School Administrator (term time only, 0.83 FTE)

King's College London Mathematics School

- Full time salary £28,821 – £31,197 prorated, depending on experience and qualifications
- 5 days a week, 40 hours per week during term time only.
- 1 year fixed term (with possibility of extension)
- Start date: 1st September 2026

Job pack contents:

- Application procedure
- Information about King's College London Mathematics School, and the post;
- Job description;
- Person specification.

Application Procedure

Thank you for your interest in King's College London Mathematics School.

Should you wish to apply for this position please send the following:

- A completed application form, and
- An Equality and Diversity reporting form

Links to these documents can be found on our website.

Applications should be made electronically in Word or PDF format by email to KCLMSvacancies@kcl.ac.uk

Enquiries about the role may be made to Tanya Waddingham, Business Manager, at KCLMSvacancies@kcl.ac.uk

Closing date: 12pm Friday 14th August 2026

Date for interviews: Interviews will be held by appointment during the week beginning 17th August, though we reserve the right to interview candidates as applications are received.

Please advise your referees that they may be contacted and asked to provide a reference at short notice.

King's College London Mathematics School (KCLMS)
https://www.kingsmathsschool.com/
King's College London Mathematics School is for students with a particular aptitude and enthusiasm for mathematics, and aims to widen participation in mathematical degrees and careers at the very best institutions. The state-funded school was opened in September 2014 by King's College London, and since then its students have consistently achieved unparalleled attainment and progress through A Level results that have established the school as the top performing school in the country. Following the school's success, maths schools are now being opened by universities across the UK. The school was recently awarded State Sixth Form School of the Decade by The Sunday Times.

The curriculum
Our aim for the curriculum is for it to not only ensure excellent progress and attainment at A-level, but also to prepare students for successful further study and careers in the mathematical sciences.

All students at the school take Mathematics, Further Mathematics and either Physics or Computer Science to A-level, and Economics or Physics to AS-Level. They also take part in an extended curriculum that develops research, independence, literacy and communication skills, and that encourages the development of interests and of a healthy lifestyle. The school's educational ethos involves supporting students' future fulfilment by enabling confident self-expression both within and without our curriculum.

Students are prepared throughout their time at the school for the most challenging qualifications at sixth form level, including the STEP (Sixth Term Examination Paper, set by the University of Cambridge). They are also prepared to enter the many individual challenges and team competitions that are available in mathematics, physics and computer science.

The link to King's College London
King's College London is one of the top 10 universities in Europe (*Times Higher Education World University Rankings 2023*) and the fourth oldest in England. It is the sponsoring organisation for KCLMS, and the university maintains strong strategic and operational links with the school. Strategic oversight is provided by the university through the school's governance structures, and academics from the faculty of Natural, Mathematical and Engineering Sciences interact with KCLMS students by teaching extension programmes and mentoring groups of students working on extended research projects.

Site and Size
The school is located on Lambeth Walk, near to the Imperial War Museum and a short walk from King's College London's Waterloo campus. The school is currently growing its capacity from150 to 220 students across Years 12 and 13 over the next two years and will be op

Admissions Policy
KCLMS operates a selective admissions process involving an admissions test and interview.

The school is committed to recruiting a significant proportion of students from socially and financially disadvantaged backgrounds, and to an outreach programme to further this objective.

Outreach
KCLMS aims to be a centre of excellence for the teaching of mathematics and its applications. The school supports high-attaining students across London, and in particular those who come from more challenging backgrounds, to develop their mathematical skillset, and also works with teachers to provide professional development around the teaching of Mathematics and Further Mathematics A Levels.

School Administrator

King's Maths School is seeking an enthusiastic and capable individual to undertake this role.

The School Administrator will report to the Administration Manager and work with several members of the support team.

They will assist the Administration Manager by staffing visitor reception as well as managing emails to the school's primary email address and the admissions mailbox, responding to telephone enquiries, keeping the buildings tidy, assisting with general clerical tasks such as photocopying and proactively identifying and reporting required maintenance.

They may be requested to support the Finance team with tasks such as entering bank payments into Bankline, entering invoices into the accounting system and filing invoices; no previous experience of this type of work is required, training will be provided.

The role will assist the Outreach & Student Administrator with staffing the student reception. Duties include ensuring students are registered throughout the day and following up on absences, and proactively identifying and reporting required maintenance in the main school building.

Working hours are 40 hours per week, 8 hours per day with the preferred working hours between 08:00 – 16:30 Monday-Friday, with exact hours to be agreed with the successful applicant and to also ensure that reception is adequately staffed. This is a term-time only post.

This post is an exciting opportunity for an individual who enjoys multi-tasking and working across a wide range of functions. You would work with passionate staff and teachers delivering one of the most exciting and successful educational visions in the UK! The successful applicant should have good organisational and time-management skills, and the ability to prioritise their workload to ensure that deadlines are met, as well as to work autonomously and take initiative. Excellent communication skills and attention to detail are also essential requirements.

Why work for King's Maths School?

At King's Maths School we are proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Benefits include:

- Being part of a small, knowledgeable and fun team.
- Family leave benefits that are better than the industry standard, including for adoption and surrogacy.
- A cycle to work scheme.
- Access to King's College London's research and learning facilities.
- Opportunities to attend a range of cultural events for free as part of our cultural programme.
- A progressive staff wellbeing policy.
- Membership of the generous local government pension scheme, subject to contributions by the employee on a tiered scale.

