



# **Sixth Form Administrator**

**Recruitment Pack 2025**





## WELCOME

Thank you for your interest in this role.

Belper School and Sixth Form Centre is an exceptional place. We combine strong academic standards, a rich & inspirational curriculum, and a caring & supportive ethos to provide the best education we can for our wonderful students. We also like to think we are a great place to work, and Ofsted agreed. (*“Staff are happy and proud to work at the school. Leaders are considerate of staff’s workload and well-being”* OFSTED, 2022)

The school has been proud to serve the thriving community of Belper and surrounding villages for over 50 years. Belper in Derbyshire is on the edge of the Peak District with good road and rail links to other parts of the country. It is situated in the Derwent Valley World Heritage Site and has previously won the Best High Street and Market Town in the UK award. Belper has a creative and inclusive community and hosts an annual arts festival and a very popular Pride event.

Our vision is encapsulated in the phrase **“Create Your Future. Be who you are and become who you aspire to be”** and this vision guides our educational direction. We want to provide our students with the qualifications, knowledge, and skills they need to have happy and successful lives. We know that our students leave Belper well prepared to thrive as adults and we are proud of what our alumni achieve; from international athletes, to space engineers, from creative professionals, to self-employed entrepreneurs and much, much more. To provide the best education we can, we understand how important it is to recruit, retain and invest in our staff. We see our school as one community of families, students, teaching staff, support staff, leadership staff, and governors all working together.

We prioritise staff wellbeing and understand how this links to our staff retention remaining high. The Senior Leadership Team are always visible in school, working hard to bring out the best in our staff. We have a strong and committed governing body who take their roles and responsibilities seriously.

Belper School and Sixth Form Centre is a lively and successful school of just under 1200 students including 150 Sixth Formers. It has been a Foundation School since 1998 and is now in the early stages of applying to join the Embark Federation.

At Belper School we believe passionately in an inclusive approach to education and in promoting the personal development of every student. We have a distinctive ethos, which marks us out from many other schools. While we value academic achievement and strong exam results, we also believe it is our duty to create responsible citizens for the future. Self-respect and respect for others are central to that belief.

We keep the students at the school central to the decisions we make. Visitors often comment on the very positive feel of the school. Their conduct in lessons and around the site is excellent. (*“Lessons are calm and orderly”* OFSTED, 2022) Belper is a school where teachers can truly focus on teaching.



## ABOUT OUR SCHOOL

Belper School & Sixth Form Centre is a popular and high achieving foundation school at the heart of the picturesque Derbyshire town of Belper. We have 1200 students on roll with 150 in the sixth form and employ over 170 staff.

- Belper School is a non-uniform school and students address teachers by their first names. This is an important part of our ethos.
- We are a very friendly school with a positive atmosphere, and we work hard to ensure that every child feels valued and respected. *“There are positive relationships between staff and pupils. Pupils are happy at school.”* (OFSTED, 2022).
- The foundation of our school is our caring and supportive highly inclusive ethos. *“Belper School and Sixth Form Centre is an inclusive school ... Pupils can ‘be who they are’ and have their own identity”* (OFSTED, 2019).
- Our students are exceptionally understanding. *“Pupils are kind and considerate. They accept others’ differences”* (OFSTED, 2019).
- We provide a very broad and inspirational personal development and enrichment curriculum *“Leaders have developed a well thought out programme for pupils’ personal development. ... Pupils value the range of activities that the school offers”* (OFSTED, 2022).
- We have a wide range of academic courses *“Curriculum plans in the sixth form are well developed and the work that teachers set is demanding”* (OFSTED, 2022).
- Our pupils mostly achieve strong examination results although a small minority have struggled since Covid with their attendance due to health concerns. The school was ranked in the top 10 schools in Derbyshire at KS4 for EM5+ in 2023. *“Leaders have high expectations of all students in the sixth form. Students say that teachers want the best for them.”* (OFSTED, 2022).
- Improving teaching and learning is central to our mission to be the best school we can possibly be. *“Leaders have a sharp focus on improving the curriculum. In most subjects, curriculum plans are ambitious and well thought out.”* (OFSTED, 2022).
- We see ourselves as being at the centre of the local community and have strong links with other local schools and organisations. We also strive to maintain excellent relationships with the families of our students.
- Well over 80% of the pupils from our main feeder schools typically choose to come to us in Year 7 and we are usually oversubscribed which facilitates the building of very strong links with Key Stage 2.



