

Sixth Form Administrator and UCAS Coordinator Candidate Pack



“Dame Alice Owen’s School is a wonderful place to come and learn”

Ofsted, December 2023



HEADTEACHER'S WELCOME



Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we know you are busy so have put some key information in this pack to help you understand who we are and what we do.

Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and, as demand outstripped space, it moved to its current setting, in the Hertfordshire countryside, in 1976.

Today, Owen's is an exciting place to work where **"staff overwhelmingly feel well cared for"** and behaviour is **"exemplary."** [Ofsted December 2023] Ours is a school where teachers love talking about teaching and learning, where relationships between students and staff are positive and strong, and where we do what we can to keep workload manageable. We are never complacent; we are always looking for marginal gains in order to keep what we do reasonable, but exciting. It is the combination of interested students, dedicated staff, supportive parents, a rigorous and empathetic Governing Body and a stable, experienced and supportive school leadership team which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,470 students including over 450 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2025 A level examinations, 66% of all A level grades were A*-A with 89% of grades being awarded A*-B. In GCSE examinations, students achieved an average Attainment 8 score of 73.6 with 29% of all grades awarded at level 9 and 95% of students achieving 5 or more grades 9 – 4 including English and Maths (there is no Progress 8 score for 2025 due to Covid but in 2024 it was +0.92). Many of our school leavers from Year 13 secure places at the universities, including an average of 15 students taking up offers at Oxbridge each year.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in 2020 and the country's highest ranking non-fully selective **state school of the year** many times over. Add awards from The Telegraph: **State Sixth Form of the Year** this September, The Sunday Times: **Comprehensive School of the Year for Academic Excellence 2026** and **Comprehensive School of the Year (Southeast) 2025 and 2026** and you start to see why our annual survey showed that 100% of staff are proud to be part of the school. Securing a place at Owen's has been described as **'winning the lottery'** in the Good School Guide and Ofsted judged us **'outstanding'** in all categories in December 2023, with no areas for improvement.

If you would like to come and join us, we would love to meet you and talk to you more. Please call to arrange a chat, if you would like to, or just send us your completed application pack. I look forward to meeting you.

Hannah Dennis



Sixth Form Administrator and UCAS Coordinator

**Full Time, Permanent Post
Required as soon as possible**

Closing date: 9am, Friday 1 May 2026

Interview date: w/c 5 May 2026

37 hours per week, term time plus inset days and two weeks holiday working (in August around the exam results days)

Salary Scale: H6/14, pro-rata actual annual salary £26,569, based on £29,540 for the full-time equivalent post

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The Governing Body of this highly successful, partially selective, mixed school invites applications for the permanent post of Sixth Form Administrator and UCAS Coordinator to join our very successful and very well-resourced Sixth Form team.

This is a pivotal role in the sixth form which has two distinct parts. We appreciate that a potential candidate may feel well qualified in one role and have had little or no experience in the other. We would welcome you to apply, if you are keen to develop your skills and take on all aspects of the position. Supporting students through the University application process can be exciting and rewarding and the specific skills needed for the role can be easily learnt by the right person. We will be with you to support you every step of the way.

The post will appeal to a flexible, enthusiastic, proactive and conscientious person who can work alone as well as part of a team, showing their own initiative.

You can read more about the Sixth Form by following this link:
<https://damealiceowens.herts.sch.uk/sixth-form/introduction/#>



DAME ALICE
OWENS
SCHOOL



WHY WORK AT OWEN'S

At Dame Alice Owen's, we appreciate that when staff are well looked after, and conditions are right for learning, students and staff thrive.

Owen's has a relaxed, supportive environment, the atmosphere is friendly and collegial and staff are nurtured and supported. Students at Owen's are engaged, well-motivated and behavioural issues are rare and well managed. The Senior Leadership team are fully aware of the importance of a good work life balance and are mindful of this when supporting the teams they line manage. Meetings are kept to a minimum. There are regular, whole staff and departmental social events throughout the year, and, with a nod to our 400 year old traditions, Owen's is often a fun and interesting place to be.

Working at Owen's is not just a job; it's a fulfilling and rewarding experience that goes beyond the classroom, positively shaping both students' futures and the careers of all those who work with them. If you would like to work in a school where your passion for supporting young people and contributing to their future success can truly flourish, Owen's is the perfect place for you.

In addition to this we also offer a variety of benefits including:

- Access to an Employee Assistance Package, which provides staff with a wide range of health and wellbeing services including 24 hour access to a GP;
- Excellent facilities and resources including a Fitness Suite which is open to all staff for certain hours outside of the school day;
- Free on school site parking;
- Staff child places, in line with our admissions procedures;
- A great location - the school is situated on an attractive 35-acre site in the Green Belt. Central London is easily reached, in 15 minutes, by rail from Potters Bar and the school is close to motorway links.

