



# Sixth Form Attendance & Administration Officer

## Application Pack



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THE  
COTSWOLD  
SCHOOL

Creating Brilliant Futures

## Welcome from Will Morgan, Headteacher

Thank you for your interest in this post.

Based in the stunning village of Bourton-on-the-Water, Gloucestershire, The Cotswold School has earned an 'Outstanding' reputation as a popular and successful 11-18 comprehensive academy.

Please watch our video, Welcome to The Cotswold School, to find out more from teachers and students about what makes our school an inclusive, ambitious and happy place to learn.

I am proud to lead an incredible team of staff, who go the extra mile to provide our students with an inspiring education, fully equipping them for their future lives. The values of friendship and knowledge, symbolised on our badge, underpin all our learning and development activities and ensure that the wellbeing of our students and staff is also cared for.

At the heart of our school ethos is a commitment to excellent teaching and aspiration, which drives progress and attainment. Our students thrive academically and also personally, with opportunities to take part in musical performances and a huge range of extra-curricular clubs; writing competitions and debates; community fundraising; student leadership; and careers events.

We have an inspiring and caring school community, which includes families, local businesses, our staff, PTA and, of course, our students. Why not have a look at our website News pages, to see how we have found ways to support ourselves and others and develop our learning and talents?

Successful candidates who are shortlisted for an interview will be contacted by email or phone.

I look forward to hearing from you.

Will Morgan  
Headteacher



# Job advert

Reports to: Governors & Head of Sixth Form

Contract: Permanent, Full Time, Term Time only plus ad-hoc evening work

Hours: 37 hours per week, 8:30am to 4:30pm Monday to Thursday and 8:30am – 4pm on Friday (negotiable)

Pay: Grade 5, Point 11 of the NJC Local Government Pay Scale (£25,979 per annum)

Closing Date: Monday 3rd June 2024 at 9am

From September 2024, we are looking to recruit a Sixth Form Attendance and Administration Officer to work with the Sixth Form Leadership Team to run the Sixth Form office. The office is busy with phone calls, emails and students so flexibility and adaptability are crucial!

## WE ARE LOOKING FOR THE FOLLOWING SKILLS AND QUALITIES:

- A skilled and competent person to manage the Sixth Form reception and act as the first point of contact for Sixth Form parents and visitors
- A commitment and desire to excel in a varied role liaising with staff, students and parents on a daily basis
- Good organisational skills to maintain the smooth running of Sixth Form attendance registers, reports and bulletins
- An excellent communicator, who has the initiative to work on their own and as part of a team

## WE CAN OFFER YOU:

- Full training, with support from an experienced Sixth Form Team
- Local Government Pension Scheme with generous employer contribution
- Employee benefits including an Employee Assistance Programme & Cycle to Work scheme
- First Aid at Work qualification
- Free onsite parking including electric car charging points
- A commitment to staff wellbeing

The candidate will contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Keeping Children safe in Education (KCSIE) guidelines and Area Child Protection Procedures.

The Cotswold School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, visitors and volunteers, to share the same commitment. This position is subject to an Enhanced DBS check.

# Job description

## Overall Responsibility

To run the Sixth Form office efficiently and to work with the Sixth Form Leadership Team to maximise Sixth Form students' attendance.

To contribute to the safeguarding and promotion of the welfare and care of children and young people, in keeping with Gloucestershire County Council and Cotswold School policy & procedures.

## Job Outline

- To undertake daily administration and monitoring of attendance registers, following-up students' absence with home if not reported, and communicating with students and Sixth Form staff to maximise Sixth Formers' attendance.
- To manage Sixth Form reception, acting as the first point of contact for Sixth Form parents and visitors.
- To undertake clerical duties, including: responding to enquiries; passing information to staff and students; sending letters and other documents; providing administration for student coursework submissions; maintaining and filing records for current and past Sixth Formers; providing admin support for the Sixth Form Leadership team: e.g. photocopying; taking minutes at tutor team meetings.
- To provide administrative support for and to attend Sixth Form Events, including: Sixth Form Parents' Evenings, Welcome Evening, H.E. Evening and Open Evening.
- To manage Sixth Form systems: Students signing in & out; Registers during fire alarms; Planned Absence requests; Home Study Agreements; Computer Use / 'Bring Your Own Device' Agreements; Driving/parking Agreements.
- To prepare refreshments for Sixth Form meetings involving staff, parents & visitors.
- To supervise Sixth Form students' silent independent work in the Sixth Form Study Room for one hour per day.
- To supervise Sixth Form students who have been asked to work in the Sixth Form Study Room from 3.30-4.30pm (on 2 days per week).
- To create a weekly draft of the Sixth Form bulletin by collating notices from staff.
- To be in charge of information screens in the Sixth Form Centre.
- To monitor and update aspects of the Sixth Form section of the school website.
- To be part of the qualified First Aider team.
- To deputise for the Sixth Form Student Well-Being & Admissions Co-ordinator when occasionally required.

