**MOULTON SCHOOL**





**AND SCIENCE COLLEGE**

Pound Lane, Moulton, Northampton, NN3 7SD

01604 641600

[www.moultonschool.co.uk](http://www.moultonschool.co.uk)

**SIXTH FORM ADMIN ASSISTANT**

Full-Time or Part-Time Available

40 weeks per year

Grade F Point 6-7 (£25,183 - £25,584) FTE

We are looking to appoint from as soon as possible, a Sixth Form Admin Assistant to be the main contact point for all students and parents in Y12 and Y13 during the school day, and the main point of admin support for the Sixth Form leadership and tutor team.

The Sixth Form Admin Assistant will work as part of the Sixth Form Student Services team, under the direction of the Head of Sixth Form. They will work with students directly, and with other staff, including senior leaders, to ensure effective efficient processing of all aspects of Sixth Form administration.

The successful candidate will be highly organised, able to work under pressure, have excellent communication skills, and a strong track record of customer focused delivery. They will work as part of a team dedicated to delivering high quality pastoral provision.

This role requires flexibility, innovation and enthusiasm to help us deliver high levels of support. In particular, the Sixth Form Admin Assistant will need to ensure a consistently high standard of care and professionalism, in achieving the following:

* Developing positive relationships with all students, with a particular focus on supporting the most challenging and vulnerable students, and their parents/carers, undertaking supervisory duties such as covering registration.
* Undertaking all aspects of Sixth Form administration, including monitoring of student attendance (checking reasons for pupil absence, conducting first day absence calling, and maintaining records of attendance), ensuring that registers are completed accurately, administration of 16 – 19 Bursary Fund, processing student admissions to the Sixth Form, liaison with external providers regarding, for example, courses, trips and visiting speakers, and other administrative support as required for the Head and Deputy Head of Sixth Form
* Supporting students using the library, ensuring that that the work area is conducive to aid effective study; locating library resources, undertaking necessary administration, dealing with technical issues and other general queries
* Providing effective pastoral support for students including working with students and parents on low level pastoral issues.
* Ensuring effective communication, through the distribution of messages to staff and students, and the distribution of work when teaching staff are absent.
* Supporting school policy as appropriate, in particular relating to child protection, confidentiality and health and safety issues
* Undertaking other tasks in line with the above accountabilities as directed by the Line Manager, Sixth Form and Senior Leadership Teams

At MSSC, we know that our staff are our most valuable resource. We want you to flourish in your professional life and that’s why we put lots of time and energy into our positive culture and approach to well-being.

**It’s not just a job, it’s a career – some of the benefits we offer you:**

* Enthusiastic and engaged students and a culture of high aspirations.
* Extensive CPD training which provides a range of tailored and bespoke CPD opportunities
* Competitive salaries and pay progression
* A supportive leadership team who are engaged in your professional development and success
* Employee Assistance Programme (Counselling, information and support)
* Generous Pension Scheme
* Flexible Working Contracts
* Free use of onsite gym

***We reserve the right to withdraw the advert if sufficient applications are received before the closing date.***

Moulton School is a successful, popular and over-subscribed school on the northern boundary of Northampton. The school was graded Good in its last two Ofsted inspections, and there is a strong commitment to further improvement based on effective teaching and learning and high expectations of students. Whilst maintaining firm discipline, built around our ASPIRE ethos and school values, the school is deeply committed to supporting the development of whole child, and is one of very few schools to hold the Restorative Services Quality Mark. Our student leadership programme is also a significant strength of the school. As a member of staff at Moulton School, your on-going professional development is of crucial importance, and the school has an outstanding record of supporting colleagues into middle and senior leadership roles.

* “The school makes people feel special” *Parent*
* “Being at Moulton School has been a great experience and I have learnt lots!” *Year 8 student.*
* “As a new member of staff, I was made to feel valued and supported. Joining the school mid-way through a pandemic, I was apprehensive but the staff at Moulton school made me so welcome and it wasn't long before I felt part of the MSSC team. There is an ethos of kindness and it shows. I have never worked with staff that are so motivated by their school's values.  The leadership team are always close-by and ready to help and offer solutions, support and friendly encouragement. Thank you MSSC, I am so proud to work at this wonderful school. *Teacher.*

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to show this commitment. The successful applicant will be expected to undertake safeguarding checks, including a criminal record check via the Disclosure & Barring Service, the cost of which will be met by the school.

Please note, it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975 (2013 and 2020), which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V.

**Please be aware that referees will be contacted prior to interview in accordance with accepted Child Protection Procedures.**