STEPHENSON
MULTI-ACADEMY TRUST

RAINHILL
HIGH SCHOOL

RainhillSixth

SIXTH FORM ADMIN ASSISTANT
Part time

RECRUITMENT PACK

RAINHILL HIGH SCHOOL · RH6 · LIPA 4:19 ASSOCIATE ACADEMY · BRONZE SCHOOL MENTAL HEALTH AWARD 2022-25 · DUAL CAREER ACCREDITED lass · bcs Centre of Excellence · LIVERPOOL HOPE UNIVERSITY · ARTS COUNCIL ENGLAND · Artsmark Platinum Award Awarded by Arts Council England · Rainbow TEACHING SCHOOL HUB · STEPHENSON Excellence, together. · Ofsted Good Provider

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* or alternatively contact jobs@rainhillhigh.org.uk

Our school has a long and strong record of academic success. 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.

J. Thorogood

Mrs J Thorogood
Principal

ROLE OVERVIEW

COMMENCING:
January 2027

CONTRACT: Permanent
3 days per week (Wednesday, Thursday & Friday)
Term Time Only + 2 Weeks
(last 2 weeks in August)

CLOSING DATE:
9am on Monday 16th November 2026

INTERVIEW DATE:
Wednesday 18th November 2026

SALARY:
NJC SCP 5-6 pro rata
(£13,927 - £14,337 actual pa)
£26,427 - £26,847 FTE

LOCATION:
Rainhill Sixth Form Centre, Merseyside
(Stephenson Multi Academy Trust)

Prospective candidates are warmly encouraged to visit the school. To arrange a visit, please call

01744 677205

Please return application form to

jobs@rainhillhigh.org.uk

Inspire & Excel at Rainhill High

Are you passionate about helping young people achieve their best?

We are looking to appoint a highly efficient and accurate Administrator with a positive attitude to join our Sixth Form team from January 2027. The position is offered on a part time basis, working 3 days a week - Wednesday, Thursday and Friday.

What You'll Be Doing

- Providing front line reception
- Telephone calls and response follow ups
- Responsible for all administrative and clerical duties within our Sixth Form Centre
- Student data management
- Co-ordinating Arbor
- Ensuring the efficient running of the Sixth Form Centre
- Additional admin support for the main school office

About You

- Confident, proactive and adaptable
- Strong communication and teamwork skills
- Well organised
- Able to build positive relationships with students and staff
- Previous experience working in an educational setting would be an advantage but not essential

Why Rainhill High School?

- At Rainhill, we live by our values - **Learn, Think, Contribute, Care.**
- We are proud of our reputation for excellence and inclusion, and you'll be part of a dedicated, welcoming team that makes a real difference every day
- Permanent, full-time role
- 'Good' Ofsted-rated school (2023) - Part of Stephenson MAT
- Supportive environment - Reduced workload, tech investment & career development
- Excellent partnerships - Hope University, Ambition Institute, Rainbow Teaching School Hub and more

We are an ambitious, inclusive 11–18 academy within the Stephenson Academy Trust, serving Rainhill, Nutgrove, Knowsley, Widnes and beyond.

If you are passionate about developing others and have the passion to make a lasting difference ensuring every student feels they belong, we would love to hear from you.

Rainhill High School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people as well as promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued and expects all staff, volunteers and other workers to share in this commitment. This post is subject to an Enhanced Disclosing & Barring Certificate and online searches as part of our Safer Recruitment & Selection Procedures.

"The culture of improvement is something I love about working for Stephenson Academy Trust. At Rainhill High School, we have a bespoke approach to CPD for all staff members from ECT to Senior leader. Each member of staff is supported to work on their teaching pedagogy through a collaborative approach that meets the needs of the teacher at all stages of their practice. I feel that this quality of education centered approach supports the wellbeing of the staff and allows teachers to make significant and measurable improvements to their teaching and learning pedagogy which in turn supports the students."
Rainhill Teacher

"Helping my child to be the best they can be."
Parent

"A dedicated teacher who encourages and guides my child in lessons. Make the lessons enjoyable and provide positive feedback. An excellent teacher."
Parent

"Because from the caretaker to the headteacher, all the staff are amazing. Thank you."
Parent

"Knowing that my child feels happy/safe whilst eager to learn around her."
Parent

"Fantastic, great communication with parents and great educators, making learning fun and getting results."
Parent

"I couldn't have asked for a better form tutor for my son. It's really reassuring to know that there is someone there to support him and check in with him daily. He has thrived since starting high school and I am very grateful for her kindness and reassurance."
Parent

