

Richard Hale School



400 YEARS OF EXCELLENCE

Application Pack

Sixth Form Communications
Officer

Part-time

As soon as possible



Richard Hale School

Sixth Form Communications Officer Required as soon as possible

We are looking to appoint a Sixth Form Communications Officer to provide a confidential administrative service to members of the Sixth Form Leadership Team.

The application pack consists of:

- Information on the application process
- Information about the school
- Job Description
- Person Specification

Please note:

- **Closing date: 9.00am on the 26th May 2026.** Please note we reserve the right to close this vacancy early should sufficient applications be received so early application is essential.
- **Electronic version of the application form**
Application is via the My New Term platform <https://mynewterm.com/>
- **References**
Please ensure that you provide **email addresses** for all your referees as we will request references by email. A **mobile number** for them would also be useful.
- **If you have any queries regarding this post**
If you have any questions or would like to discuss the post in more detail, then please speak with Sue Homan (HR & Office Manager) sho@richardhale.co.uk or Lucy Gallagher (Deputy Headteacher) lga@richardhale.co.uk. We welcome visits from applicants prior to interview.
- **How to apply and where to send your application**
Application is via the My New Term platform <https://mynewterm.com/>
- **Criminal Declaration Form**
All applicants invited to interview will be required to complete a Criminal Declaration Form prior to interview.

We look forward to reading your application, and thank you for your interest in our school.



Richard Hale School

Information about the school

Richard Hale School, called after its original wealthy benefactor, has stood on its present site since 1930. It was founded as Hertford Grammar School in 1617 on a site behind All Saints' Church nearer the town centre and changed its name in 1974 when it became a comprehensive school. A door from the original school can be seen in the main foyer when you enter the school giving that sense of history that we are very proud of.



Richard Hale is an 11 - 18 year old boys' comprehensive school with a six-form entry in Year 7. The school has 1200 students with 180 in each year group and over 300 in the sixth form which is mixed. We are heavily oversubscribed with 500 applications for 180 places.

Year 7 students are drawn from approximately 50 primary schools with admissions based on the post coding of traditional parishes. The intake comes from a large area of East Hertfordshire, particularly Hertford, Ware and the surrounding villages. The Sixth Form has continued to grow since becoming co-educational in 2005. It is now one of the largest in the area, attracting boys and girls from further afield than the immediate locality.

The school's buildings have been improved extensively over the years. Facilities include a Sixth Form Centre with tutorial rooms and a large study room. We have improved the facilities on site with a refurbished Engineering block. During 2017 a 3G all-weather football pitch was added to provide improved sport facilities for the students and in September 2022, we opened our brand-new Sports Hall, which includes a fully equipped gym. We play Rugby games at Hertford Rugby Club; this provides a real experience for the students playing in front of a good crowd and under floodlight during the winter evenings. We run a complete set of Saturday morning fixtures in rugby, football, and cricket over the year.



Underpinning all the work done within the school is a steadfast commitment to develop our students into thoughtful, respectful, and focused individuals who are able to make a positive contribution to the community and wider world.



We are a Good School as Ofsted confirmed in our recent Ofsted Inspection last summer. The feedback and report reflect the many strengths of the school and recognises the, “significant improvement,” at the school in the last 6 years. The report states that, “The school is a happy place to learn and work in,” and that, “Pupil’s behave well in and out of lessons. This happens because they build positive relationships with staff.” Ofsted also recognised that, “Leaders are mindful of the pressures on staff and have made considered changes to policies and practice to help reduce workload and increase staff’s wellbeing.”

The school curriculum and extra-curricular activities

Our curriculum is traditional in principle, but also provides innovation where possible. Some key characteristics:

- We teach KS4 over three years so we can develop skills and enrich the students’ learning experience alongside the increased content the new qualifications require.
- Approximately 70% of students take a modern foreign language and individual sciences at GCSE, placing the school in the top 20 percentile for these subjects.
- Our Design and Technology provision includes Engineering, which is very popular at KS4.
- We have a garage on site allowing the students to experience motor engineering, this is alongside the other D&T disciplines.
- We offer a broad and balanced curriculum which provides a range of opportunities for our students catering for all interests and aspirations.
- Students in the Sixth Form have access to two learning pathways, academic or vocational. The Advanced Level offer is extensive with 21 subjects taught on site. BTEC Business, Science and Sport provide students with a more focused vocational curriculum.



At KS5 we teach a linear syllabus with students sitting examinations at the end of the two-year course. Our destination data is strong with all our students achieving offers for university, many of these from the Russell Group, or successful entry into apprenticeships or employment.

Student achievement is high with 81% achieving 9 to 4 in English and Maths in 2025 and 67% achieving 9 to 5 in these subjects. A third of students achieved 5+ grades at 7-9. Due to the pandemic there are no progress scores this year, however students progress has been above average. The school's performance indicators are all significantly above the national average in every measure, but particularly for boys.

