



# Devonport High School for Girls

*Opportunity - Nurture - Achieve*



Information Pack

**Office/Sixth Form Administrator**

*(37 Hours Per Week, 40 Weeks Per Annum, Permanent)*

## Dear Applicant

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Thank you for your interest in the position of Office/Sixth Form Administrator at Devonport High School for Girls (DHSG). This is an exciting time to join our school on our continuing journey to fulfil our mission. At DHSG, our mission is to offer a challenging and enriching educational experience, which enables our students to develop their curiosity, confidence and aspirations, so that they leave us equipped to enjoy life in a global society. I firmly believe that we live out our mission here at DHSG and this is what makes us one of the best schools in the country!

The role is for 37 hours per week, 40 weeks per year. (One week to be worked during the summer holidays). The hours of work will be Monday – Friday 8.30am – 4.30pm. The salary is Grade C, Points 5-7 (£22,564 - £23,288). We offer the Local Government Pension Scheme.

Our teachers, support staff and Trustees are all committed to the DHSG mission and strive to ensure that it becomes a reality for our students. DHSG has a long tradition of excellence and was founded in 1908. We are proud of our history, but our main focus is looking to the future. We are a 21st century grammar school, whilst retaining the best academic traditions. We look after our staff at DHSG and have systems in place to support and develop our colleagues, including wellbeing. For example, we have an additional week for half term for all staff in October/November, which is paid.

We are a highly successful and oversubscribed 11-18 selective grammar school and one of the country's highest performing state schools. Our students are absolutely fantastic and we value our staff here, and as such have sensible policies and systems in place.

In this applicant information pack, you will find a Job Description, and details on how to submit your application.

If you have the energy, skills and motivation to join us and make a difference, I would welcome an application from you. If you would like an informal conversation over the telephone or a visit to look around prior to applying, please get in touch.

Yours faithfully,

L. J. Sargeant

**Head Teacher**

## The City

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Plymouth is the largest city south west of Bristol, with a population of approximately 260,000. Located overlooking one of the world's finest natural harbours, it is a city with a proud history.

Recent years, have seen Plymouth develop further as a cultural as well as a commercial, industrial and tourist centre. The city is served by a very active Arts Centre, the Theatre Royal, Plymouth Pavilions and the Life Centre - one of the country's leading sporting venues. Plymouth is also home to the University of Plymouth and Plymouth Marjon University.

There are regular ferry services to Roscoff, France and Santander, Spain. The Devon Expressway (A38) links Plymouth to the national motorway system and the intercity rail journey to London takes approximately three hours.

Plymouth has developed very strong twinning links with cities in Russia (Novorossiysk), Spain (San Sebastian), France (Brest), Poland (Gdynia) and Massachusetts, USA (Plymouth). There are also extensive educational links with many more towns and cities.



Click and open the hyperlink in the image to find out why Plymouth is such an attractive city.

## The School

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Devonport High School for Girls was established in 1908 and is situated on a lovely green site overlooking Plymouth's Central Park, approximately two miles from the city centre. It is an 11-18 selective girls' grammar school and became an Academy in April 2011.

There are approximately 960 students on roll, including around 225 in the Sixth Form. Students come from Plymouth and the surrounding counties of Devon and Cornwall.

The school is part of The Link Partnership (TLP) with four other schools in the city in order to extend curriculum provision for students in the Sixth Form.

As well as its strong international links, Devonport High School for Girls has gained a reputation for academic excellence, which helps launch its students on their chosen career paths. The work ethic in the school is very strong and staff are deeply committed to their teaching.

The school places a strong emphasis on developing the whole person and as part of this commitment organises a broad range of enriching extra-curricular opportunities and a comprehensive programme of field visits, with opportunities for students to travel abroad.

The staff of approximately 100 teaching and support staff (a mixture of full-time and part-time employees) are led by the Senior Leadership Team, which consists of the Head Teacher, Director of Finance and Resources, Deputy Head Teacher and four Assistant Head Teachers. From September 2026, this will also include six Associate Senior Leaders (SENDCO and five Heads of Faculty).

