Kingswode Hoe School

Headteacher: Mrs Alice Constantine

Sussex Road, Colchester, Essex CO3 3QJ 01206 576408

www.kingswodehoe.com office@kingswodehoe.com

RE: Receptionist/Administrator

Dear candidate,

Thank you for your interest in this post.

Kingswode Hoe School is a warm and welcoming place to be. At KHS, pupils are prepared for a life of purposeful, wholehearted and successful engagement in positive relationships, activities and experiences. Leaders at all levels are committed to supporting pupils, families and staff to achieve their full potential, through the 'Grow' ethos. Well-being is important to us as a school and Trust.

We have a friendly, strong, supportive team who prioritise the needs of the pupils through our six outcomes. We are lucky to have the staff we do. However, we have an exciting opportunity to join us. Could this be you? Are you:

- **Proactive and positive** when working with pupils?
- **Flexible, professional and caring** by nature?
- Able to **communicate and collaborate** with others?
- **Calm** when supporting pupils with challenging behaviour?
- Able to approach challenges with a **solution** and **sense of humour**

We are looking for **resilient** and **collaborative** team members to join our school community who work hard, have a desire to learn, are adaptable and have a 'can do' attitude. If this is you, we can't wait to meet you!

KHS is one of a community of Special Schools, supported by the well-established and highly regarded **SEAX Trust.** The Trust respects and trusts each school to evolve its unique identity, whilst providing layers of support and networking at all professional levels.

We look forward to receiving your application,

Alice Constantine, Headteacher