



Candidate Recruitment Pack

Sixth Form Administrator

Required As Soon As Possible



MESSAGE FROM THE CEO AND HEADTEACHER

Welcome to the Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”

The Achieve and Learn Trust has recently rebranded with new leadership at all levels. We are excited about this new strategic direction and the changes made to improve educational provision even more, for all our young people.

Our Vision

At the heart of the Trust’s vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

Our Aims

Our aim is to ensure that all schools within the Trust aspire to be strong providers and aim for exemplary practice through creative approaches.

Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.



Ms Kim Earle
CEO of the
Achieve and Learn Trust

Welcome to Altrincham College

I am very proud as Headteacher to welcome you to Altrincham College.

Altrincham College is an over-subscribed 11-18 Academy set in the pleasant South Manchester suburbs of Hale/Timperley, on the Manchester/Trafford border. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. *Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live and are empowered to make informed and positive life choices.*

Altrincham College places a high value on professional development; CPD opportunities will be available to the successful applicant.

This post offers the opportunity to join a great place to work where you will be supported by a hugely talented staff team across the Trust.

This is an exciting opportunity for an outstanding, creative teacher with the drive, passion and commitment to join our hugely talented team of staff, working together to encourage and support every child in reaching their full potential.



Mr Andy Keegan
Headteacher

ROLE OVERVIEW

Sixth Form Administrator

CONTRACT TERM:

Permanent / Full Time / Term Time plus 1 week.

HOURS:

36.25 hours per week.

PAY SCALE:

NJC Band 4 Points 12 - 17
(Actual Salary £24,598 – £26,683)
Pay award pending.

LOCATION:

Altrincham College, Green Lane,
Timperley, Altrincham, WA15 8QW

START DATE:

ASAP

If you would like to apply to be part of our school at this exciting time, please visit the 'Job Vacancies' page on our school website – [Altrincham College](https://www.altrinchamcollege.com) where you will find an application form and more information about our school.

Please send your completed application form to recruitment@altrinchamcollege.com

CLOSING DATE:

Friday 19 June 2026 at midday.

INTERVIEW DATE:

w/c 22 June 2026

We seek to appoint an outstanding Sixth Form Administrator to provide comprehensive administrative support to the staff and students at Altrincham College's Sixth Form. This varied, busy role encompasses all aspects of administration including reception duties, maintaining attendance records, organizing admissions and supporting students. This role is suited to someone who has excellent organizational and communication skills, and the ability to work on their own initiative with a positive and proactive approach.

This post offers the opportunity to join a great place to work where you will be supported by a hugely talented staff team. Altrincham College places a high value on professional development; CPD opportunities will be available to the successful applicant.

If you would like to apply to be part of the Altrincham College team, please visit the school website at www.altrinchamcollege.com for an application form and more details. Alternatively, please call Judith Davenport, PA to the Headteacher, on telephone number 0161 980 7173 or e-mail recruitment@altrinchamcollege.com.

We provide a happy place to work and learn. Our staff pride themselves on respectful relationships with students and each other and are committed to the best welfare and interests of all. We have a strong supportive ethos, working hard so that every student can become the best version of themselves.

JOB DESCRIPTION

Job Title: Sixth Form Administrator

Job Purpose: To provide comprehensive clerical and administrative support in Sixth Form for the Head of 6th Form, teaching staff and students. To receive visitors/students/contractors into Sixth Form reception alongside main school reception. Answering, forwarding and dealing with phone calls as appropriate.

Accountable To: Admin Team Leader

Scale: Band 4 Points 12 – 17

Duties and Responsibilities:

Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- Meet and greet visitors/contractors/parents, sign them in using the visitor management system, escort or direct them to destination, as required. Check and record DBS details as necessary.
- Assist students at reception when signing in and out for appointments and signing in when late.
- Manage all aspects of the Sixth Form Admissions process: process initial enquiries and applications, build admissions matrix and subject option blocks in conjunction with teaching staff/Head of Sixth Form, send conditional offer letters to internal and external applicants, arrange interviews for internal and external applicants, manage enrolment process, plan Open Evenings and Taster Days and send invitations, request references and organise collection and accurate input of enrolment data into SIMS.
- Monitoring and responsibility for student attendance. Keep SIMS updated. Send daily messages home to the families of students who are absent for safeguarding purposes and chase replies. Provide monthly attendance data and reports for Head of Sixth Form on a half termly basis or when required. Inform Head of Sixth Form of any student giving cause for concern.
- Create and modify students timetables in SIMS.
- Office skills - creating letters/documents as required by Head of Sixth Form and other members of staff using the Microsoft suite of applications.

- Provide administrative support for events involving Sixth Form students.
- Be responsible for the administration of all residentials, day trips and fixtures for the 6th Form. Working with teachers and other staff to understand the requirements of a trip/educational visit, the accurate costing and booking of the trip, producing letters for parents, securing consent for students to attend and chasing outstanding trip money.
- Ensure 6th Form data is accurate on SIMS for School Census (PLASC) Government return (with Head of 6th Form /Business and Finance Director).
- Co-ordinate Sixth Form Open Evening. Involvement in marketing plan, preparation of leaflets, staffing and other information.
- Manage the collation of the Sixth Form course booklet and prospectus co-ordinating entries from the Head of Sixth Form and course tutors.
- Manage the administration of the Student Bursary scheme. Distribute information and forms to parents. Check and validate assessments; monitor usage and confirm payments to Finance Staff.
- Student signing in and out register – monitor Year 12 & 13 students on and off site.
- Ensure up-to-date student registers are always available for the purposes of fire registers. Fire drill organisation including accounting for 6th form students on site with form tutors/Head of sixth Form.
- Behaviour management of students in the atrium and dining/reception at all times. Pastoral support for Sixth Form students when required.
- Record Sixth Form room bookings in diary. Liaise with catering staff to arrange refreshments for meetings when necessary.
- Organisation and distribution of Year 12 and 13 individual and group photographs.
- Co-ordination of communication via social media and the school's website for 6th Form activities.
- Administration of medication for 6th Form students for which training will be provided.
- Process orders for sixth form and support with orders and events across the school.