JOB DESCRIPTION

SIXTH FORM ADMIN ASSISTANT

Trust:	**Stephenson Multi Academy Trust Rainhill High School Rainhill Sixth**
Grade:	**NJC SCP 5-6 pro rata**
Contract:	**Three full days (Wednesday, Thursday and Friday @ 22.2 hrs per week, Term time only + 2 weeks Permanent**
Start date:	**January 2027**
Responsible to:	**Director of Rainhill Sixth**

Purpose of the post:

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

Main Duties and responsibilities

1. Sixth Form reception and telephone. Dealing with all enquiries at Sixth Form reception. Receive incoming telephone enquiries.
2. 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 Sixth Form students.
3. Arbor– maintaining accurate information in Arbor, updating student data, personal information, updating timetables, course information, attendance, leavers etc.
4. Applications to Sixth 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.
5. 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.Re-enrolment of Year 13 students onto their Year 2 of their course and production of timetables. Balance student totals where a subject appears in more than one options box to ensure even distribution of students.
6. 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.
7. 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.
8. 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.
9. Secretarial duties for Director of Sixth Form Studies, typing correspondence and reports, booking diary appointments, typing student references for employment and UCAS etc.
10. Typing correspondence/reports for Sixth Form tutors, teachers, and students.
11. Exams – printing and distribution of exam timetables for all Sixth 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.
12. Compilation, production, and distribution of all Sixth Form student reports.
13. Trips & Visits – recording all returns in relation to Sixth Form trips and visits and consent forms.
14. Mail – distributing all Sixth Form incoming mail. Logging and franking all outgoing mail/parcels.
15. Deliveries – signing for all school deliveries and forwarding to relevant department via school caretaker.
16. Ordering and maintaining stationery/stock.

17. Photocopying and maintaining accurate Sixth Form records and filing systems.
18. Provide general administrative support to main school as applicable and directed by the School Admin Manager

Working with colleagues and other relevant professionals

1. Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the Director of Sixth Form.
2. Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
3. With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
4. Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachersTake opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
5. Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
6. Develop effective professional relationships with colleagues.

Whole-school organisation, strategy and development

1. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
2. Make a positive contribution to the wider life and ethos of the school

Health and safety

1. Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
2. Look after children who are upset or have had accidents

Professional development

1. Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
2. Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
3. Take part in the school's appraisal procedure

Personal and professional conduct

1. Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
2. Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
3. Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
4. Respect individual differences and cultural diversity

Other

1. High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
2. To be responsible for improving your own practice through observation, evaluation and discussion.
3. To comply with the Data Protection Act and school policies and procedures.
4. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
5. To comply with the school's Health and Safety Policy and associated safeworking procedures and guidelines.
6. To comply with the school's Comprehensive Equality Policy and to ensure that itis implemented within the service area of the post.

Generic Responsibilities

- To work consistently to uphold school's aims
- 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 procedure towards safeguarding and promoting the welfare of children and young people.
- 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 at all times always be supportive of school policies for the students e.g. professional and appropriate appearance at all times, including when out of school e.g. trips, CPD etc.

Additional Duties

To be willing to be trained as, and to be one of the school's many, First Aid Officers (for support staff recruited after September 2004). Any other duty deemed reasonable, as directed by the Senior Assistant Principal/Chief Finance & Operations 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'

This post is subject to a satisfactory Enhanced Disclosure & Barring Service check.

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
Qualifications		
Good standard of education up to GCSE or equivalent - Excellent literacy and numeracy skills	E	A/I
RSA Typing/Word Processing or equivalent	D	A/I
NVQ Business Admin related qualifications or equivalent	D	A/I
Evidence of continuing professional development	E	A/I
Knowledge and Experience		
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 Arbor	D	A/I
Ability to deal with confidential and sensitive information	E	A/I
Skills and Abilities		
Excellent time management and organisational skills	E	A/I/T
Excellent communication, written and verbal, skills	E	A/I
Excellent admin and organisational skills	E	A/I/T
Able to prioritise	E	A/I/T
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
Commitment to Equal Opportunities		
Ability to understand and demonstrate commitment to equality and diversity	E	A/I

E = Essential element D = Desirable element = Assessed via the application form I = Assessed at interview T = Task

STEPHENSON TRUST

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, 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

In our trust, 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. We place emphasis on wellbeing, collaboration and professional development for our staff, underpinned by research. Our aim is to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is supported and professionally challenged, underpinned by comprehensive CPD programmes and wellbeing initiatives. We offer the following benefits, designed to promote your wellbeing and make your role enjoyable and rewarding.

For the right candidate there will be additional opportunities based on potential, ability and capacity to make a difference across the team and the school.

