



**RAINHILL  
HIGH SCHOOL**



**RainhillSixth**

CANDIDATE

# RECRUITMENT PACK

SIXTH FORM ADMIN ASSISTANT  
Maternity cover



## LEARN THINK CONTRIBUTE CARE



# WELCOME FROM THE PRINCIPAL

Thank you for your interest in Rainhill High School. I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website [rainhillhighschool.org.uk](http://rainhillhighschool.org.uk) or alternatively contact [jobs@rainhillhigh.org.uk](mailto:jobs@rainhillhigh.org.uk)

Our school has a long and strong record of academic success and the destinations that our students move onto are strong. Our continued focus is on raising the aspirations, achievements and confidence of all our students to ensure they have the best life chances; that all of our students leave us ready to take on the world with conviction and self-assurance. We make no apologies for having the highest expectations of all our students.

Our curriculum is ambitious. Students are expected to work hard, and this is complemented by our excellent pastoral care, support and guidance. You will find the staff here are determined to support academic achievement but also provide a wide range of enrichment and extra-curricular activities both within and beyond the classroom, ranging from trips to New York to football teams in school; all of which are important in building the confidence, resilience and experiences of every child.

Our school's mission is 'In Pursuit of Excellence' in everything that we do and our core values; Learn, Think, Contribute, Care, embody our determination to ensure that all our students receive a first-class education that enables them to take their place in society with confidence. We are a popular and high achieving school on the edge of Merseyside with a very strong reputation locally and significantly oversubscribed.

I am very proud of the continued success of Rainhill High School.

**Mrs J Thorogood**  
Principal

## **SIXTH FORM ADMIN ASSISTANT**

### **Role Overview**

**DIRECTLY RESPONSIBLE TO:**  
Senior Assistant Principal  
Sixth Form

Are you highly motivated, well organised and thrive in an ever changing and busy environment? Then Rainhill Sixth is the place for you.

**COMMENCING:**  
As soon as possible

We are looking to appoint a highly efficient and accurate Administrator with a positive attitude to join our Sixth form team. You will provide front line reception, as well as being responsible for all administrative and clerical duties, student data management and co-ordinating SIMS for the efficient running of the Sixth form centre.

**CONTRACT:**  
Fixed term  
Maternity leave cover  
March 2025

The successful candidate will have worked in a busy office environment, have excellent interpersonal skills, be computer literate and is able to multi task. As well as working as part of a team, you will also be expected to use your own initiative, be proactive and will have excellent communication, time management and organisational skills with the ability to stay calm under pressure.

**CLOSING DATE:**  
Friday 31<sup>st</sup> January 2025  
9am

Previous experience of working in an educational setting would be an advantage but not essential.

**INTERVIEW DATE:**  
Wednesday 5<sup>th</sup> February 2025

This position is offered on a full time, fixed term contract to cover a maternity leave from March 2025.

Prospective candidates can  
Visit the school by prior  
appointment by calling  
01744 677205

If you believe you have the skills and dedication to meet our standards, Rainhill High is the school for you.

The Academy is working hard to make a difference to staff workloads by investing time, technology, and support to make Rainhill High School and Rainhill Sixth an attractive place to work.

**Please return application forms to;**  
[jobs@rainhillhigh.org.uk](mailto:jobs@rainhillhigh.org.uk)

Our vision is one of excellence for everyone, pupils and staff. We believe that by working together we can make a positive difference to children's lives.

Stephenson Trust is based in Rainhill, Merseyside and is currently a single school in a multi academy trust. We have several external partners, including Hope University, Ambition Institute, The Fowler Education Faculty, SSAT, Rainbow teaching school hub and the educational endowment fund.

We are now seeking to expand in the next couple of years with those who share our desire to provide an excellent education.





