

Sixth Form Administrator Candidate Information Pack

WELCOME

Dear Applicant,

This is an exciting opportunity to join our school at a time when we are making considerable investment in achieving 'excellence' in all we do. We are very proud of our school and the opportunities that it provides for our wonderful students, staff, and our wider community.

Our school motto is 'Life in all its fullness' and this encapsulates our values and ethos. It is a school where every single individual matters. We have excellent staff, and we endeavour to make every individual, whatever their role in school, feel valued, respected, and cared for. Your voice will be heard, and you will be part of a supportive staff body where we have high expectations and standards, but we also have the conditions and systems in place to help staff to be successful. Being part of the Unity Schools Partnerships also enables us to collaborate across our family of schools and gives us access to wider opportunities and support for our staff. We are a close-knit staff team, who celebrate the good times and support each other through any challenging times.

We strive to personalise staff professional development, putting you at the centre of your own career pathway. We want to ensure that you achieve your full potential, which in turn ensures the best experiences for the students you are working with. We want to ensure you have a good work life balance and one of the ways we achieve this is by having a two-week Autumn half term.

We pride ourselves in being an open school: one in which parents/carers feel they play a full and proper role in their child's education, and we provide outstanding student support to ensure that we remove students' barriers to learning. We focus on their own individual skills, strengths and aptitudes. Each student has a voice here – it is their school and their education. Yet each student is also part of a community, locally, nationally and globally. We want our students to become outstanding citizens and contribute greatly to the society in which they live.

Our school is rapidly increasing in size; it has a growing Sixth Form and staff turnover is low. We are proud of all that we have achieved but we are not satisfied and eager to continue to improve and as a member of staff within our school you will play an integral role in this.

So, if you are interested in joining our team of incredible colleagues in our school and trust, who are passionate about their work and the next part of our journey, I would welcome you to contact Maria Driscoll (Headteachers PA) at info@steds.org.uk or 01708 730462 to arrange a visit and informal discussion.

We look forward to hearing from you.

Best wishes

Jodie Hassan
Executive Headteacher



Life in all its Fullness



Our Vision & Values

Our Vision: 'Life in all its Fullness' (John 10:10)

The vision at St Edward's Academy is hinged around the ambition that all members of our community should live 'Life in all its fullness' (John 10:10). It is our primary aim that every member of our community feels valued and respected, and that each person is treated fairly and well, within a climate of mutual trust and respect.

St Edward's Academy is founded on Christian values, and we exist to educate young people towards excellence in all dimensions of their lives, recognising the uniqueness of each and the equality of all.

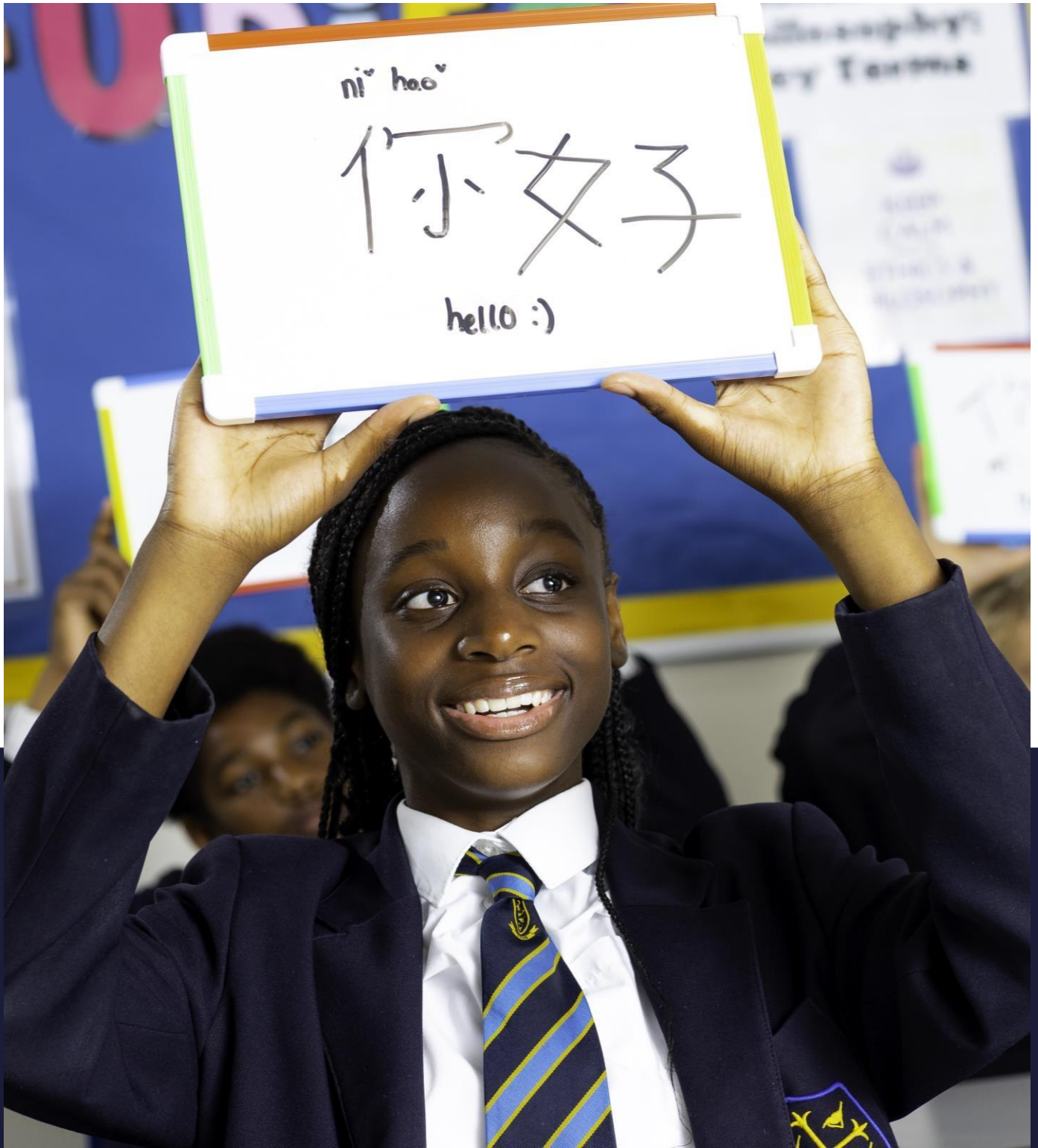
Jesus said 'I have come that you may have life in all its fullness' (John 10:10). He calls us to a full life in mind, body, heart and spirit. Therefore, we believe the purpose of education is to nurture and enable every child to thrive and to be the person they are fully capable of being.