Job description

Post title	School Administrator
Responsible to	Administration Manager

Role outline
To support the Administration Manager with staffing the student and visitor receptions, record student attendance, and to help with other administrative tasks required for the smooth running of the school.

Responsibilities

Support for the Administration Manager

- Staff the main school reception, acting as the first point of contact for visitors to the school; ensure that all visits are compliant with KCLMS Safeguarding Policies.
- Receive deliveries (parcels and post), delivering to or informing staff where appropriate.
- Answer the main school telephone and emails to the school's primary email account as well as the admissions mailbox.
- Keep the school buildings tidy and storage areas well-organised.
- Assist with maintaining records of student and staff laptop inventories, liaising with KCL if repairs are required.
- Assist the support team and teaching staff making purchases on behalf of the school.
- Assist with photocopying of exam papers.
- Assist with the administration for the admissions process and Summer School programme.

Assist with staffing the student reception

- Work with the Outreach & Student Administrator to staff the student reception. Answer queries from students and staff.
- Ensure all students are registered twice a day and follow up promptly to verify there is a reason for any absences. Note in the BromCom system any students who are late.
- Keep the main school building tidy and report any maintenance which is required.

Assist with Finance administration

- Maintain records and process distribution of lunch vouchers.
- You may be asked to enter transactions into the accounting system: supplier invoices, sales invoices, payments, receipts (no experience required, training will be provided).

Broader responsibilities

- Contribute to the establishment and maintenance of a caring, positive, safe and stimulating environment for all students and prioritise at all times their safety and well-being.
- Demonstrate a commitment to the mission and vision of the school, including our aim to provide opportunities to all regardless of background.
- Prioritise at all times the safety and wellbeing of the students by following the Welfare & Safeguarding policies.
- Attend training days in reasonable proximity to the start or end of the KCLMS terms (usually, within three working days of the published term dates), and demonstrate a personal commitment to be fully up-to-date with training.
- Participate in arrangements for students' supervision during public examinations.
- Comply with all school policies.

- Maintain confidentiality of staff and student/family information.
- Demonstrate a commitment to equal opportunities, and to the promotion and safeguarding of the welfare of students and staff at the school.
- Undertake such additional responsibilities as may be reasonably required commensurate with the level of responsibility and remit of the post within the school.

Person specification

Eligibility to work in the United Kingdom
The advertising of this post has not been compliant with UKBA guidelines for candidates who need to apply for a Certificate of Sponsorship to work in the UK.

We don't want potential candidates to be put off if they believe they do not meet every one of the criteria as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our criteria described.

Criteria	ESSENTIAL	DESIRABLE	**HOW IDENTIFIED AND ASSESSED** AP Application I Interview R References
Education/qualification and training			
GCSE English and Mathematics or equivalent qualifications	X		AP
A good standard of general education (A-level or equivalent qualifications)	X		AP
Experience			
Experience of handling a range of tasks including unexpected activities and prioritising these effectively	X		AP, I
Experience of working on a reception		X	AP, I
Experience working in a school		X	AP, I
Experience of office administration		X	AP, I
Knowledge/skills			
Excellent written communication skills, with a high standard of English	X		AP, I, R
Excellent interpersonal skills with the ability to communicate clearly and appropriately in person, by email and by telephone	X		AP, I, R
Excellent organisational skills, including keen attention to detail	X		AP, I, R
IT literacy, including the ability to learn new systems, and ideally familiarity with Microsoft Office applications	X		AP, I, R
Ability to deal with competing priorities and deadlines	X		AP, I, R
Ability to record information accurately	X		AP, I
Personal characteristics/other requirements			
Proactive in approach to work, taking initiative on duties	X		AP, I, R
Ability to work constructively with others inside and outside the school	X		AP, I, R
Integrity and reliability	X		AP, I, R
Understands the need for data confidentiality, and how to keep data secure.	X		AP, I
Willingness to work flexibly in a small team to ensure the smooth running of the school	X		AP, I, R

Disclosure
This position is exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of whether the conviction is spent, and the School will be required to apply for a standard or enhanced disclosure (a criminal records check) from the Disclosure and Barring Service in relation to the successful candidate.

A criminal record will only be taken into account for recruitment purposes, where the conviction is relevant to the position being applied for, and whether this is the case, will not necessarily bar candidates from employment. Any decision will depend on the precise nature of the work, the circumstances and background to the offence(s). The same procedure will be followed for School staff applying internally for a vacancy.

Further information about the Disclosure scheme can be found at:

Copies of the DBS's Code of Practice and the School's Recruitment Policy for posts requiring Disclosure are available on request.

Equal opportunities
King's College London Mathematics School recognises that equality of opportunity and the recognition and promotion of diversity are integral to its strengths. The following principles apply in respect of the School's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all employees and prospective employees of the School are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, gender, gender reassignment, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To promote good relations between individuals from different groups.

Applicants with disabilities
King's College London Mathematics School is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact the Business Manager, Tanya Waddingham, by emailing Tanya.Waddingham@kcl.ac.uk

Thank you for your interest in King's College London Mathematics School.