***“Staff felt that leaders are supportive of their well-being and cognisant of their workload”***  
**OFSTED**

***“When I started I thought the school was massive and that I would get lost every day  
but you soon find your way, I really enjoy it here”***

**Year 7 student**

***“I go to Zoology club to learn about animals and how to look after them.  
The school has loads of opportunities for you to get involved in”***

**Year 8 student**

***“My teachers are all really helpful,  
if you get stuck they help you to understand”***

**Year 9 student**

***“Leaders follow up on any concerns quickly and effectively”***  
**OFSTED**



# JOB DESCRIPTION



**Post:** Sixth Form Admin Assistant

**Grade:** NJC SCP 5-6 £21,774 - £22,414 actual pa

**Contract:** 37 hours per week, Term Time only + 2 weeks (last 2 weeks in August)  
Fixed term Maternity cover

**Responsible to:** Senior Assistant Principal Sixth Form

## **Purpose of the Post**

Provision of efficient administrative and clerical running of the Sixth Form Centre, SIMS, and production of Data management.

## **Specific Duties and Responsibilities:**

1. Oversee the delivery of general administrative functions, such as distribution of correspondence, including general sixth form synergy messages, Team messages; organise the acquisition of office stock and provide administrative support for the Senior Assistant Principal Sixth Form.
2. 6<sup>th</sup> form reception and telephone. Dealing with all enquiries at 6<sup>th</sup> form reception. Receive incoming telephone enquiries.
3. Provide administrative support for post-16 events, including parents' information and consultation evenings.
4. Monitor student attendance in Lesson Monitor, ensuring all absences are recorded accurately and that registers are taken, and full attendance history is recorded for all 6<sup>th</sup> form students.
5. SIMS – maintaining accurate information in SIMS.net, updating student data, personal information, updating timetables, course information, attendance, leavers etc. including FEFA.
6. Applications to 6<sup>th</sup> Form. Deal with all applications to the Sixth Form Centre from both internal and external students. Maintain spreadsheet of student details and subject choices. Arrange guidance interviews, make conditional/unconditional offers, and invite applicants to taster sessions and information days.
7. Enrol all Year 12 students onto Year 1 of their courses at the start of the academic year.  
Create form groups and balance out class sizes. Produce timetables and compile, produce and distribute all new starter packs/relevant materials for the start of term including FEFA.  
Re-enrolment of Year 13 students onto their Year 2 of their course and production of timetables including FEFA.  
Balance student totals where a subject appears in more than one options box to ensure even distribution of students.
8. Electronic Door Fobs. Responsible for the lease of security electronic door fobs. Collecting order forms and payment and registering each fob to the individual student. Ensuring that accurate records are maintained each academic year. De-activating lost/stolen electronic door fobs accordingly.
9. Taste of Sixth Form Days. Promoting Rainhill Sixth Form to internal Year 10 and 11 students. Forwarding timetable/subject options to students for completion, entering student choices onto a spreadsheet and

producing individual timetables for the day.

10. Student ID Cards. Liaising with relevant department to produce individual student ID cards. Obtaining and uploading new student photographs and production and distribution of ID cards and collection at end of Year 13.
11. Secretarial duties for Senior Assistant Principal Sixth Form, typing correspondence and reports, booking diary appointments, typing student references for employment and UCAS etc.
12. Typing correspondence/reports for 6<sup>th</sup> form tutors, teachers, and students.
13. Exams – printing and distribution of exam timetables for all 6<sup>th</sup> form students, daily update of examination notice boards, contacting students who fail to show for examinations, distribution of examination results. Logging and posting all examination material/coursework to examination boards.
14. Compilation, production, and distribution of all sixth form student reports.
15. Trips & Visits – recording all returns in relation to 6<sup>th</sup> form trips and visits and consent forms.
16. Mail – distributing all 6<sup>th</sup> form incoming mail. Logging and franking all outgoing mail/parcels.
17. Deliveries – signing for all school deliveries and forwarding to relevant department via school caretaker.
18. Ordering and maintaining stationery/stock.
19. Photocopying, faxing, maintaining accurate 6<sup>th</sup> form records and filing systems.
20. Provide general administrative support to main school as applicable and directed by the School Admin Manager.

