

Proactive Sixth Form Administrator

The Downs School, West Berkshire



THE DOWNS SCHOOL
& SIXTH FORM

Closing Date:	8 September 2025, 8am
Proposed Start Date:	September 2025
Salary:	West Berkshire Council salary Band D £24,790 – £26-409 FTE (to be pro-rated accordingly for term-time and hours worked)
Contract type:	Permanent, part-time, term-time only. 20 hours per week, plus 2 inset days in September

The Downs School is seeking an organised and proactive administrator to provide essential support to our Sixth Form. Working in a thriving secondary school of over 1,400 pupils, you will be responsible for managing admissions, maintaining records, supporting events, and being a key point of contact for Sixth Form students, parents, and staff. We are looking for someone with excellent IT, organisational, and communication skills, who thrives under pressure and can demonstrate initiative.

The successful candidate will

- manage all aspects of Sixth Form administration, including admissions, enrolment, and student records
- maintain accurate and confidential records in line with school policies and data protection requirements
- provide administrative support for Sixth Form events, including open evenings, induction days, and results days
- serve as the first point of contact for Sixth Form students, parents, and staff, responding to queries efficiently and professionally
- prepare and distribute correspondence, reports, and other documentation as required
- support the Head of Sixth Form (Assistant Headteacher) in daily operations and project work
- be well-motivated and keen to show their enthusiasm for the role
- have a professional attitude that is open to innovative ways of working
- be flexible and adaptable when faced with challenges

In return you will

- experience a caring, positive ethos that prioritises staff wellbeing and recognition
- be empowered to work with ambitious, dedicated, capable staff who are deeply committed to develop the whole child
- experience working with children who enjoy being at school, behave exceptionally and have excellent attitudes to learning
- work in a professional, stimulating, and collaborative working environment

About Us - The Downs School and Sixth Form is a successful, oversubscribed, and highly regarded secondary school located in the beautiful Downs area of West Berkshire. Praised in our recent Ofsted for the exceptional behaviour of our students, we are ranked in the top 5% of schools nationally for Progress 8, reflecting our commitment to high-quality teaching, learning, and student outcomes.

Application Details - We encourage early applications, as we reserve the right to close this vacancy if sufficient applications are received. We welcome pre-arranged visits to the school. Please apply via TES and for more information, please contact recruitment@thedownsschool.org.

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