## Job Description: Office / Sixth Form Administrator

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<b>Post Title:</b>	Office / Sixth Form Administrator
<b>Grade:</b>	Grade C, Point 5-7
<b>Hours/weeks per annum:</b>	37 hours per week, 40 weeks per annum (one week to be worked during the Summer holidays)
<b>Hours of work:</b>	Monday to Friday 8.30 am – 4.30 pm
<b>Responsible to:</b>	Office Manager / PA to Head Teacher/ Head of Sixth Form

**Job Purpose:** To provide high quality administrative support to the Sixth Form and main School Office, ensuring the smooth day to day operation of both areas. The postholder will act as a qualified First Aider supporting the health and welfare of students.

The postholder will be responsible for the importing, managing, and maintaining school staff and parent calendars. The role includes ensuring calendars are accurately updated, well-organised, and effectively shared with support and teaching staff following import.

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### DUTIES AND RESPONSIBILITIES:

#### MAIN SCHOOL OFFICE SUPPORT:

##### Organisation

- Undertake reception duties such as routine telephone calls, face-to-face enquiries and signing-in visitors
- Assisting with student first aid/welfare duties, looking after sick pupils, administering medication and liaising with staff and parents/carers
- Help students who have missed their transport after school to get home safely

##### Administration

- Provide routine and confidential administrative support e.g. photocopying, filing, emailing and franking mail
- To take and pass on accurate messages, timed and dated
- Maintain manual and computerised records/management information systems using SIMs
- To undertake typing, word processing and other IT-based tasks
- To undertake administrative procedures under the direction of the Office Manager
- To contact parents/carers by telephone to chase up consent forms etc
- To support the SIMS Officer – Assessment during busy periods in relation to tasks relating to Assessment, Examinations, Enrichment week etc

##### Resources

- To operate office equipment e.g. telephone, photocopier, computer and franking machine

#### SIXTH FORM SUPPORT:

##### Organisation

- To book taxis for Sixth Form students who study some of their subjects at other schools within the city
- To be responsible for the security of confidential files which should be archived annually
- To ensure that the Sixth Form Centre is always clean and tidy

- To ensure that Sixth Form students behave in an appropriate manner whilst in the Sixth Form Centre (e.g. no eating or drinking within the Study Area)

#### **Administration**

- Act as the first point of contact for Sixth Form students, parents, carers and visitors, providing a welcoming and professional service in person, by telephone and email.
- Maintain accurate Sixth Form student records, including enrolment.
- To provide routine clerical support e.g. photocopying, filing, emailing, completing routine forms and responding to routine correspondence
- Monitor the 6<sup>th</sup> form email in box and deal with messages appropriately.
- Maintaining the students' signing in and out sheets on a daily basis
- To take and pass on accurate messages, timed and dated
- To operate the Attendance Module in respect of Sixth Form students
- To meet with students to discuss unexplained absences, referring them to the Head or Assistant Head of Sixth Form if the absence is of a complex and/or personal nature
- To produce attendance reports for senior members of staff as required
- To maintain manual and computerised records/management information systems
- To undertake typing, word processing and other IT-based tasks
- To be responsible for the timely and accurate submission of UCAS reports
- To undertake administrative procedures relating to Sixth Form events at the school and organised trips
- To contact parents/carers and external agencies concerning confidential matters relating to Sixth Form students

#### **Resources**

- To operate office equipment e.g. photocopier and computer
- To ensure that resources are kept up-to-date and tidy in the Sixth Form Centre e.g. forms for completion by students and student noticeboards in the Study and Social Areas

