

November 2024

Dear Candidate

Thank you for your interest in our permanent, part-time Sport and PE Department Administrator role at King Edward's School, Bath.

We wish to appoint an enthusiastic and efficient Administrator to provide effective administrative support to our busy Sport and PE Department. This exciting role will involve taking registers, booking pitches, coaches and other facilities as well as involvement in the coordination of key events, such as Sports Day, trips, tournaments and tours. The successful candidate will need to possess excellent communication skills and be proficient in Word and Excel.

The role will be 30.5 hours a week, Monday to Friday for 36 weeks a year, with flexibility in respect of the working pattern. As this role is part-time, the actual annual salary will range from £15,706 to £15,959 and will be dependent upon experience and qualifications.

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo safeguarding screening, which includes successful clearance of an enhanced DBS check, receipt of satisfactory references and a pre-employment health questionnaire.

I hope that you find the supporting job description informative and pursue an application. The closing date for this vacancy is **8.30am on Monday 25 November 2024** and completed application forms need to be sent to our HR Department via their email address [HR@kesbath.com](mailto:HR@kesbath.com).

Yours sincerely



Tom Davies  
Bursar & Chief Operating Officer