Hear from members of our Staff in the [video here](#) about why they enjoy working at Dame Alice Owen's School.

Watch this [video](#) to hear what our students have to say about what a special place Dame Alice Owen's School is for them.



JOB DESCRIPTION

Post Title: Sixth Form Administrator and UCAS Coordinator
Responsible to: Assistant Headteacher, Head of Sixth Form

Purpose of the Role:

- To provide administrative support for the Sixth Form and its leadership team to ensure the smooth running of the Sixth Form.
- To proactively manage the UCAS application process and the Sixth Form admissions process.

Duties and Responsibilities:

1. To provide support to the Assistant Headteacher, Head of Sixth Form;
2. To provide the Head of Sixth Form and Sixth Form team with clerical support including telephone contact with parents and external agencies;
3. To proactively manage the UCAS process, ensuring that applications are handled in a timely manner; to be the first point of contact for personal tutors for guidance with the process and to play an advisory role for students, on personal tutor's request;
4. To support the Head of Sixth Form in managing the personal tutor team, contributing to the Weekly Digest and staff training;
5. To be a Personal Tutor to a small group of students, helping them navigate their way through 6th form life;
6. To manage the administration of applications to the Sixth Form, to include all aspects of recruitment, enrolment and transition as well as ensuring smooth communication systems with all applicants;
7. To support the Sixth Form Induction programme;
8. To manage the *Sixth Form Guide to Courses*, liaising with Heads of Departments and the Assistant Head, Curriculum;
9. To be available on agreed days during August to support issues arising from A Level results day such as; student 'clearing', post-enrolment administration and as part of the Sixth Form team provide support to students who need to make alternative plans;
10. To be available on other days in August to ensure that Y11 students (internal and external) are admitted and enrolled on appropriate Sixth Form courses and that any post-results applications are managed effectively;
11. To provide relevant data and/or reports to SLT and Governors when required such as destination data;
12. To support the Head of Sixth Form and Heads of Year with the delivery of open evenings, prom and other sixth form events where necessary;
13. To assist with the organisation of annual events, such as the Brewers' Lecture and Parent's Evening;
14. To be responsible for the management of Sixth Form student data including collection and accurate entry onto the SIMS database throughout the school year;
15. To manage the application process for Sixth Form financial awards made by The Foundation to students who have recently left Owen's and entered Higher Education;
16. To support the Head of Sixth Form and Heads of Year during the Year 12 and 13 internal and external exams;
17. Any other reasonable task, commensurate with your responsibility, as deemed necessary by the Headteacher or member of SLT.

PERSON SPECIFICATION

Education	Desirable/ Essential
Good level of IT skills	E
Good level of literacy and numeracy	E
5 GCSEs or equivalent including grade C in English and Maths	D
Experience	
Experience of working in a school or academic environment	D
Competence	
Exceptionally well organised with outstanding attention to detail	E
Proactive and able to anticipate needs and solve problems independently	E
Confident working in a fast-paced, high-demand environment	E
A strong communicator with excellent written and interpersonal skills	E
Highly professional, discreet and able to manage confidential information	E
Ability to build positive relationships with staff, governors, parents and external partners	E
Work accurately to deadlines	E
Demonstrable awareness relating to the welfare and protection of children	E
Be able to work under pressure, whilst continuing to prioritise and perform effectively	E
Knowledge of the education system and in particular UCAS	D
A positive attitude to personal development and training	E
Experience with Google Suite	D
Excellent knowledge of Microsoft packages including Word and Excel	E
Other	
A problem solver with a 'can do' attitude	E
Ability to work as a member of the team	E
Ability to multitask, prioritise, stay relaxed under pressure	E
A good sense of humour!	E

HOW TO APPLY

Applications will be accepted by completion of an application form via MyNewTerm on our vacancies page - <https://damealiceowens.herts.sch.uk/introduction/vacancies/>. We are not able to accept CVs for any posts based in school.

To arrange a tour or informal discussion about this position, please contact Jeni McClean, Assistant Head - Head of Sixth Form via mccleanj@damealiceowens.herts.sch.uk

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our [Safer Recruitment](#) and [Safeguarding and Child Protection](#) policies.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not “protected” (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)). Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, scrutiny of the information provided in your application form and an enhanced Disclosure and Barring Service disclosure check.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process or if you have any general enquiries, please do not hesitate to ask via recruitment@damealiceowens.herts.sch.uk

