



**Royal Greenwich**  
Trust School



# Candidate Information Pack

## Sixth Form and Careers Administrator

*Learning Today, Leading Tomorrow*  
Responsibility | Grit | Teamwork | Success





“ Providing transformational educational opportunities for all children...”

---



# Sixth Form and Careers Administrator Royal Greenwich Trust School

## University Schools Trust

---

### Contents

Welcome	5
The University Schools Trust	6
Professional Development	8
Staff Benefits and Wellbeing	9
Job Description	10
Person Specification	14
Application and Selection Process	15

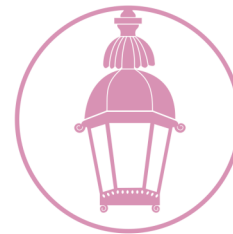






# Welcome

---



Thank you for interest in the advertised post at the Royal Greenwich Trust School. We are proud to be a part of the University Schools Trust, a cross-borough multi-academy trust which includes St Paul's Way Trust School and St. Paul's Way Trust Foundation School in the London Borough of Tower Hamlets.

As part of the University Schools Trust, we have strong partnerships with 6 world-leading universities and other key organisations. Together we are working collaboratively to deliver the best outcomes and life chances for our students.

Our staff are our greatest asset and we are working with the UST to develop an exciting people strategy, focused on purposeful practice, bespoke professional development and meaningful staff wellbeing.

The UST provides staff in all its schools with a wide range of accredited courses, training opportunities and networking events to support collaborative practice.

Our website will give you a broader picture of our school including key information and a sense of what our community stands for:

[www.rgtrustschool.net](http://www.rgtrustschool.net)

If you are interested in applying for the post and would like to arrange an informal discussion, please contact the HR Team on 020 8312 5480 ext. 515

or email [Recruitment@rgtrustschool.net](mailto:Recruitment@rgtrustschool.net).

---

**Caroline Longhurst**

Headteacher

*Learning Today, Leading Tomorrow*

# The University Schools Trust







The University Schools Trust (UST) and our schools provide excellent education, derived from exceptional teaching and learning, for thousands of pupils each year.

UST is a unique partnership of six world-leading universities and five sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are academically challenged and we use our resources efficiently. The inspirational staff at UST are our greatest resource, and they are encouraged to innovate, share and continually raise our standards.

The UST School of Education, our innovative centre of excellence for school improvement, supports all our teaching and learning. Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

By developing a culture of growth and excellence, the School of Education adds value to our greatest resource – our staff.

For more information about our School of Education please see:

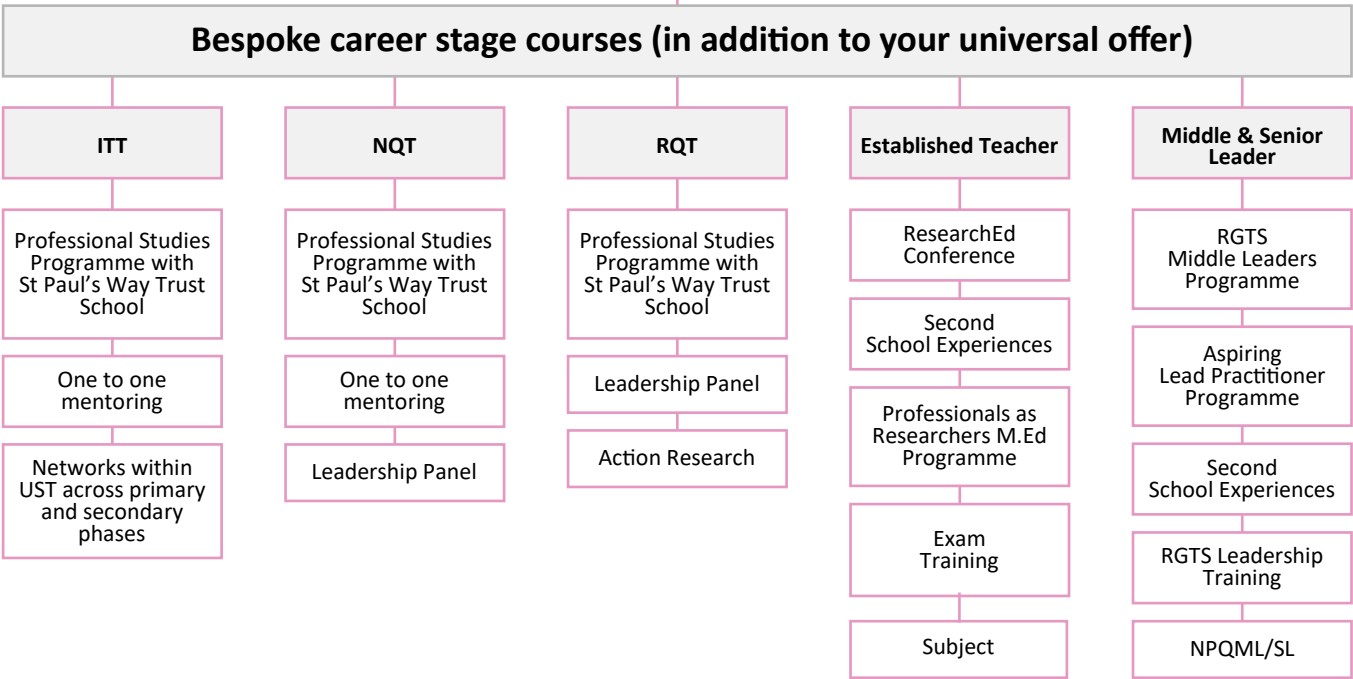
[www.ust.london/444/school-of-education](http://www.ust.london/444/school-of-education)