BENEFITS OF WORKING FOR STEPHENSON TRUST

- A culture that actively promotes a positive work-life balance
- Local Government Pension Scheme with a generous employer contribution
- Flexible and Family Friendly Policies
- Continued Professional Development
- Lifestyle benefits and discounts
- Competitive salaries
- Free on-site parking
- On-site catering facilities

HOW TO APPLY

https://rainhillhighschool.org.uk/about/rhs-vacancies

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 car·efully 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.

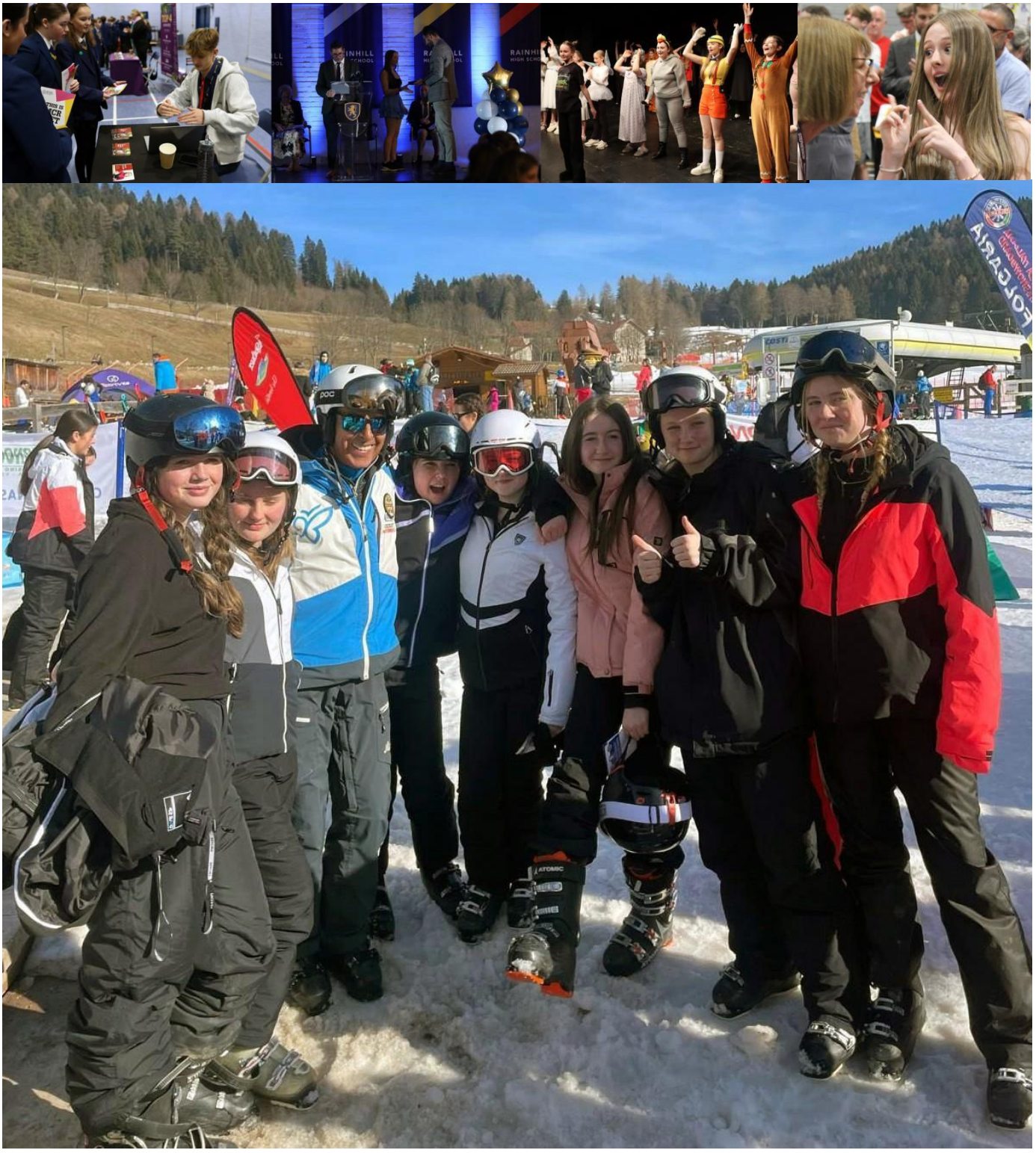
Section 14: In line with the statutory guidance document Keeping Children Safe in Education (2024) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

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

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 the **Application Form**



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WWW.RAINHILLHIGHSCHOOL.ORG.UK