Our curriculum for 'Life in all its fullness' is designed to equip children to be curious and confident independent learners but also responsible, resilient and caring citizens in their community. As they leave St Edward's Academy, we want every child to be ready to take on the next steps in their journey to adulthood with a love of learning, positive attitudes and a rounded set of values and skills to guide them. This is achieved through our HOPE values: Humanity, Optimism, Perseverance and Excellence.

Our Mission:

To ensure that every student leaves St Edward's as the best that they can be: confident, articulate and culturally aware. We will make sure that we know every child, have the highest expectations of them and are there to support and guide them on the pathway from childhood to self-realisation as a young adult. Our students feel safe, valued and accepted.





*“Making remarkable
change happen”*



JOB ADVERT- Sixth Form Administrator

Post: Sixth Form Administrator

Salary: Grade 4.7 (includes Outer London Weighting)

Location: Romford, London Borough of Havering

Contract type: 37 hpw, 38 wpy + 3 days in summer holidays for exams
8.00am-4.30pm Mondays, 8.00am-3.45pm Tuesday-Fridays

Contract term: Permanent

Closing date: Tuesday 26th May at 09:00am

Interviews: From Wednesday 3rd June 2026

Start Date: 1st September 2026

Sixth Form Administrator

As our Sixth Form grows, we are seeking a professional and compassionate Sixth Form Administrator to support our students and staff.

You will be part of a team that places relationships, organisation and wellbeing at its centre, ensuring young people feel known, supported and valued.

This role is ideal for someone who wants to make a meaningful difference behind the scenes, who can bring sound administration skills and where every day is different!

The successful candidate will:

- Provide high-quality administrative support
- Support students pastorally and practically
- Work closely with Sixth Form leaders
- Contribute to a calm, organised and caring environment
- Share our commitment to enabling students to *live life in all its fullness*

As part of the Unity Schools Partnership, we offer:

- A wide range of CPD opportunities (both in school and beyond)
- Opportunities for career progression (including the opportunity to participate in the Trust's Leadership Development Programme)
- A supportive working environment. We can offer you excellent career development in a supportive environment.

We are situated in Romford within easy travel and road links to both London and Essex.

If you would like an informal discussion about the post, or you would like to visit the school, please contact the Maria Driscoll (Headteacher's PA) on info@steds.org.uk. We look forward to receiving your application.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

DBS checks required for relevant posts.

Safe Recruitment Policy Statement

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This school recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

This document provides a good practice framework to comply with the principles set down in the schools Equal Opportunities Policy. The practices described in this document are designed to ensure a fair and objective process. All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. A previously issued Criminal Records Disclosure Certificate will only be accepted in certain restricted circumstances.

The School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The School's Recruitment Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post. The Disclosure & Barring Service has published a Code of Practice and accompanying explanatory guide.

This School is committed to ensuring that it meets the requirements of the Disclosure & Barring Service in relation to the processing, handling and security of Disclosure information.

The school will:

1. Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The following pre-employment checks will be undertaken:

- receipt of at least two satisfactory references
- verification of the candidate's identity
- a Barred List
- a satisfactory DBS disclosure
- verification of the candidate's medical fitness
- verification of qualifications • verification of professional status
- the production of evidence of the right to work in the UK
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999.)

2. Keep and maintain a single central record of recruitment and vetting checks, in line with the DfE requirements.

3. Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures.

4. Require staff who are convicted or cautioned for any offence during their employment with the School to notify the School, in writing of the offence and penalty. All processes are in line with the DfE 'Keeping Children Safe' 2016 regulations.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. DBS checks required for relevant posts.