- Stationery ordering.
- Support the Head of Sixth Form with the administration of Parents/Carers' Evenings using School Cloud.
- Attendance at GCSE results day and coordination of enrolment process for internal and external students joining the Sixth Form.
- Download and import school to school electronic transfer files and take leavers off roll at year end and throughout the year as required.
- TV monitoring/messaging for students on screen.

General Requirements

All staff are expected to:

- Work towards and support the academy vision and current objectives outlined in the Academy Improvement Plan.
- Contribute to the school's programme of extra-curricular activities e.g. helping at Open Evening.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Trust's School's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
- Adhere to policies and circulars.
- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher.

PERSON SPECIFICATION	METHOD OF ASSESSMENT	ESSENTIAL / DESIRABLE
1. Qualifications/Training etc.		
GCSE Grade C or higher in English and Maths or equivalent.	A/C/I	Essential
2. Experience		
Two to three years' experience in a relevant role.	A/I	Essential
ICT literate – Excellent keyboard skills, accurate and fast typing speeds, use of variety of ICT packages.	A/I	Essential
Experience of working as part of a team.	A/I	Essential
Experience of communicating, on a regular basis, by telephone, e-mail and in person with a range of people.	A/I	Essential
3. Knowledge		
Knowledge of administrative procedures, including relevant ICT packages and systems.	A/I	Essential
Excellent mathematical skills, attention to detail, with an ability to spot numerical errors.	A/I	Essential
Knowledge of local and national school admission policy	A/I	Essential
Experience of working in an education setting with an understanding of the admission and attendance processes would be an advantage.	A/I	Desirable
Knowledge of Sims database	A/I	Desirable
4. Skills & Abilities		
Excellent communication skills.	A/I	Essential
Self-motivated with proven ability to work on own initiative and to organise and prioritise	A/I	Essential

tasks.		
Willingness to adapt to a changing environment and meet differing challenges.	A/I	Essential
Highly organised individual who pays good attention to detail and accuracy.	A/I	Essential
Smart, professional appearance.	A/I	Essential
Understand the need for confidentiality.	A/I	Essential
Evidence of a pro-active approach to planning and prioritising work, with the ability to use initiative appropriately.	A/I	Essential
Patience and a flexible approach to work.	A/I	Essential
Willingness to undertake training and keep abreast of current issues relevant to own area of work.	A/I	Essential
5. Attitude and Approach		
Smart, professional appearance	A/I	Essential
Boundless energy and vision; resilience and 'can do' approach.	A/I	Essential
Positive and proactive approach to continuous improvement.	A/I	Essential

* **Method of Assessment:** **A** = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre

ADDITIONAL INFORMATION

BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Membership of the Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ Supported by a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ CPD opportunities for all staff.
- ❖ Access to NPQ training programmes and training around leadership and management.
- ❖ Opportunities to collaborate and work across the Trust.
- ❖ A great place to work.

CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the appointment ASAP.
- ❖ The position will be based at Altrincham College.
- ❖ The post is based on 36.25 hours per week.
- ❖ The post is a salaried position and overtime is not paid unless due to exceptional circumstances.
- ❖ All our schools operate a no-smoking policy on the whole of its sites.

APPOINTMENT TERMS

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by **midday on Friday 19 June 2026**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post. For shortlisted candidates, we will carry out an online and social media search.

The Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

Thank you for your interest in a position within the Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process, you have to be right for us, but the school also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email recruitment@altrinchamcollege.com.

Achieve + Learn Trust.

Better, together.

Staff Development & Well-Being Offer



Kim Earle, CEO

Our Trust thrives on its people. At the Achieve & Learn Trust, we aim to offer the best opportunities for career and personal development, coupled with a considerate and friendly working environment. Staff well-being is important to enable each member of our team to feel secure and happy in their role, whilst also knowing there is a trusted colleague available to support them. Find out more about our offer below.

	A buddy for all new staff in their first year in post.		SLT and CEO open door policy for all staff		“You Said We Did” staff voice & workload reduction
	Free staff car parking on site in all our schools		Access to staff counselling if required		No student data collected for data's sake
	Free breakfast for all in our Staff Rooms		Teachers & Local Government Pension Schemes		Fun staff awards & weekly staff recognition
	Opportunity to take a flu jab every autumn		Plenty of work spaces and IT access for staff		Opportunity to collaborate across schools
	Free Christmas dinner for all staff each year		Trust Well-being training & support for all staff		Commitment to CPD including National Quals.
	Greater PPA time than national average		Menopause Support for all staff		Commitment to the DFE's Well-being Charter

Can't see a vacancy you can apply for? Why not join our Talent Pool?

Send a brief introduction and/or your CV to info@achieveandlearntrust.com