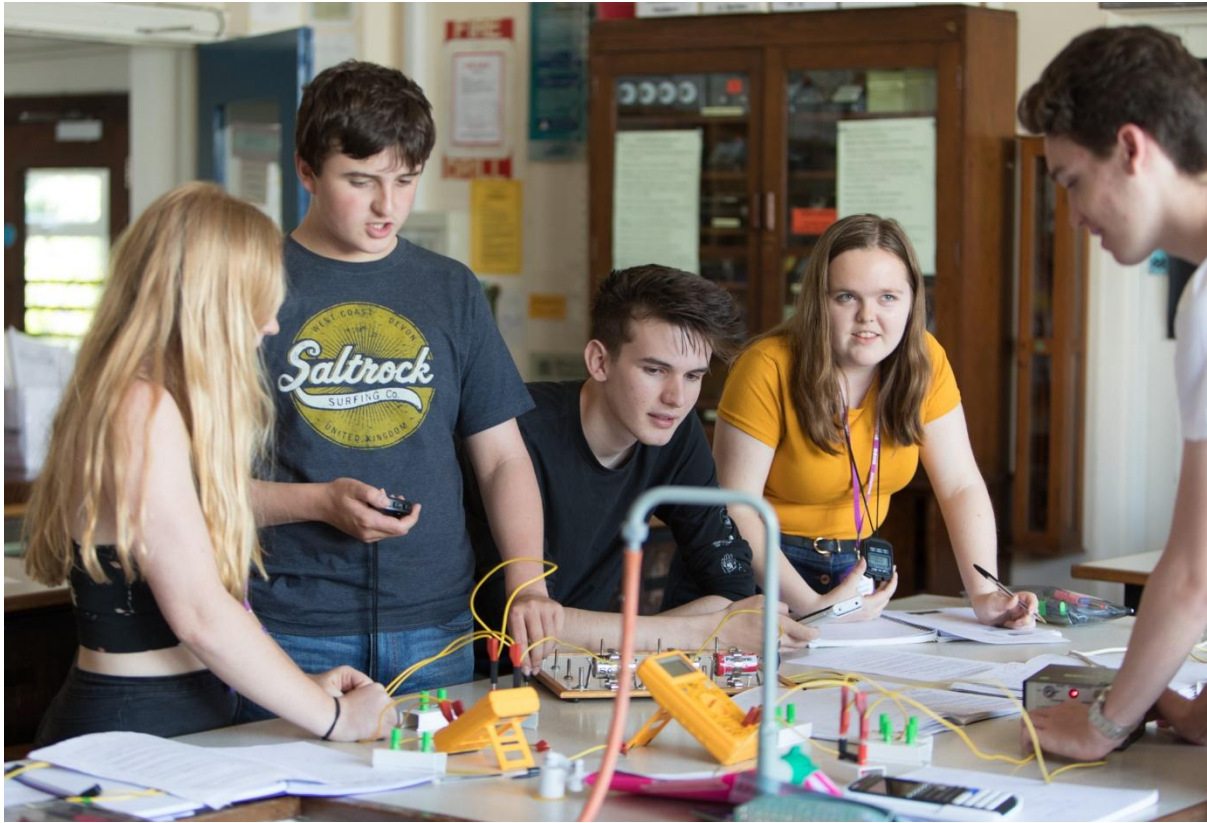
#### **FOR BOTH ROLES:**

##### **Responsibilities**

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference and ensure equal opportunities for all
- To contribute to the overall ethos, work and aims of the school
- To appreciate and support the roles of other professionals
- To participate in the school's support staff appraisal scheme and to attend and participate in relevant meetings and training as required
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job. Reasonable adjustment will be considered as required by the Disability Discrimination Act

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager/leader to undertake work of a similar level that is not specified in this Job Description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced check by the Disclosure and Barring Service.



## How to apply

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All applications for employment should be made by completing the school's application form, which can then be submitted by post to the school address or by email to [recruitment@dhsg.co.uk](mailto:recruitment@dhsg.co.uk). The form can be downloaded from the 'Staff Vacancies' section of the website at [www.dhsg.co.uk](http://www.dhsg.co.uk). Please note that CVs are not accepted.

Applications for this vacancy must be received by **9am on Friday 3 July 2026**. Interviews will be held on **Friday 10 July 2026**.

If you would like to visit the school or have an informal, confidential discussion about the role, please contact:

Mrs P Hockedy  
Personnel Manager  
Devonport High School for Girls  
Lyndhurst Road  
Peeverell  
Plymouth  
Devon  
PL2 3DL

T: 01752 705024

E: [recruitment@dhsg.co.uk](mailto:recruitment@dhsg.co.uk)

Devonport High School for Girls Academy Trust (established on 01 April 2011), known as Devonport High School for Girls, is an exempt charity. The trust is a company limited by guarantee and registered in England. Company No: 7556657

