



Gravesend
Grammar School

Working at Gravesend Grammar School

Join our Team



For appointment of:
Sixth Form Supervisor



PROUD TO BE
Aletheia
Academies Trust



Headteacher Welcome

Mr Malcolm Moaby

Thank you for your interest in the role at Gravesend Grammar School. I hope that what you read will encourage you to apply to be part of our team.

I am incredibly proud to be the Headteacher of Gravesend Grammar School. Having spent many years here as both a teacher and a leader, I am deeply committed to ensuring that our traditional values are preserved in a modern context.

While academic excellence is at the core of our mission, I believe that a rich and diverse curriculum is equally important in fostering well-rounded individuals. This balance enables our students to confidently navigate the next phase of their lives, complementing the demands of a rigorous academic program.

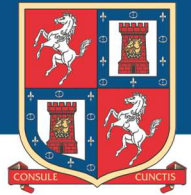
Our goal is clear: we strive to help every student progress and achieve success in life, while offering opportunities for teachers and support staff to excel and grow within their roles.

As a selective school we are fortunate to be educating students who have high aspirations and have a strong commitment and loyalty to the School. In return, we provide a high quality learning environment with opportunities and challenges for all of our students both within and beyond the curriculum.

We offer a positive learning atmosphere, a network of supportive colleagues, and a comprehensive professional development program.

I look forward to receiving your application.

About Gravesend Grammar School



Gravesend Grammar School, established in 1893, is a prestigious and highly respected institution with a long-standing tradition of academic excellence. Situated in Gravesend, Kent, the school has consistently delivered exceptional education to generations of students, fostering a learning environment that is both challenging and supportive. With a focus on both academic achievement and personal development, Gravesend Grammar School offers a broad and balanced curriculum, enriched by a wide range of extracurricular activities that allow students to explore their passions and talents. The school's dedicated and highly skilled staff are committed to providing high-quality teaching, nurturing each student's potential, and ensuring that they are well-prepared for future success.

Our vision is to provide students with challenges and opportunities that will equip them with the qualifications, skills, and personal attributes necessary for success in later life. We offer an ambitious and rigorous curriculum that fosters high academic aspirations for all students. Our expert teachers design engaging lessons that develop both subject knowledge and essential skills, empowering students to reach their full potential as they progress through their education.

Beyond academics, we aim to provide a wealth of opportunities that encourage students to explore their interests, build confidence, and foster a strong sense of community and belonging. Our extensive extracurricular programme is an essential part of this, and we value and recognize hard work and effort both within and beyond the classroom. The Parthenon and Milton Award schemes celebrate students' dedication and achievements, highlighting their growth and contributions to the school.

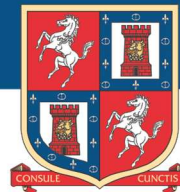
At the heart of our school is a commitment to the well-being and pastoral support of every student. We strive to build positive, supportive relationships where students feel safe, happy, and respected. Our aim is to create an environment where all students can thrive, seek guidance when needed, and feel valued as members of our community.

At Gravesend Grammar School, we prioritise the well-being and pastoral support of every student. We build positive, respectful relationships, ensuring that students feel safe, happy, and supported in an environment where they can thrive. Our school motto, *Consule Cunctis* – "take thought for everyone" – reflects our commitment to mutual respect and courtesy. The school's core values, or Pillars of Success, guide our efforts to help each student become the best version of themselves, preparing them for success in both their academic and personal lives.



"Pupils are highly respectful of each other, courteous and polite. Relationships between staff and pupils are exceptionally positive, which leads to very strong attitudes to learning. This is reflected in their excellent attendance". **Ofsted 2025**

Staff Benefits



We value every one of our employees and want to give back as much as possible. To show our appreciation, we offer a range of perks and benefits as outlined below:



Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment opportunities.



Unlimited access for you and your family to 24/7 GP telephone consultations.



Enhanced annual leave allowance with term-time offerings.



Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.



Access to mental health and wellbeing support including counselling, mindfulness and physiotherapy sessions.



Access to Local Government and Teachers' Pensions Schemes.



Free eye test, examinations and eye care vouchers.

For a full range of what Aletheia Academies Trust offer, please scan:



Job Description

Job Title	6 th Form Supervisor
Location	Gravesend Grammar
Duration	Permanent
Work Hours	31 hours per week, 38 wpy
Reporting to	School Business Manager
Salary	AAT B.2-B.4 (£18,859-£19,171 PER ANNUM
Pension	Local Government Pension Scheme
Start date	September 2026



About the Role

Gravesend Grammar School is seeking to appoint an enthusiastic, organised and highly motivated Sixth Form Supervisor to provide efficient, professional and confidential administrative support whilst playing a key role in the day-to-day supervision of our thriving Sixth Form community.