## **THE ROLE**

We are seeking to appoint an enthusiastic and dedicated Sixth Form Administrator. This position is incredibly diverse and ranges from maintaining records and dealing with enquires to arranging events and supporting Sixth Form students with queries throughout the day.

The successful applicant will have ample opportunities to use their initiative and truly make the role their own. The ideal candidate will have successful experience of working in schools demonstrating exceptional communication and administrative skills.

If you're ready to make a real impact and drive excellence in our wonderful Sixth Form, we would love to have you on our team!

The successful candidate will need to be available to attend during both the GCSE and A level examination results weeks during the summer holidays.

Belper School and Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post involves regulated activity, references and online searches will be conducted for shortlisted candidates, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We are committed to equality of opportunity in employment and services.



## **APPLICATION METHOD**

**Role Type:** Permanent

**Salary:** Grade 6: £14,917- £15,187 (Actual Salary)

**Hours:** 25 hours per week, 40 weeks per annum (term time plus inset days plus 5 days over the summer to cover GCSE and A level results days and administration)

**Application closing date:** Midnight Wednesday 26 March 2025

Interview Date: Provisionally during the week commencing 31 March 2025

**Start Date:** As soon as possible following pre-employment checks

Please read the person specification for the post and if you think that you meet the requirements and the post offers the challenge and opportunity you are seeking, we would be delighted to hear from you.

Applications can be made via [teaching-vacancies.service.gov.uk](https://teaching-vacancies.service.gov.uk) or via the Derbyshire County Council online jobs page. Please use the personal/supporting statement section to write your letter of application. You should detail your experience and reasons for applying with the application form.

Shortlisted candidates will be contacted by email. If you have not heard from us by 4 April 2025, please assume you have not been successful on this occasion.

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## Role Description and Person Specification

<b>Post title:</b>	Sixth Form Administrator
<b>Grade:</b>	Grade 6: £14,917- £15,187 Actual Salary for 25 hours per week 40 weeks per year role (Based on full time pay scale Grade 6 Pay point 6-7 £25,183 -£25,638 per year)
<b>Job Family:</b>	Business and Public Services
<b>Responsible to:</b>	Head of Sixth Form
<b>Hours of work:</b>	25 hours per week  25 hours Monday: 8.00am – 1.30pm with 30 minutes for lunch Tuesday: 8.00am – 1.30pm with 30 minutes for lunch Wednesday: 8.00am – 1.30pm with 30 minutes for lunch Thursday: 8.00am – 1.30pm with 30 minutes for lunch Friday: 8.00am – 1.30pm with 30 minutes for lunch
<b>Weeks of contract:</b>	40 weeks per annum (term time plus inset days plus 5 days over the summer to cover GCSE and A level results days and administration)

### Role Description – Sixth Form Administrator

#### Purpose of the Post

- To work with the Sixth Form Leadership team to provide highly effective clerical and administrative support to the Sixth Form
- Act as the main point of contact for pastoral and general enquiries from Sixth Form students and parents and outside agencies
- Producing confidential reports, letters, documents and emails
- Supporting and providing administration for events such as open days, visits, proms, results days and trips
- Providing administrative support to staff and students throughout the UCAS process
- Support the administration of Sixth Form bursaries.

#### Key Tasks and Responsibilities

- Provide administrative and pastoral support to the Sixth Form staff and students
- Act as the main point of contact for general enquiries to the Sixth Form from students and parents and external providers
- Be the first point of contact for First Aid, including Mental Health First Aid for the Sixth Form students