### **General Duties**

- To prioritize own workload, work to pre-determined deadlines and to comply with relevant legal requirements.
- To provide advice and guidance to staff and others to undertake administration procedures.

### **Additional Duties**

- To be willing to be trained as, and to be one of the school's First Aid Officers
- To undertake such additional duties as are reasonably commensurate with the level of this post, as directed by the Senior Assistant Principal Sixth Form /Chief Finance and Operating Officer.

### **Review of Performance**

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs; we should embrace the notion of 'continuous improvement'

#### **Generic responsibilities:**

- To work consistently to uphold school's aims and standards.
- To work in a co-operative and polite manner with all stakeholders.
- To work with students in a courteous, positive, caring, and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- To uphold all school policy and procedures towards safeguarding and promoting the welfare of children and young people.

- To be aware of GDPR regulations and responsibilities
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the school's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should always be supportive of school policies for the students.  
e.g., professional, and appropriate, appearance always including when out of school, on trips, CPD etc.

The post is subject to a satisfactory Disclosure & Barring Service check and satisfactory references.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

# PERSON SPECIFICATION



Criteria	E/D	A/I
<b>Qualifications</b>		
Good standard of education up to GCSE or equivalent - Excellent literacy and numeracy skills	E	A/I
RSA Typing/Word Processing or equivalent	E	A/I
NVQ Business Admin related qualifications or equivalent	D	A/I
Evidence of continuing professional development	E	A/I
<b>Knowledge and Experience</b>		
Knowledge and IT experience of Microsoft Office systems	E	A/I
Knowledge and experience of IT, including printing, scanning, photocopying and typing	E	A/I
Working in a busy office/educational environment	D	A/I
Knowledge and experience using SIMS.net	E	A/I
Ability to deal with confidential and sensitive information	E	A/I
<b>Skills and Abilities</b>		
Excellent time management and organisational skills	E	A/I
Excellent communication, written and verbal, skills	E	A/I
Excellent admin and organisational skills	E	A/I
Able to prioritise	E	A/I
Can work well as part of a team and on an individual basis	E	A/I
The ability to multi-task in a demanding environment	E	A/I
The ability to problem-solve effectively	E	A/I
Excellent IT skills including knowledge of MS Office	E	A/I
Ability to liaise with students, parents, staff, Trustees and Governors	E	A/I
Decision making skills	D	A/I
Support school events appropriate to the role	E	I
<b>Commitment to Equal Opportunities</b>		
Ability to understand and demonstrate commitment to equality and diversity	E	A/I

E = Essential requirement of the role    A = Assessed via the application form    P = Presentation    D = Desirable requirement of the role  
 I = Assessed at Interview    T = Task

## GUIDANCE FOR COMPLETING YOUR APPLICATION FORM

Your application form should be submitted to the school by email to the school's job vacancies email address provided, or by hard copy to the school postal address. Your application consists of two parts; the application form and the optional Equal Opportunities form.

Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for. You may also wish to submit a covering letter outlining how your career to date has prepared you for the post.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

If you are applying for a post that includes working with children or vulnerable adults, please include the date that you left secondary education. We may contact any of your previous employers to confirm information provided in your application.

**Section 6:** This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

**Section 7:** Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

**Section 14:** In line with the statutory guidance document Keeping Children Safe in Education (2023) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

Application forms should be returned to [jobs@rainhillhigh.org.uk](mailto:jobs@rainhillhigh.org.uk)

Please note it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

Click here for [Non-Teaching Application Form](#)



# OUR PARTNERS



Founded in 2015 by former Liverpool and England striker, Robbie Fowler, The Fowler Academy's results are impressive. Receiving glowing reports from OFSTED and Pearson qualifications, The Fowler Academy were awarded 'Most Inspirational Post 16 Provider in 2019's Educate Awards and were shortlisted in the 2021 TES Awards, as best national provider and have recently moved to their new home, the former first team training ground for Liverpool FC, Melwood.

Partnerships with the LFC Foundation and Rainhill, The Fowler Academy's blended offer of football and post 16 education is both exciting and innovative, ensuring excellent outcomes for students.