# Continual Professional Learning

At RGTS we are committed to ensuring that all staff across the school are given opportunities to develop their practice in order to excel as professionals. This is achieved through a programme of internal and external training with an extensive network of training providers across London, our staff have access to the highest quality of training available.

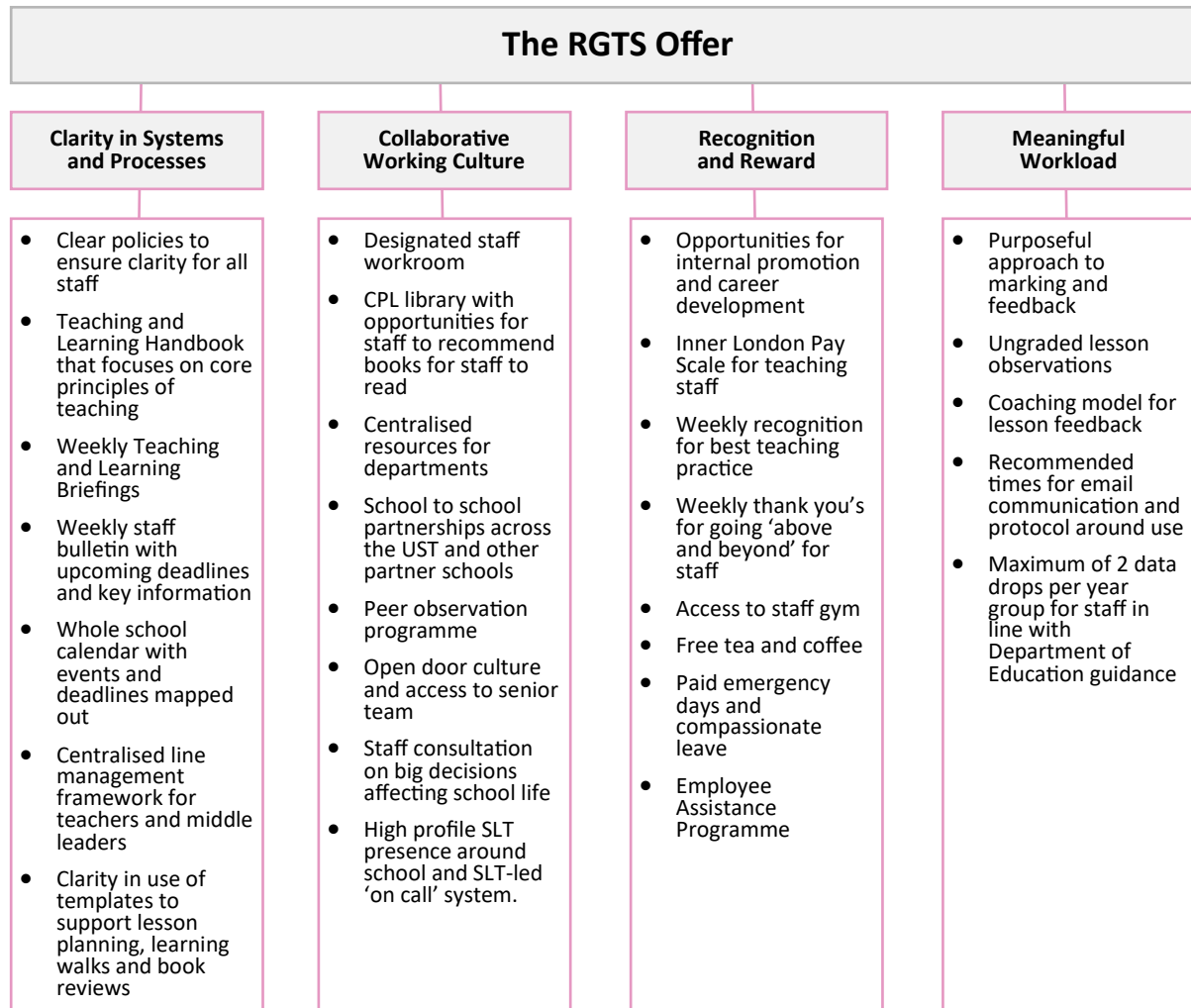
All teachers at RGTS have access to regular opportunities for training and development, both as individuals and as part of their wider faculty teams. This includes:

- Weekly teaching and learning briefings where colleagues share best practice
- Masterclasses for specific areas of pedagogical development
- Twilight sessions for extended faculty-based training
- Learning labs that allow teachers to conduct peer to peer observations
- Coaching from a team of external coaches





# Staff Benefits and Wellbeing



RGTS is committed to ensuring that staff are supported and that their wellbeing is considered at school. To that end, strategies to support staff are grouped into four broad areas:

- **Clarity in Systems and Processes** - staff are given clear direction and that time can be managed effectively.
- **Collaborative Working Culture** - staff are able to access peer to peer support and work together to minimise personal workload.
- **Recognition and Reward** - staff feel valued for their contributions to the school and that staff are encouraged to go the extra mile.
- **Meaningful Workload** - decisions are mindful of staff workload and efficient working practice.

<b>Job Title:</b>	Sixth Form and Careers Administrator
<b>Location:</b>	The Royal Greenwich Trust School
<b>Responsible to:</b>	Deputy Headteacher—Key Stage 5
<b>Full/part time:</b>	Term Time Only plus 2 weeks (8:45 pm—4.45 pm = provisional working hours)
<b>Grade:</b>	Scale 6 FTE £28,470 - £29,502 pro-rata, actual salary £25,971 - £26,913 per annum

## INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust, we are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

## OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

## MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

## JOB PURPOSE

- To provide administrative support within the sixth form and general admin team.
- To provide support for the monitoring of attendance and punctuality within the sixth form.
- To coordinate the administrative aspects of the career's education, information and guidance provision across the school.

- To coordinate the development of learning opportunities in the academic and extracurricular provision to enrich and broaden the learning experiences and aspirations of students.
- To communicate with the school's partners in the university, business and public sector organisations, particularly those within the University Schools Trust.

#### **SPECIFIC RESPONSIBILITIES**

- Be the school link for the University Schools Trust Partners, Royal Borough of Greenwich and other trust and Business Partners where relevant.
- Supervise the school's private study space, when required.
- Provide administrative support to the Sixth Form team to ensure the smooth running of the Sixth Form.
- Provide administrative support to the Sixth Form team on inclusion and progression matters.
- Assist the Student Services Manager in monitoring registers and in implementing the attendance and punctuality strategy within the school.
- Provide administrative support to the general admin team, when required.
- Liaise effectively with parents/carers and other stakeholders.
- Coordinate the administration of the UCAS process.
- Coordinate careers discussion for students and facilitate workshops from external providers.
- In conjunction with the heads of Key stage and Year coordinate CEIAG events ensuring a good cross section of employers, FE and HE establishments are represented, including Pathway events, Parents' evenings and Sixth Form Open Evenings.
- Liaise with Heads of Year to identify the needs of their year group in terms of CEIAG provision.
- Liaise with Heads of Faculty to identify areas in which their curriculums can be enriched by CEIAG.
- Communicate and liaise with parents and carers on the CEIAG programme.
- Maintain CEIAG resources across the school including a CEIAG library, ensuring that resources are up to date and relevant to meet the needs of the students in respect of careers, vocational courses HE and FE information and guidance.
- Maintain the whole school calendar on all CEIAG provisions.
- Coordinate the work experience programme for students at Key Stage 4 and 5, ensuring particular involvement from Trust Partners and community partners.
- Coordinate mentoring programmes which support post 16 and post 18 destinations.
- Coordinate offsite and residential trips for students in accordance with the Residential and Offsite Trips Policy to access opportunities for developing their employability skills and learn about careers.
- Engage with the wider staff body to ensure that procedures are followed and support in the effective coordination of school trips.
- Hold and maintain records of all students who are identified as being at risk of becoming 'NEET' and ensuring that these are up to date.
- Liaise with a range of Trust and Business Partners who will be able to support the curriculum through extended work placements, internships, trips and visits, direct links to the curriculum and additional enrichment opportunities.
- Work with the Deputy Headteacher for Sixth Form and the Head of Year to find work placements, visiting speakers etc. as necessary.
- Coordinate tutor time activities and student assemblies on CEIAG opportunities within the school.



