

NOTRE DAME HIGH SCHOOL

11-18 Mixed Catholic Comprehensive School
FULWOOD ROAD, SHEFFIELD, S10 3BT
Tel: 0114 2302536

We are looking to appoint to the following post with a start date, as soon as possible.

Sixth Form Administrator

37 hours per week/term-time plus one week/permanent

Grade 5: £30,024 - £32,597 per annum pro rata

Actual starting salary: £26,487.17 per annum

Notre Dame High School, a vibrant and inclusive Catholic school, part of the St. Clare Catholic Multi Academy Trust, is seeking a dedicated and skilled Administrator to join our committed support team. This role is pivotal in ensuring the smooth operation of the Sixth Form, contributing to an environment where both students and staff can flourish.

About the Role

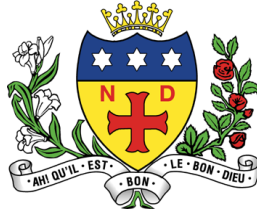
As Sixth Form Administrator, you will play a key role in supporting the academic and pastoral development of our Sixth Form students. You will be responsible for a wide range of administrative duties including student records management, attendance monitoring, post 16 Bursary, UCAS application support, event coordination (such as inductions, parents' evenings, and results days), and daily liaison with students, staff, and parents.

You will work closely with the Head of Sixth Form, the wider pastoral and administrative teams, and senior leadership to ensure that students receive the highest standard of support throughout their post-16 journey. This role is essential in helping our students to succeed, both academically and personally, and to uphold the school's mission of providing outstanding education grounded in Gospel values.

We are particularly keen to reflect the diverse nature of our student community in our staff; we welcome applications from all qualified applicants and strongly believe that diversity in all its forms delivers greater impact to our whole school community.

For further details and an application pack please visit www.notredame-high.co.uk/uncategorized/current-vacancies or e-mail recruitment@notredame-high.co.uk

Completed application forms and Consent to Obtain References forms should be sent to recruitment@notredame-high.co.uk by the closing date below.



Closing date: 9am on Tuesday 2nd December 2025

Notre Dame High School is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. The successful applicant will be required to complete an Enhanced DBS Disclosure. In addition, this post is exempt from the Rehabilitation of Offenders Act and a self-disclosure is required for applicants shortlisted for interview.



ST CLARE
Catholic Multi Academy Trust