



<b>Job Title</b>	<b>Sixth Form &amp; Careers Administrator</b>
<b>Grade/Salary</b>	<b>Scale 4 to 5, point 7 to 12 Actual Salary £21,756 – £23,516 per annum depending on experience</b>
<b>Hours</b>	<b>35 hours per week. Term Time plus 3 days holiday working (38.6 weeks) Monday to Friday 08.00am to 3.30pm</b>
<b>Date Required</b>	<b>Immediate Start</b>
<b>Closing Date</b>	<b>15<sup>th</sup> March 2026 @ Midnight</b>
<b>Interview Date</b>	<b>Immediately on receipt of suitable applications</b>
<b>Reporting To</b>	<b>Assistant Headteacher i/c Sixth Form</b>

**Overall Responsibility:**

To provide confidential management and administrative support for the day-to-day operation and strategic planning for the Sixth Form. This role supports the Head of Sixth Form who also oversees whole-school careers, helping to create a welcoming and supportive atmosphere for students and parents/carers.

**Main Duties:**

- Providing administrative support to the Head of Sixth Form.
- To be a key link and provide pastoral support to sixth form students and parents.
- Coordinating student admissions, enrolment, and induction processes.
- Managing Sixth Form attendance records, evaluating attendance and punctuality data, liaising with the Head of Sixth Form to identify patterns to inform appropriate action.
- Support the Head of Sixth Form in monitoring attendance of study periods including supervision of students in the study areas.
- To supervise and distribute cover work to Year 12 and 13 students in the study areas and on occasion in class rooms in the absence of teaching staff.
- Administer the Year 11 Sixth Form interview and induction process including supporting the Sixth Form Open Evening and Induction Days.
- Under direction, liaise effectively to ensure that information is shared appropriately.
- Liaise with the Examinations Officer with regard to the organisation of examinations and dissemination of examination entry information.
- Maintain accurate and up-to-date, centrally-held records of students on Arbor and produce reports and statistics as required e.g., leavers, retention and student destinations.
- Assist in the production of the Sixth Form Prospectus and results publicity.
- Provide administrative support as required for whole school Careers. This includes:
  - organising careers events with external parties and ensuring they appear on the school calendar and booking rooms/resources as required;
  - communicating with students/staff and parents and carers;
  - providing administrative support for and during work experience placements;
  - co-ordinating the annual Speed Networking careers event.
- Arrange & minute meetings as required.
- Promote equality and enable the educational and social inclusion of all students.

**General**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- To respect confidentiality at all times.

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- At all times carry out duties with due regard to the school's safeguarding and Health and Safety policies.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies.

#### **Safeguarding and Child Protection**

- Know what to do if there are concerns about a child.
- Take on the responsibility for providing a safe environment and promoting children's Welfare.
- Undertake regular safeguarding and child protection training.
- Be familiar with Keeping Children Safe in Education part 1 (KCSIE) and local policies and procedures as directed by the trust/academy.

#### **Continuing Professional Development – Personal**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments relevant to the role.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

#### **General**

- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

***The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.***

#### **About the School**

Our school is a strong, caring community with an ethos based on our three core values; supporting to students to achieve; providing opportunities for enrichment in order to extend students' education within and beyond the classroom; preparing students for the wider world and life beyond school with key life skills and learning relevant to their life, both in the present and in the future.

We have high expectations of all members of our school community, with aspirations for everyone to be the best they can be, in all that they do. Visitors to the school regularly comment on the calm and welcoming environment; we very much look forward to welcoming your child to our school.

Our OFSTED inspection in October 2024 validated the impact of the significant work that has taken place to develop the character and culture of the school. Inspectors commented that students articulated that they felt happy, safe and that diversity is valued. It was noted that "pupils, staff and parents and carers agree that this school has improved since the previous inspection" and this is further evidenced through the Parent View responses, with 83% of responses recommending the school, an increase from 46% just under two years ago.



There is further evidence to support the impact of these positive changes including Local Authority reviews and student and parent voice, alongside a significant reduction in the number of fixed term suspensions. Attendance has also improved with data in line with the national figures for 2023-24 and a marked reduction in persistent absenteeism.

Teaching & learning across the school has shown increased consistency following the introduction of the Teaching and Learning toolkit but there is further work to be done around assessment for learning and adaptive teaching to ensure that students make more progress than is currently the case.

We are delighted that given the rapid improvements made, the inspection team have full confidence in the school having the capacity to improve further the effectiveness of teaching that pupils experience.

Early Career Teachers undertake a fully inclusive and supportive induction programme and are mentored continually throughout their term of training to ensure guidance is on hand at all times. This is complemented by the robust two-year Early Career Framework programme.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be offered a position subject to full pre-employment checks including an enhanced DBS clearance, satisfactory medical checks and 2 satisfactory references.

---

### **About the Trust**

We are a small Multi Academy Trust based in the South-East of Essex and currently manage four local secondary schools. Each school within our Trust is a place where we believe in the power of education to transform lives.

Our philosophy is centred around the belief that schools can achieve better educational outcomes for students by working together as a collective entity. The Compass Trust is founded on the principles of collaboration, innovation, and inclusivity, with the aim of providing a supportive and nurturing environment that enables schools to flourish and students to succeed.

---

### **Additional Benefits**

As a valued member of our team, you will be entitled to the following benefits (***\*Subject to eligibility criteria***)

- Employer Pension Contribution
  - Access to the "Cycle to Work" scheme
  - Eye test vouchers in partnership with Specsavers
  - Access to our Employee Assistance Programme (includes confidential counselling and online discounts)
  - Virtual GP Access - including minors 16 and under
  - Annual onsite flu vaccination programme
  - Discounted Tastecard subscription
  - A Wellbeing week every term (this includes no afterschool meetings)
-

**How to apply**

When applying for this position, please use The Bromfords School application form, which can be found on our school website under Vacancies, or click here - <https://www.bromfords.essex.sch.uk/Vacancies/>

Please note, we reserve the right to close this vacancy early, call applicants to interview, and appoint, prior to the closing date

If you have any questions, please do not hesitate to contact Naz Choudhury, HR Assistant by email to [recruitment@bromfords.essex.sch.uk](mailto:recruitment@bromfords.essex.sch.uk)

We look forward to hearing from you.



## Person Specification

Category	Essential
Application	<ul style="list-style-type: none"> <li>• Application form completed to a high standard.</li> <li>• Minimum of 2 supportive references.</li> </ul>
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> <li>• English AND Maths at GCSE or equivalent at Grade C/5 or higher.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Keeping Children Safe in Education.</li> <li>• GCSEs (other than English &amp; Maths).</li> <li>• A Levels or Degree level education.</li> <li>• Secretarial / administrative qualification.</li> </ul>
Experience & Skills	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Previous experience in an administrative role, ideally in an educational setting.</li> <li>• Strong organisational skills and attention to detail.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Proficiency in Microsoft Office and student data management systems.</li> <li>• Ability to multitask and work under pressure in a busy school environment.</li> <li>• A proactive and positive approach to problem-solving.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Experience working in a secondary school setting.</li> <li>• Knowledge of UCAS, international university applications, and student pastoral care processes.</li> <li>• Knowledge of Arbor.</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Willingness to undergo training as relevant to the role.</li> </ul>