Our aim is to create a learning environment in which all students can develop their learning, intellectual and personal abilities, both inside and outside the classroom. To this end we provide an extensive extra-curricular programme, with the school excelling in sport, music, drama, science and engineering competitions. Our Duke of Edinburgh's Award programme is strong with large numbers of students taking bronze or gold awards. The school's ethos is one of encouraging the participation of students in the wider school community through a diverse range of opportunities at all levels.



Much of the school activity is centred on the House system. Each pupil is allocated to one of the six houses (Cowper, Croft, Hale, Kinman, Page, Wallace) and throughout their school lives enjoy and compete in many activities, mainly organised by themselves and supported by the Heads of House. These range from sport, music and drama competitions to chess and other types of activity.

Further information on the school and its history and achievements can be found on our website at www.richardhale.herts.sch.uk.



Richard Hale School

Job Description: Sixth Form Communications Officer Monday-Friday 8-2.30pm (30 minutes lunch)

Job Purpose

To provide a confidential administration service to members of the Sixth Form.

Main Areas of Responsibility

A. Current Sixth Formers

- Act as first point of contact for all Sixth Form communication via email, telephone and post
- Deal without hesitation in person with all concerns raised by students and staff
- Monitor student attendance and punctuality, liaising with parents/carers, tutors, HoYs and the Welfare and Support Officer
- Update Sixth Form communications including the Bulletin, Google Classrooms, 6th Form Handbooks
- Collate and enter onto Arbor detention information for Sixth Form
- Collate achievement and reward information for Sixth Form
- Manage student ID cards, lanyards and locker keys
- Set up online and work with the DH to organise the Y12 Meet the Tutor Evening (October and July)
- Set up the online Y13 and Y12 Parents' Evenings; provide on-line support during the event (October, February & March)
- Work with the DH to organise and attend the Y12 Post-18 Pathways Evening (April)
- Organise Senior Student presence at school events, tours etc.
- Promote activities and events within sixth form via the Intranet/social media/website
- Update the Sixth Form section of the website using Wordpress
- Liaise with teacher i/c Oxbridge/Medicine applications regarding practice interviews
- Process the 16–19 Bursary Fund reimbursements and maintain effective communication with students and families regarding applications, payments, and supporting documentation.

B. Students joining the Sixth Form

- Work with the DH to organise and attend the Sixth Form Open Evening (November)
- Work with the DH to organise and attend the Sixth Form Offer Holder Evening (March)
- Work with the DH and incoming HoY12 to organise the Induction Programme (June)
- Oversee onboarding of external students joining Sixth Form (from application to enrolment)
- Allocate students to forms and houses

C. Students leaving the Sixth Form

- Work with the DH and HoY13 to manage leavers' activities, book and locker key returns
- Work with the DH to organise and attend the A Level & BTEC Results Day (August)
- Maintain records of student destinations

Supervision

The Job Holder works with minimum direct supervision. The Job Holder should prioritise work according to appropriate deadlines referring to the Line Manager in the event of conflicts.

The position will be paid on H6 (actual salary range £20,992 – £22,740 including Fringe) and will be for 30 hours per week, term time plus 1 week, 8.00am – 2.30pm (with a break of 30 minutes). *Working hours may offer some flexibility for the right candidate and can be discussed further during the interview.*

You will be a member of the Sixth Form team which comprises the Deputy Head, Heads of Year 12 and 13, the Sixth Form Welfare and Support Officer and the Sixth Form Study Supervisors. You will be based in the Sixth Form office and will be mobile in visiting students and staff on behalf of the Deputy Head, Heads of Year and tutors.

Responsible to: Deputy Headteacher

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check is required for this post.

The job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.



Richard Hale School

Sixth Form Communications Officer

Start date: As soon as possible

Person Specification

Qualification	Essential	Desirable
Good standard of literacy and numeracy	Y	
At least Level 2 qualifications in English and maths	Y	
Level 3 qualifications (A Level or equivalent)		Y

Professional experience	Essential	Desirable
Experience of working with young people (preferably of secondary school age)		Y
Experience of working as part of a team	Y	
Knowledge of Microsoft Office, Google Suite & experience of office technology	Y	
Knowledge of Arbor and examination software		Y

Knowledge, skills and attributes	Essential	Desirable
Shows an understanding of how to support young people (preferably of secondary school age)	Y	
Ability to manage groups of students and motivate them to ensure they are using their independent study time effectively	Y	
Understanding of post-16 and higher education		Y
Competent ICT skills in the use of spreadsheets, word processing, graphics packages, etc	Y	
Understanding of how to support students of all abilities both academically and pastorally	Y	
Effective communication with a variety of audiences, both orally and in writing	Y	
Ability to organise and manage time effectively and prioritise workload	Y	
Ability to support students with their time management and monitor completion of tasks effectively	Y	
An understanding of safeguarding procedures and willingness to work with the DSLs to promote safeguarding across all year groups	Y	
Is calm, patient and reflective	Y	
Is sympathetic to the needs of all young people	Y	
Is positive and enthusiastic	Y	
Able to maintain good relationships with students, parents and staff	Y	