

Sixth Form Administrator & Study Room Supervisor

Contract: Full time, Permanent, Term Time Only (22.5–37 hours per week negotiable)

Salary: NJC 6-9 (£29,586 to £31,158)

Job Profile

Core Purpose

- Provide efficient and effective administrative support to the Sixth Form team.
- Supervise the Sixth Form study room, ensuring a purposeful and supportive learning environment.
- Support students requiring specific intervention to achieve or exceed expected progress, working collaboratively with staff, external professionals, and families.

Key Responsibilities

- Oversee and maintain Sixth Form administrative systems, records, and data, ensuring accuracy and confidentiality.
- Provide day-to-day support for Sixth Form students, including monitoring attendance and punctuality.
- Supervise students in the Sixth Form study room, promoting a focused and respectful environment.
- Support the organisation and delivery of Sixth Form events, including open evenings, parent meetings, and progression activities.
- Liaise with staff, students, parents, and external agencies as required.
- Support students who require additional intervention to achieve academic progress, as directed by the Sixth Form team.
- Assist with the preparation and distribution of reports, letters, and communications.
- Perform duties and attend meetings as reasonably required.
- Participate in the school's performance management scheme.
- Undertake relevant in-service training and share expertise with colleagues.
- Contribute to the school's pastoral system, providing guidance and support to Sixth Form students.
- Observe and implement current school policies and good practice.
- Contribute to the overall ethos, aims, and work of the school.
- Carry out any additional duties as reasonably directed by the Headteacher, Assistant Headteacher/Head of Sixth Form.

Person Specification

Qualifications and Training

- Good standard of education, including GCSE (or equivalent) in English and maths.
- Evidence of continuing professional development.
- Willingness to undertake further training relevant to the role.

Experience

- GCSE or equivalent (NVQ level 2) passes in English and mathematics (literacy and numeracy).
- Previous experience in an administrative or supervisory role.
- Experience working with young people in an educational setting (desirable).
- Experience of using school information management systems (e.g. Bromcom, Arbor) (desirable).
- Knowledge of Higher Education options and UCAS process is desirable, but not essential.

Skills and Knowledge

- Excellent organisational and time management skills.
- Have excellent written and spoken English
- Strong IT skills, including proficiency in Microsoft Office (Word, Excel, Outlook).
- Ability to communicate effectively with students, staff, parents, and external agencies.
- Knowledge of safeguarding procedures and commitment to promoting the welfare of young people.
- Ability to maintain confidentiality and handle sensitive information appropriately.

Personal Qualities

- High expectations for all students and a commitment to helping them achieve their best.
- Friendly, approachable, and professional manner.
- Flexible, adaptable, and able to work on own initiative and as part of a team.
- Positive attitude towards changes and continuous improvement.
- Commitment to upholding the ethos and values of Turing House School.
- Resilience, reliability, and a willingness to go the extra mile for students.

How to Apply

For further details and to apply, please visit our website. We look forward to receiving your application!