- Coordinate termly reports on CEIAG activities, the impact on student experience and the monitoring and evaluation of student destinations at Key Stage 4 and Key Stage 5 and report termly to the School Committee.
- Manage and organise a variety of support functions and to be responsible for and ensure that stock provisions are maintained and kept tidy.
- Provide hospitality for events that may occur before, during and after the school day.
- Contribute to the overall ethos of the school.

**Careers Education, Information and Guidance (CEIAG)** relates to the aspiration, ambitions and long-term career planning for students so that they are equipped with the skills, knowledge and understanding to make the right decisions regarding their next steps in their educational careers.

The postholder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

## **TRAINING**

The postholder will be required to undertake training as required to be effective in carrying out all duties.

## **COMMON ROLES OF ALL TRUST MEMBERS**

### **Leadership: Vision and Values**

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents/carers and wider community, the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive innovation.
- To drive up educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Trust, where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

### **Leading and Managing Others and Self**

- Take responsibility for the day-to-day management of designated staff.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's Health and Safety Policy to ensure a safe working environment for staff, students and visitors.

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers, colleagues and visitors.
- Adhere to Trust policies and procedures.

#### **Additional Requirements:**

- The postholder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities Policy and Use of ICT Policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant).
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

#### **JOB AGREEMENT**

The postholder will be line managed and appraisal managed by: A designated member of the Senior Leadership Team.

The above job description was agreed on ..... (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

\_\_\_\_\_ Signed by (Postholder)

\_\_\_\_\_ Signed by (Headteacher)

	<b>Essential</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• At least two A Levels or equivalent at good grades</li> <li>• GCSE English and Maths Grade 4 or above/A*- C (or equivalent)</li> <li>• A willingness to undertake relevant training possibly securing qualifications relating to Career Guidance and Development</li> <li>• A good honours degree [desirable]</li> </ul>
<b>Knowledge/ Understanding</b>	<ul style="list-style-type: none"> <li>• Excellent ICT skills, including the use of Microsoft Office platforms: Word, Excel, PowerPoint and Teams</li> <li>• Excellent interpersonal and organisational skills</li> <li>• Have good attention to detail</li> <li>• Experience of working in a secondary school environment, working with young people</li> <li>• Experience of advice and guidance work</li> <li>• Knowledge of the education sector and progression issues that affect 16-19-year olds</li> <li>• Knowledge of academic and vocational options for post 16 and post 18 progression</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Highly developed organisational skills</li> <li>• The ability to work as part of a team as well as on your own</li> <li>• The ability to communicate effectively with individuals and groups of students, teachers, parents and other members of staff (both written and oral)</li> <li>• Shows a commitment to customer care</li> <li>• A flexible approach to work</li> <li>• The ability to maintain written and digital records, and produce reports based on data analysis</li> <li>• A willingness to undertake training to ensure that the roles are effectively carried out</li> <li>• A commitment to ensuring every student achieves his or her very best</li> <li>• Ability to act on own initiative</li> <li>• Ability to communicate and interact effectively face to face and over the phone</li> <li>• Ability to meet deadlines while maintaining accuracy</li> </ul>



# Application and Selection Process

All applications will be acknowledged and there is a nominal closing date for this role. Candidates are encouraged to submit their applications as soon as possible as preliminary shortlisting may begin as soon as they are received.

## **To apply please:**

- Visit <https://www.rgtrustschool.net/vacancies> and follow the link to complete your application form.
- Provide a personal statement (no more than 2 sides of A4) which demonstrates your suitability for this role based on your experiences and achievements to date and how you meet the criteria set out within the job description and person specification.
- Provide two professional references, one of whom must be your current/most recent employer.

**Deadline for applications to be received is XXXXXXXXXXXX**





## Royal Greenwich Trust School

765 Woolwich Road, Charlton, London SE7 8LJ

**T** 020 8312 5480  
**E** [Recruitment@rgtrustschool.net](mailto:Recruitment@rgtrustschool.net)  
**W** [www.rgtrustschool.net/recruitment](http://www.rgtrustschool.net/recruitment)