Unity Schools Partnership – welcoming diversity.

JOB DESCRIPTION

ROLE TITLE	Sixth Form Administrator
LOCATION	St Edward's Academy
GRADE / POINT SALARY -	Grade/Scale 4.7 38wpy TIO+3 days for exams in summer
REPORTING TO	Head of Sixth Form/Line Manager

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Unity Schools Partnership Trust at all times;
- Nurturing students' passions and interests and stimulating their intellectual curiosity;
- Continuously raising students' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual students;
- Ensuring high outcomes for a cohort of students
- Actively supporting and promoting Student voice.

General Responsibilities

Grade: Grade 4.7 - 5 days per week TIO 38 wpy + 3 days in summer holidays for exams

Job purpose and context

The Sixth Administrator is a member of the school support staff, one of a team responsible for making sure that the efficient and effective organisation and administration of school processes, procedures and policies delivers the best possible service to all stakeholders.

The Sixth Form Administrator is often a first point of contact and is, therefore, expected to demonstrate exemplary customer service to both internal and external customers and be able to resolve problems and complaints in a sensitive manner.

Roles and responsibilities

1. To be the main point of contact for Sixth Form enquiries and contribute to the smooth running of the department/school. To be efficient and professional when dealing with parents on the telephone, face to face, and via email and letter.
2. To liaise with the attendance officer over first day call for at risk or critical groups as identified. Liaise with Head of Sixth Form to make contact home.
3. To undertake the monitoring of the Sixth Form Bursary email account, and collate applications. . Keeping records and updating website where necessary, keep evidence and send requisition order forms to finance for approval.
4. To cover in the Sixth Form Private Study room where required.
5. To provide administrative support for enrichment and additional studies (EPQ, STEP, core Maths)

6. To co-ordinate the recording of and the follow up of, reported lateness and absences from lessons in Arbor (and to the Attendance Officer) of Sixth Formers when required.
7. Support with the monitoring and supervision of the SFS and be available for student enquiries, liaising with Student Services where necessary.
8. To prepare relevant materials for and to attend Sixth Form Open Evening
9. To provide general office services to the Head of Sixth Form and staff, including word processing, photocopying and distribution, filing, internal and external mail.
10. To process student reference requests from outside agencies.
11. To maintain and update the Sixth Form area Notice Boards and ensure that information is updated on the School Website.
12. To support the recruitment, selection and induction of new students, conducting interviews and enrolling students.
13. To provide support for all aspects of the transition of students from Year 11 to Year 12, using the online application system.
14. To be present on and around Results Days to analyse results with Head of Sixth Form and identify students who have gained a Sixth Form place and those who have not received entry.
15. To provide admin support to the Head of Sixth Form in relation to UCAS references.
16. To provide admin support for Year 12 and Year 13 parents' evenings, and the Sixth Form Open evening.
- 17.
18. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
19. To take appropriate action to monitor and maintain a healthy, safe, secure, efficient and effective working environment and report any Health and Safety, IT and/or maintenance issues to appropriate staff
20. To carry out fire warden duties and receive annual training and first aid training.
21. To take part in the school performance management system.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in

dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.

4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested by the Headteacher, the Head of Sixth Form, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development, and this job description is subject to change at the discretion of the Trust.

Additional duties and responsibilities:

- The post holder will be required to carry out a break/lunch duty in accordance with published schedules; to participate in appropriate meetings with colleagues and parents relative to the above duties.
- The job description and allocation of particular responsibilities may be amended by agreement from time to time.

Note: the responsibilities of this job description may be subject to annual review, subject to the normal processes of discussion and consultation with the postholder

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	Knowledge and competent use of a range of computer admin software including Microsoft Word/Excel and Powerpoint	Experience of working with students. Basic knowledge of first aid.
Literacy and Numeracy	Ability to read and understand instructions. Ability to complete basic paperwork.	
Organisational		Knowledge of school policies and procedures.
MENTAL SKILLS		
Research	Ability to assist with information gathering and resources as appropriate.	
Problem Solving	Ability to recognise and resolve or report problems.	
INTERPERSONAL AND COMMUNICATION		
Caring Skills	Sensitivity to students' needs.	
Advising / guiding	Advising and guiding students on the best way to handle situations, under the teacher's direction.	
Verbal and written	Ability to communicate clearly. Ability to encourage participation and give information where required to students, staff and parents	
PHYSICAL		
Keyboard	Ability to use ICT as above	
Manual Skills	Ability/willing to administer first aid to students, staff,visitors as and when required. (training will be provided)	
LEVEL OF AUTONOMY	Work is covered by set policies and procedures. Willing to work with small groups of students when carrying out specific tasks or when attending field trips etc.	
	Able to make decisions on when to refer queries/problems to teaching staff or line manager.	

How to apply

If you wish to discover more about this exciting opportunity, need any further information or you wish to have a tour and informal discussion, please contact Maria Driscoll (Headteachers PA) at info@steds.org.uk or 01708 730462.

In addition, as part of the application process you will need to provide a supporting statement, setting out your vision, relevant experience, skills and competencies for the role.

Please visit unitysp-careers.co.uk to apply