THE KING'S SCHOOL
OTTERY ST MARY • DEVON • EX11 1RA • TEL 01404 812982
Founded 1545 Headteacher: Mr Rob Gammon BSc Hons PGCE NPQH

November 2026

Dear Applicant

Thank you for expressing an interest in the position of Governance and Administrative Assistant at The King's School.

The King's School was founded by Henry VIII in 1545 and therefore the school has a long and proud tradition of educating young people in Ottery St Mary and the surrounding area. The school has a strong reputation that is based on high academic performance and an inclusive ethos, ensuring that students of all backgrounds and abilities succeed. The school is an 11-18 comprehensive school with approximately 1100 students on roll; parents are overwhelming positive about all aspects of the school's provision and consequently we have been oversubscribed for many years. We have a thriving Sixth Form which continues to perform very well. We have a broad curriculum offer pre- and post-16; this allows students to select subjects they are passionate about and offers a wide range of opportunities for students and staff. There is a rolling programme of investment in the school site and, as a result, we have a well-resourced and pleasant environment for the whole school community to enjoy.

The experiences of our students reflect our core purpose of 'Achievement for All'. Students are taught in mixed ability classes in all subject areas (except mathematics), and we believe that this approach supports the development of academic success as well as the strong sense of community and mutual support that is present in the school. We provide extension opportunities for the most able students and continue to see many of them progressing to the best universities and apprenticeships in the UK. We also have a Skills for Learning team that works alongside classroom teachers, ensuring that those students with additional learning needs are well catered for. Students of all abilities and backgrounds at the school make strong progress during their time with us.

Exam results only give a narrow view of the success of a school. Therefore, The King's School places a strong emphasis on personal, as well as academic, outcomes. We provide outstanding pastoral care, and a wide range of enrichment opportunities are available to all students. The house system is an integral part of school life and is reflected in our smart uniform. Students and staff are very proud of their house associations, and this provides a platform for a wide range of house competitions and leadership opportunities. We have a very strong extra-curricular offer which includes numerous trips and visits, school productions, STEM activities, dance performances and sporting activities to name but a few. Student voice is also strong at the school and the School Parliament and Prefects play a very active part in school life.

The school converted to a single academy trust in 2011 and we maintain very strong relationships with our local primary and secondary schools. We continue to work in partnership with others to ensure that students are well supported, and staff have access to high-quality professional

development. As a result, there are a number of staff who are actively engaged in supporting other schools, training teachers, and undertaking nationally accredited CPD such as those offered on the NPQ programmes. We also have an exciting INSET programme which is based around the school's core purpose and draws on student voice, the latest evidence, and the sharing of good practice.

To start as soon as possible, we are seeking to appoint a Governance and Administrative Assistant to join our Support Staff Team. This is an exciting opportunity to work within a successful and ambitious school, supporting the Director of Finance and Operations, Senior Leadership Team and Board of Trustees. The successful candidate will play a key role in ensuring the smooth and effective operation of governance, compliance and administrative processes, while also contributing to the day-to-day running of the Main School Office. We are looking for a highly organised, professional and proactive individual with excellent attention to detail, strong communication skills and a commitment to delivering outstanding support. This varied role offers the opportunity to work closely with colleagues, trustees, parents and external agencies, helping to maintain high standards of governance, compliance and administration across the school while contributing to the welcoming and efficient environment that underpins our thriving school community.

We have lively and enthusiastic staff, a number of whom have worked at The King's School for many years. We believe firmly that the most important asset of the school is its staff and we are keen to offer them opportunities to develop. Staff are extremely positive about the support we provide for their workload and well-being. The King's School is in a very fortunate position in that it is located in a beautiful part of the country. Many of our staff chose to send their children to the school for their education and school's admission oversubscription criteria supports this.

We hope you find this information helpful but if you would like further information, please contact Mrs. Pocock (recruitment@thekings.devon.sch.uk). We anticipate that interviews will take place on Thursday 10th December 2026. When applying for the role, it is important that you refer to the school's **Safeguarding and Child Protection Policy** and the **DBS Disclosure Policy**, which can be found on our website (About Us – Policy Documents).

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Finally, thank you once again for showing an interest in this post. The King's School is a very special place to study and work. As a parent of three children educated at the school, and someone who lives in the community, I can talk from personal experience of the impact that this school has on the lives of young people. We have very hardworking and supportive staff who enjoy being part of this community and I hope that you will take the time to consider if this school is the right place for you. I wish you well in your application.

Yours sincerely



Mr R J Gammon

Headteacher