



Wilmington Grammar School for Boys

Sixth Form Administrator

Salary: Grade 4 Actual Salary £21,617 - £23,388

**Hours: Flexible but up to 37 hours per week,
42 weeks per year**

Term Time + 5 inset days + 15 additional days to be agreed

Start Date: A.S.A.P





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The Post

SIXTH FORM ADMINISTRATOR: WILMINGTON GRAMMAR SCHOOL FOR BOYS

Wilmington Grammar School for Boys is an 11-18 year old selective Boys' Grammar School, with a co-educational sixth form, run jointly with Wilmington Grammar School for Girls.

We are looking to appoint a Sixth Form Administrator to join our busy and friendly Sixth Form (WG6). The candidate should be a dedicated and hardworking individual who would thrive in a school environment. Training can be provided.

This role would suit someone with administrative experience and can work in a fast paced environment.

We are a high achieving and ambitious Grammar School where students and staff are supported to be the very best they can. As such, we offer staff an abundance of professional development opportunities. We have excellent facilities and have a very supporting community of staff, students, governors and parents.

The successful candidate will:

- Maintain an excellent working relationship with staff, students, parents and visitors
- Be a team player and willing to support other members of the Department
- Be proactive and have excellent organisation and communication skills
- Be a person willing to commit to the ethos and vision of the school
- Be willing to undertake any training offered to help with their professional development

Wilmington Grammar School for Boys is a Good school with a strong track record of achievement. We are part of the Endeavour MAT family of schools, and we pride ourselves on setting consistently high expectations, securing exceptional outcomes and delivering high quality standards of teaching and learning for all.

As an employee of Endeavour MAT the successful candidate will benefit from strong career development opportunities, a transparent pay structure and fantastic colleagues.

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

School-based roles are exempt from the Rehabilitation of Offenders Act 1974 but you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Shortlisted candidates will be asked to self-declare any information that would make them unsuitable to work with children.

All offers of employment are subject to an Enhanced DBS check.

School Vision and Values

WGSB promotes the fundamental British values of democracy, the rule of law, and mutual respect and tolerance of those of different faiths and beliefs.

Personal Excellence is an aspiration for all students in order to fulfil their potential. This is achieved in WGSB by providing a personalised and appropriate curriculum with high quality teaching and learning opportunities and the setting, monitoring and support of challenging but realistic personal targets. WGSB encourages whole child enrichment and will provide varied opportunities and dedicated support for students to develop their individual personal skills and talents.

Respect & Friendship is the foundation of the cheerful and secure culture that exists at WGSB. Students, staff and all who represent the school community will be expected to value and care for themselves and each other. Students will learn about and experience a variety of historical and contemporary spiritual, cultural and religious beliefs. The school community will actively support those who are less fortunate than ourselves. We are proud of the harmony which exists amongst our multi-cultural intake.

Innovation & Creativity are two of the key core attributes that determine an outstanding performance in our modern society. WGSB will continually strive to develop and improve the highest quality of learning that it can provide for its students by introducing appropriate, outstanding, educational practice from national and international sources. Students in turn will be provided with many opportunities to develop and demonstrate their own innovation and enquiry skills, leadership, self-reflection and creativity throughout their school career.

Determination is a characteristic that will develop self-belief and the resolve to succeed. The determination of WGSB to provide an outstanding educational experience to its students can only be matched by the fortitude of those same students to utilise the opportunity.

Equality for all WGSB will ensure provision is made for the same high quality education irrespective of ability, age, gender, race or religion. Students will be expected to demonstrate the same ethics themselves.



Job Description – Sixth Form Administrator

Overall Job Purpose

To provide administrative support for the day to day operation and strategic planning for WG6 (Wilmington Grammar Sixth Form) as directed by the Head of WG6. You will provide a welcoming and supportive atmosphere for students, staff and parents.

You will work alongside the equivalent administrator at Wilmington Grammar School for Girls and support WG6 as one Sixth Form operating across a split site. Additional responsibilities to include supporting the main office reception during school holidays.

Main Duties and Responsibilities:

- Administer WG6 admissions process (via Applica) for existing WGSB students and for external Year 11 students. Organise timely distribution of offer letters, summer induction days and summer enrolment process
- Manage, plan and co-ordinate administration of the Sixth Form
- Support the WG6 team based at WGSB with all administration related to Sixth Form including but not limited to effective communication with students, parents, staff, admissions, UCAS, Careers, Attendance and First Aid
- Act as Sixth Form receptionist for students based at WGSB
- Sending email communications to sixth form parents, maintaining accurate school records including course changes, retention and destinations. Support census and enrolment of new students
- Produce reports and statistics as required e.g. attendance and behaviour reports, leavers, retention and student destinations
- Manage all associated filing including overseeing, archiving and retention of WG6 student records for WGSB
- Liaise and assist Work Experience Co-ordinator to communicate and track student placements for students based at WGSB
- Manage the compilation of the WG6 Curriculum Booklet and update the WG6 website
- Assist in the organisation of WG6 events including open events including parents evenings
- Assist with planning and administration of WG6 speakers and trips
- Administer 16+ travel card/bursary, liaising with the Finance office
- Assist in the monitoring of students working in the study room
- Cover the main office when needed during the school holidays

The ideal candidate will have:

- Confidence in the use of ICT, Microsoft Office
- Ability to show initiative and to prioritise one's own work and that of others
- Ability to work as part of a team and individually
- Self-motivating with the ability to multi task
- Knowledge of Arbor

Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of tasks is not exhaustive. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition during their employment.

What We Can offer You

As well as offering a competitive salary: a supportive working environment; modern facilities; allocated parking space; use of school gym and a collegial staff team, we can also offer you the opportunity to advance your career with us.

You will be joining an Academy Trust already established in developing practitioners, and nurturing excellent future leaders, with unrivalled opportunities for progression; whatever your aspirations are as a senior leader.

A significant reward of working within our Trust schools is that you will have the opportunity to work with some of the most talented, engaged and motivated students and staff in the country. Our common values of respect, integrity, determination, equality of opportunity and self-management instil in our students a strong work ethic and our supportive culture provides what many of our existing staff describe as a 'family feel' within our MAT.

As well as offering you a competitive salary and access to a generous pension scheme, there are also many additional benefits of working within one of our Trust schools, some of which are summarised below:

- A supportive and collegiate staffing team
- A strategic programme of personalised CPD is offered, to help you plan your future career
- As a Trust with both selective and non-selective schools, staff secondment opportunities are available
- Access to a range of career enhancing qualifications including National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL), as well as industry specific qualifications e.g. AAT; BIFM and Masters degrees
- Staff social events
- Staff enrichment opportunities e.g. Art classes, Book Club and Sporting activities
- Opportunities to participate in a varied programme of school trips, including visits to Thailand, Spain, Winter Sports in the USA etc.
- A policy of promoting from within (where possible).
- Access to coaching and mentoring and an assortment of intra school and Trust to Trust collaborative opportunities

Application Process

The closing date for applications is Monday 6th January 2025, although applications will be processed as they arrive and interviews may be arranged earlier than the closing date.

Please submit your application via the Vacancies page on the Wilmington Grammar School for Boys website: www.wgsb.co.uk

Applications should include a supporting statement explaining how you meet the person specification and why you consider yourself to be an ideal candidate for this post.

We would encourage you to visit our school prior to an application. Please email Emma Edwards, Heads PA at eedwards@wgsb.co.uk to make the arrangements.

Please note we will assess applications as they arrive and reserve the right to close the application process early.