



HITCHIN BOYS' SCHOOL
An Academy Trust

Sixth Form Administrator

25 Hours per Week
Monday to Friday, 8:00-13:00
Term Time + 5 days

Grade: H3.5 (FTE £19,312)
Actual Starting Salary £11,086

Hitchin Boys' School (HBS) is a successful over-subscribed school with academy status. Following Ofsted's visit in September 2021, we were delighted to announce that we have once again received top marks by retaining the judgement of 'Outstanding'.

An exciting and rare opportunity has arisen for a conscientious and enthusiastic part time Sixth Form Administrator to join our friendly admin team. Working hours are Monday to Friday 8am to 1pm, term time only.

We are looking for a well organised, confidential and caring individual to provide excellent administrative and academic support for the day to day operation of the Sixth Form.

Excellent interpersonal skills are essential as you will be required to work with a broad range of professionals, liaise with parents/carers but most importantly to ensure a welcoming and supportive service for students.

This is a varied role that will also involve co-ordinating the wider opportunities that are on offer for the Sixth Form students, including trips, workshops, Duke of Edinburgh and open events.

Experience using SIMS and a good level of literacy and numeracy is essential as it is vital to ensure accurate records to support student UCAS applications.

Hitchin Boys' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be carried out for all posts.

Further details and an application form are available on the [school website](#). Completed forms should be emailed to Becky Rose, PA to School Business Manager, at brose@hitchinboys.co.uk.

Closing date: 12 noon on Friday 4th February 2022

Interviews: 8th/10th February

Head Teacher: Mr F Moane

Ofsted
Outstanding
2021/2022

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