## Other Specific Duties

- To set a good example in terms of personal presentation, attendance, punctuality and professionalism
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

## Continuing Professional Development

- In conjunction with your line manager, take responsibility for your own personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
- Undertake any necessary training / professional development as identified in the School Development Plan and implement this in your work to positive effect.
- Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.
- Maintain a professional portfolio of evidence via SchooliP to support the Performance Management process - evaluating and improving your own practice

The Cotswold School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, visitors and volunteers, to share the same commitment.

This position is subject to an enhanced DBS check, satisfactory references and checks regarding suitability to work with children. This post is in regulated activity and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, amended 2013 & 2020).

The successful applicant will be subject to all necessary checks and be required to provide evidence of identity, right to work in the UK and professional qualifications (where relevant). In line with KCSIE 2023, we will conduct an online search for all shortlisted candidates. Any relevant information will be discussed further with the applicant during the recruitment process.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

We are an equal opportunities employer and value and respect diversity across our whole school community. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

# Sixth Form Information

The Sixth Form at The Cotswold School is nationally recognised as being outstanding.

I am delighted to introduce you to The Sixth Form at The Cotswold School – a vibrant and successful learning environment with around 280 students. Young people join us from within The Cotswold School and from schools across the country and abroad.

Our students enjoy excellent teaching across a broad curriculum of 30 subject areas. Every year, examination results achieved by our students are outstanding, placing The Cotswold School amongst the top state comprehensive schools in the country.

Our modern and well resourced Sixth Form was opened in 2018. The provision of spacious, light teaching rooms, a large common room and independent study space ensure that our students can continue to thrive in their academic work and the wider development of their skills.

The Cotswold School is known for its highly successful preparation for higher education and careers. Our students regularly set their sights on and win places at the UK's most prestigious universities, on highly sought-after apprenticeship programmes and in a range of exciting careers.

At The Cotswold School Sixth Form, students receive valuable individual support and are encouraged to grow in maturity and to develop independence, ambition and resilience. There's a wide range of extra-curricular opportunities on offer – from musical clubs to debating and careers development – which make The Sixth Form experience enormously enjoyable.

For more information visit:

<https://www.cotswold.gloucs.sch.uk/welcome-6th-form/>

Mr P White – Deputy Principal, Head of Sixth Form

# Person specification

Qualifications and Experience		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> <li>• Qualified to A level (or equivalent) standard</li> <li>• Prepared to undertake and maintain immediate First Aid training</li> <li>• At least 2 years of experience of secretarial or administrative duties</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified to Degree standard</li> <li>• Holder of valid First Aid certificate</li> <li>• Experience of working in an educational environment</li> </ul>	Application form Letter of Application References Interview Certificate/s (to be available at interview)
Knowledge and Skills		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> <li>• A high level of computer literacy, being proficient and accurate in use of email, word processing, mail merge and spreadsheet programs, particularly Microsoft Word and Excel, coupled with a willingness and ability to learn other applications</li> <li>• Strong organisational and time-management skills</li> <li>• Excellent written and oral communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Confident working knowledge of SIMS</li> <li>• Strong inter-personal skills: the ability to relate effectively with people at all levels -staff, students, parents/carers and visitors</li> </ul>	Application form Letter of application References Interview
Personal Qualities		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> <li>• Trustworthy and able to keep information confidential</li> <li>• Calmness, positivity, patience and a sense of humour</li> <li>• Diplomacy, tact and the ability to be assertive when necessary</li> </ul>		Application form Letter of application References Interview