- Provide administration and support to students and tutors throughout the UCAS application process
- Assist with student queries relating to examination results during GCSE and A Level results' weeks
- Monitor attendance and lateness of Sixth Form student and create weekly, termly and yearly reports as required
- Send communications to parents relating to attendance and other areas of concern
- Support the Sixth Form enrolment process through administration and assisting with open days and arranging visits
- Acting as a primary contact for SISRA Analytics data and report information for Key Stage 5
- Production of the Sixth Form Prospectus and student application form, production of interview schedules for internal and external candidates and associated correspondence
- Arrange, schedule and plan meetings for the Sixth Form
- Update options / subject timetable information for Sixth Form students
- Maintain accurate student records and provide data and reports as required
- Provide information for and support the administration of Sixth Form bursaries
- Ensure the effective tracking of academic and pastoral concerns
- Arranging meetings and taking minutes when required
- Ordering of supplies and equipment
- Maintain and process and data, providing information as required. Including information for the student Census
- Upload exam results into SISRA and support the Sixth Form team on results day
- Review GCSE results to process applications to the Sixth Form
- Upload assessment and mock data on the systems
- Assist with the organisation of Sixth Form events throughout the school year. Including, but not exclusively; enrichment events, presentation evenings, Proms and information evenings.
- Checking distribution of work to students for absent staff has taken place
- Support on the administration and monitoring of work experience for 6<sup>th</sup> form students, ensuring the relevance of the placement in conjunction with the Head of 6<sup>th</sup> Form
- Support Sixth form trips making sure the EVC has the information required
- Support and contribute to the overall ethos / work / aims of the school.
- Ensure all students have equal access and opportunities to learn and develop
- Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion
- Participate in CPD and development opportunities
- Provide occasional administrative support to the School Office and student Wellbeing and Safeguarding Team where necessary
- To undertake professional duties that may be reasonably assigned by the Head Teacher

**Line management or supervisory responsibilities (if applicable)**

- None but may be required to assist in basic training or induction of new colleagues

**Supervision received (if applicable)**

Line Manager - Head of Sixth Form

**Corporate Responsibilities**

- To be aware of and comply with school policies and procedures
- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct
- To comply with health and safety policies and procedures
- To maintain confidentiality and observe data protection and associated guidelines
- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations
- To act appropriately and professionally, and to treat others with courtesy, respect and consideration

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.*

**Person Specification Sixth Form Administrator**

**Experience and Skills - Essential**

Evidenced by Application form References Interview

- Experience of working in an office environment
- Excellent working knowledge of databases and Microsoft Excel or similar
- Excellent word processing skills and working knowledge of Microsoft Word or similar
- Ability to communicate effectively with a range of stakeholders
- Understanding of issues of confidentiality
- Awareness of policies and procedures relating to health and safety, equal opportunities, data protection and other relevant to duties performed
- Ability to work accurately under pressure and to meet deadlines

**Experience and Skills - Desirable**

Evidenced by Application form References Interview

- Knowledge of (School Information Management Systems)
- Experience of working in a school environment

**Professional Values - Essential**



**Evidenced by Application form References Interview**

- Be sympathetic to the School's ethos and aims and meet the expectations of the leadership and governing body
- Establish and maintain good professional relationships with students, parents and colleagues
- Adopt a flexible approach to working
- Be willing to undertake further training and development, as necessary, in order to enhance service delivery

**Professional Values - Desirable**

Evidenced by Application form References Interview

- Demonstrate a willingness to contribute to the life and development of the school

**Knowledge and understanding - Essential**

Evidenced by Application form References Interview

- Understand the statutory responsibilities in relation to school administration.
- Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion

**Knowledge and understanding - Desirable**

Evidenced by Application form References Interview

- Experience of working in inclusive settings.
- Experience of the Google suite of applications e.g. Google Sheets and Google Docs.

**Policies and Procedures - Essential**

Understanding of:

- Equal Opportunity and Disability Equality
- Data Protection
- Health & Safety procedures and safe working practices
- Safeguarding, including Child Protection

**Qualifications - Essential**

- Grade 4 (C) or above in GCSE Maths or equivalent
- Grade 4 (C) or above in GCSE English or equivalent
- NVQ level 3 in computing related training or significant experience

**Qualifications - Desirable**

- Mental Health First Aid (children/young people)
- First Aid certificate at Work qualification

**Corporate Competencies – Essential**

- General knowledge and understanding of the requirements of a school environment
- Ability to relate to students aged 11 to 18
- Punctuality and reliability
- Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area
- Understanding of the importance of financial rules and procedures and a commitment to remaining up to date with the requirements of the role in this area
- Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area
- Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area
- Understanding of the need for confidentiality and knowledge of data protection principles