider life of King's Academy Binfield and King's Academy Oakwood. Having working experience within an educational setting would be a distinct advantage.

Our all-through school opened in a superb new building in September 2018 and we have grown year on year. In addition to the secondary phase, we also have two primary phases set across two sites, King's Academy Binfield (KAB) and King's Academy Oakwood (KAO).

From September 2023, we had students from year N to year 6 in primary and year 7 through to year 11. Our new 6th form provision, KAB6, opened in September 2023, we had our first cohort of year 13 students from September 2024.

The post is for 27.5 hours per week (term time only plus 2 days). Hours of work will be 8.00am – 1.30pm, Monday to Friday.

KAB and KAO are part of the King's Group Academies MAT led by a team of former and current Ofsted 'outstanding' head teachers and Her Majesty's Inspectors (HMI). Please note the link to King's Group Academies Vision and Mission:

<https://www.kingsacademies.uk/page/?title=Vision+and+Mission&pid=14>

King's Academy Binfield and King's Academy Oakwood are committed to safeguarding and promoting the welfare of children and young students and expects all staff to share this commitment. The successful applicant will need to undertake an Enhanced DBS check.

If you require further information or wish to have an informal conversation, please do not hesitate to contact Amber Walker, HR Coordinator/Office Manager via email; [amber.walker@kingsacademies.uk](mailto:amber.walker@kingsacademies.uk) or phone 01344 306983.

## **Application Process**

For full details and an application form, please download directly from our own website: [www.kgabinfoield.uk](http://www.kgabinfoield.uk), Indeed or by contacting Amber Walker, HR Coordinator, at [amber.walker@kingsacademies.uk](mailto:amber.walker@kingsacademies.uk)

Completed application forms should be submitted to Amber Walker, HR Coordinator, at the email address given above or by post to: King's Academy Binfield, St George's Park, Binfield, Bracknell RG42 4FS **by 9am on Monday 6<sup>th</sup> July 2026.**

***Please note that all applications will be considered upon receipt, therefore an early reply is recommended. We reserve the right to close the advert early should the right candidate apply.***