



WADDESDON

CHURCH OF ENGLAND SCHOOL

IDENTIFIED BY OFSTED AND SIAMS AS "OUTSTANDING"

Sixth Form Administrator and Study Centre Supervisor
Bucks Pay Range 3:16-20 (£23, 152 - £25,043 FTE) (Actual: £16,272-£17,601)
Starting September 2022

30 hours per week: Monday to Friday 8.15am – 2.45pm

40 weeks per year: Term-time; INSET days; 3 days over GCSE Results Days; 2 days in last week of summer holidays.

We are seeking to appoint a highly organised, motivated and proactive administrator to join our happy and hard-working school.

The successful candidate will be responsible for the effective administration of all matters relating to the Sixth Form and will share in the desire to achieve excellent outcomes for our young people, academically and in terms of character development.

You will take pride in your attention to detail and have a strong desire to support staff and students. You must also have high literacy and communication standards and be a proficient user of IT.

The role will support the Head of Sixth Form, Sixth Form Year Heads and Sixth Form Student Support Officer, and includes administrative oversight of the Year 12 recruitment and UCAS procedures. The ideal candidate will have daily interaction with Sixth Form students and parents/carers to provide information, as well as supervision of the Study Centre. Previous experience of working in an academic and/or Sixth Form environment is desirable.

For further information on the school, please visit www.waddesdonschool.com

Closing date for applications: Monday 6th June 2022 (12pm)

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 post is subject to an enhanced DBS check, and employment will be conditional upon completion of satisfactory pre-appointment checks.

Only applications on the appropriate Waddesdon CE School teaching or support staff application form, and showing full employment history, will be considered. Applicants are invited to view the school's Safeguarding & Child Protection Policy via this link <https://www.waddesdonschool.com/safeguarding/>

