ELLESMERE PORT
Catholic High School

6th Form Administrator – January 2027

"I have come so that they may have life and have it to the full"

JOHN 10:10

Inspired by Excellence & Innovation

"I have come so that they may have Life and have it to the Full" – John 10:10

Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, 'I have come so that they may have life and have it to the full' (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Henderson
Acting Headteacher



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Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.







The highest quality of **Teaching**

The highest quality of **Pastoral Support and Guidance**

The highest quality of **Leadership**

The highest quality of **Extra-Curricular, Enrichment and Volunteering Programmes**



With 951 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

Our Vision

Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

Our priorities

- To enhance the Catholic Life of the school, including Catholic Social Teaching (CST), Celebration of the Word, and student participation, in line with the Diocesan Inspection Framework and the Prayer & Liturgy Directory **(PARTICIPATION)**
- To improve outcomes through high-quality teaching, strong leadership, and effective intervention, ensuring progress for all learners, particularly SEND and disadvantaged students **(PARTICIPATION & PROGRESS)**
- Embed a consistent, positive behaviour culture across the school by clarifying expectations, equipping staff through targeted CPD and coaching, and reinforcing routines and recognition systems to reduce incidents and improve student engagement **(PARTICIPATION)**
- To strengthen leadership at all levels so that safeguarding, behaviour, attendance and curriculum systems are delivered with precision, consistency and accountability, ensuring a culture of high standards across the school **(PRESENCE & PARTICIPATION)**
- To build a whole-school equity-driven inclusion system where every pupil is known, supported and challenged, and where all staff take shared responsibility for removing barriers to learning and ensuring strong progression for all **(PRESENCE & PARTICIPATION)**

ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

Sixth Form Administrator

Permanent

Grade 4: £26,016 – £26,846 per annum (pro rata)

(£21,778 - £22,473 actual salary)

Reporting to: Head of 6th Form

Working Hours: 08:30am – 15:30pm Mon – Fri with an unpaid 30 min Lunch Break

Working Pattern: 40 working weeks (38 school weeks, 1 week INSET and 1 week in August during Exam Results)

In addition to the above, we offer an employee assistance programme to you and your family, continued professional development, an excellent staff well-being Programme, and an attractive pension scheme.

Governors are seeking to appoint an enthusiastic, hardworking and experienced Sixth Form Administrator to join our team, working alongside our Head of 6th Form providing an efficient administration process and support to the 6th form.

Previous administration experience and experience of working with young people is essential as well a commitment to providing a quality service.

Application forms and further details are available to download from the school website www.epchs.co.uk and can be emailed to Human.Resources@epchs.co.uk or posted back to Miss T Moore at the school.

Applications should be returned by 9.00am Friday 11th December 2026.

Interviews will be held Thursday 17th December 2026

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure.

Ellesmere Port Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check with Child Barred List check. We will also perform an online search.

All posts are offered subject to agreement to sign the Catholic Education Service contract of employment with Our Lady Help of Christians Catholic Academy Trust. We are committed to equality and welcome applications from all sections of the community. This role is not reserved and there is no requirement for the post holder to be a practicing Catholic but should uphold our principles and values in all aspects of their employment.

ELLESMERE PORT CATHOLIC HIGH SCHOOL

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November 2026

Dear Applicant,

Sixth Form Administrator
Permanent
Grade 4: £26,016 – £26,846 per annum (pro rata)
(£21,778 - £22,473 actual salary)
35 hours per week, (Mon-Fri 8.30 – 3.30)
40 weeks per year (38 school weeks, 1 week INSET and 1 week in August during Exam Results)
To Start January 2027

Thank you for your interest in the above post at Ellesmere Port Catholic High School. We are looking for a Sixth Form Administrator to join our team, working alongside the Head of 6th Form providing an efficient administration process and support the 6th Form.

Previous administration experience and experience of working with young people is essential as well as a commitment to providing a quality service.

The successful candidate is expected to be enthusiastic, highly motivated with developed skills and have the ability to work within the larger team of administrative support.

The completed application form should be returned to Human.Resources@epchs.co.uk or by post addressed to Miss T Moore by **9am on Friday 11th December 2026.** Following completion of the short-listing process, **candidates will be invited for interview Thursday 17th December**.