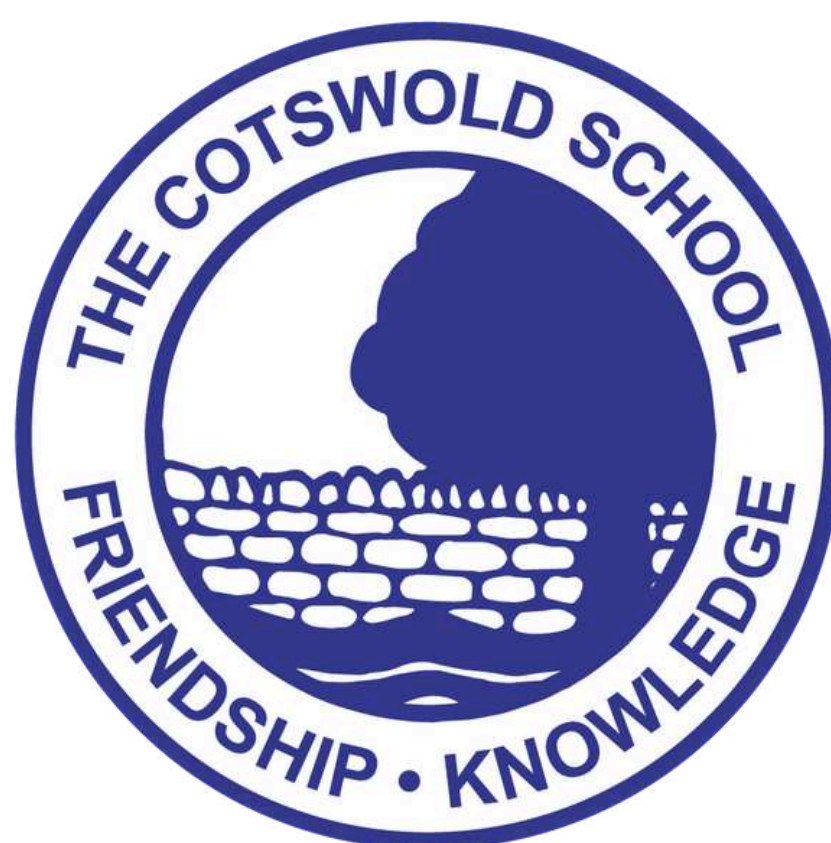
Personal Qualities		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Able to work under pressure and to meet deadlines</li> <li>• Able to work flexibly and re-prioritise quickly under direction from the Sixth Form Leadership Team</li> <li>• An interest in post 16 educational affairs</li> <li>• Enjoy working with 16-19 year old students</li> <li>• Agreement with the School's ethos: The pursuit of excellence within a caring community</li> </ul>		
Special requirements		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> <li>• Some evening work e.g. Sixth Form Parents' Evenings; Sixth Form Open Evening</li> <li>• Core working hours: 8.30am to 4.30pm</li> </ul>		
Safeguarding		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> <li>• Subject to Enhanced DBS clearance</li> <li>• A commitment to the safeguarding, welfare and achievement of the pupils</li> </ul>		

# Notes to applicants

- Please do not use the TES or Gloucestershire County Council application form. Please use The Cotswold School Application Form which can be downloaded via our website
- Please complete the application form in full to ensure that full consideration can be given to all candidates and to comply with legal requirements relating to recruitment in schools
- Please do not include a CV or write 'see CV' in any sections on the form
- Please ensure that you include the title of the post that you are applying for (Section 1)
- Please provide an explanation for any gaps in chronological dates relating to education and employment history (Sections 4,5 & 6)
- If you are not writing a covering letter to submit with your application, then please complete Section 10, in full
- Please provide full details of two referees (Section 11)
- Both declarations (Sections 15 & 16) must be signed and dated
- Once completed, please return your application form by email to Mrs H Price, HR and Admin Manger, [personnel@thecotswoldschool.co.uk](mailto:personnel@thecotswoldschool.co.uk)
- If returning by post, please send to Mrs H Price, The Cotswold School, The Avenue, Bourton on the Water, Cheltenham, Gloucestershire GL54 2BD
- The closing date and time must be strictly adhered to
- All information given will be treated as confidential

The Cotswold School is committed to being an Equal Opportunities Employer and welcomes applications from people with disabilities. If you require additional help with our recruitment process, please contact Mrs H Price, HR and Admin Manager (contact details above).





The Cotswold School  
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Bourton-on-the-Water  
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