



**Wilmington Grammar School for Girls,
Wilmington, Kent.
DA2 7BB**

WG6 ADMINISTRATOR

Salary:	Grade 4 FTE £26,300 - £27,800
Responsible to:	Head of Sixth Form
Working Hours:	37 hrs per week, (Term-time plus 5 INSET days plus 15 days)
Start date:	1 st October 2026
Closing date:	9am on the 12 th August 2026
Interviews:	Week commencing the 17 th August 2026

JOB DESCRIPTION

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 Boys 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 WGSF 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 WGSF 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 WGSF
- 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 WGSF
- Liaise and assist Work Experience Co-ordinator to communicate and track student placements for students based at WGSF

- 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 rooms
- 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 multitask
- 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.

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