The application form allows some space for a letter of application. The letter will form an important part of the initial selection process for short-listing. Should you decide to apply for the post you should not feel constrained by the space available, and a separate sheet is perfectly acceptable. Please complete the application form in full. CVs will not be accepted as a substitute for the information required.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

Yours sincerely

Mr Scott Higginson
Operations Manager

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ
Tel: 0151 355 2373
Email: admin@epchs.co.uk www.epchs.co.uk
Acting Headteacher: Mrs L Henderson
Executive Headteacher: Mr T Beesley
In the Trusteeship of the R.C. Diocese of Shrewsbury and in partnership with our partner primary schools

Artsmark Gold Award Awarded by Arts Council England
Our Lady Help of Christians Catholic Academy Trust

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6th FORM ADMINISTRATOR JOB DESCRIPTION

Reporting to: **Head of 6th Form**

Role Overview: Provide personal assistance, organisational and confidential secretarial support for the Head of Sixth Form, the Assistant Head/Pastoral Lead of 6th Form and Form Tutors of Year 12 and 13, to allow them maximum time to devote to the management of the Sixth Form and to teaching. To be the first line of support to sixth form students and parents throughout the school day.

Main Responsibilities:

- Set up and operate procedures and systems, including filing and recording systems, to ensure the efficient administration of the Sixth Form unit.
- Design and check documentation to meet quality and standard required by the Head of Sixth Form
- Advise Sixth Form staff and students of policies and procedures and respond to general queries from Sixth Form students and parents.
- Update and extract pupil information from computerised (MIS database) and manual systems and provide accurate and up to date information for management.
- Assist with UCAS applications and Work Experience documentation and use of internet to support students / staff in completing the necessary forms and other paperwork.
- Carry out all administrative tasks relating to UCAS open days/exhibitions/extra-curricular trips.
- Organise meetings for the Head of Sixth form and occasionally attend meetings with or on behalf of Head of Sixth Form.
- Liaise with Finance to organise transport and letters to parents for educational and social trips
- Process applications, organise and administer enrolment to the Sixth Form
- Provide Sixth Form notices and bulletin and keep notice boards / Teams Messages / literature displays up to date.
- Undertake a range of office duties including word processing, filing, photocopying, diary management, distribution and franking of mail
- Act as telephonist / receptionist to ensure all queries are handled appropriately.
- Undertake routine duties (e.g. cash handling) as necessary to ensure the provision of a quality service for the school.
- Assist the Leadership Group in the preparation of the school calendar.
- Undertake the administrative duties in connection with parent's evenings and progress evenings and report accordingly.
- Provide a word processing / desktop publishing / typing / excel / PowerPoint etc facility and maintain agreed quality standards for the production of documentation for circulation in school and distribution to parents, students and the community to facilitate the effective functioning of the school.
- Create procedures, using MIS software, to improve the reporting system to parents; and to oversee the effective use of the process, including training of teaching staff in the use of the package.
- Contribute to the First Aid & Lunch Duty provision of the school

Notwithstanding the detail in this job description, in accordance with the School's/Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

EPCHS is dedicated to safeguarding and promoting the welfare of students and young people and expects all staff to share this commitment. This position is subject to an enhanced DBS check and online search.

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PERSON SPECIFICATION

JOB TITLE: 6th Form Administrator **GRADE: 4**

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	Good level of general education. Minimum GCSE maths and English grade C or above, or equivalent.		Application Certificates
Experience	Administration Experience. Experienced user of ICT including MS Excel and Word and excel. Experience of working with young people.	Experience of working in a school environment.	Application Interview
Job Related Knowledge and skills	A confident manner with the ability to promote positive relationships with young people. Ability to use own initiative.	Working knowledge of MIS systems Knowledge of UCAS system	Application Interview
Personal Aptitudes	Excellent communicator. Energy and enthusiasm. Organised and methodical. Ability to prioritise and multi-task. Accuracy and attention to detail. Ability to work under pressure. Ability to work as part of a team and build positive relationships. Flexible approach to work. Highly motivated with the ability to meet deadlines. A genuine interest in seeing young people succeed.		Application Interview References
Other Requirements	Commitment to safeguarding and promoting the welfare of children and young people. A commitment to develop own professional development. To act as a First Aider as part of your duties & undertake Lunch Duties at Lunch times.		Application form

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If successful, you will also be required to apply for a Disclosure and Barring Service check. The level of check required for this job is Enhanced Disclosure.

Guidance for Applicants

How to apply

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer that 2 sides of A4.

Shortlisting

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

The Interview

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

A Lesson Observation
A Presentation
A Data task
A formal interview
A Student panel
A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete and enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

Safeguarding statement

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.

Contact Details:

1	2	3	4	5
Phone 0151 355 2373	HR Email Human.Resources@epchs.co.uk	Admin Email Admin@epchs.co.uk	Website www.epchs.co.uk	Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ



“Great things happen when you care”

PSALM 21:
He asked for life and you gave it to him

ELLESMERE PORT
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Capenhurst Lane, Whitby, Ellesmere Port, CH65 7AQ

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