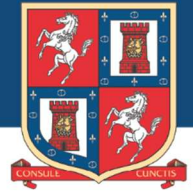
Based within the Sixth Form Work Room, the successful candidate will foster a purposeful and positive independent learning environment by building strong, professional relationships with students and encouraging high standards of behaviour, attendance and independent study. Working closely with the Sixth Form Leadership Team, teaching staff and support colleagues, the postholder will provide guidance and support to students, helping them to develop the independence, resilience and organisational skills needed for success in Sixth Form and beyond.

Alongside supporting students, the role will contribute to the effective running of the school office by providing efficient administrative support and delivering a welcoming, professional service to pupils, parents, staff and visitors. The successful candidate will handle information with discretion and confidentiality, ensuring that administrative processes are completed accurately and efficiently.

The postholder will be expected to work flexibly as part of the wider administrative team, providing support across different areas of the school as required to meet operational needs.

Gravesend Grammar School is proud of its vibrant Sixth Form, where students are encouraged to achieve academic excellence whilst developing as confident, responsible and ambitious young adults. We are looking for a proactive and approachable individual with excellent organisational, communication and interpersonal skills who shares our commitment to providing outstanding support for both students and the wider school community.

Key Responsibilities



- Respond to telephone calls, emails and face-to-face enquiries, directing them to the appropriate member of staff
- Maintain accurate pupil records on the school's management information system.
- Process changes to pupil and family contact information.
- Assist with pupil admissions, transfers and leavers.
- Prepare admission packs and supporting documentation for new pupils.
- Provide administrative support for internal and external examinations where required.
- Request and transfer pupil records securely.
- Produce pupil lists, reports, labels, letters and other information as required.
- Support the administration of pupil photographs, identification cards and school equipment.
- Assist with arrangements for school trips, events and extracurricular activities.
- Support the administration of free school meals, pupil premium information and other pupil-related records where required.
- Arrange meetings, appointments and room bookings.





- Supervise specific independent working areas for sixth form students (silent independent working).
- Build positive relationships with students and aid them in attending, maintaining high aspirations and being organised.
- Contribute to designing school related materials as requested by teachers, support staff in the production of internal displays, external publications, social media adverts, newsletter, banners and leaflet design.
- Attending meetings and training sessions as required and assisting with major School functions eg Open Days, presentation evenings.
- To assist and provide administrative support to staff and Senior Leadership Team, supporting teaching and learning across the school
- To be a qualified First Aider and administer as necessary
- To support the Medical Administrator with the planning of Immunisations
- To provide an efficient administrative and clerical service to support teaching and learning across the school.
- Preparation and production of letters home and mail merge letters for all year groups.
- To follow school procedure in preparation for trips and visits, sending school communication to parents/guardians in line with the School Trip and Visit Protocols
- To support with ArborPay (school dinner money system) enquiries and queries
- To cover Reception, greeting visitors and receiving telephone calls as required. Providing a warm welcome for parents, visitors and colleagues, and dealing with their requests in an efficient and professional manner.
- It may be necessary to cover a lesson in a teacher's absence.
- To cover areas of Student Services in the event of staff absence
- At the discretion of the Headteacher and School Business Manager such other duties as may reasonably be requested or required.



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Qualifications and Experience		
GCSEs (or equivalent) at Grade C/4 or above in English and Mathematics	E	
Experience in an administrative role		D
Experience of working in a school or sixth form environment		D
Understanding of the importance of safeguarding, confidentiality & GDPR	E	
Competent IT Skills	E	
Skills and Knowledge		
Excellent Interpersonal and Communication Skills- Written and Oral		
Excellent Organisation Skills with a systematic approach to workload management		
Excellent time management, planning and work prioritisation skills		
Ability to relate well to children and adults		
Ability to work constructively as part of a team		
Ability to self-evaluate learning needs and actively seek learning opportunities		
Confidentiality of information as appropriate		
Ability to work under pressure and use own initiative		

Personal Qualities

- The ability to command respect from others.
- Ability to build and sustain effective working relationships with a range of stakeholders and external partners. Ability to demonstrate enthusiasm and sensitivity while working with others.
- Ability to make considered decisions.
- Be creative, flexible, and innovative.
- Promote a well-reasoned educational philosophy in relation to the school ethos.
- Be encouraging and supportive in the development of others.
- Be emotionally self-aware.
- Have high personal aspirations and inspire the same in all members of the school community.
- Demonstrate a high level of integrity, honesty and fairness.
- Readiness to reflect on, evaluate and improve practice and to hold self and others to account. Humour, warmth and energy

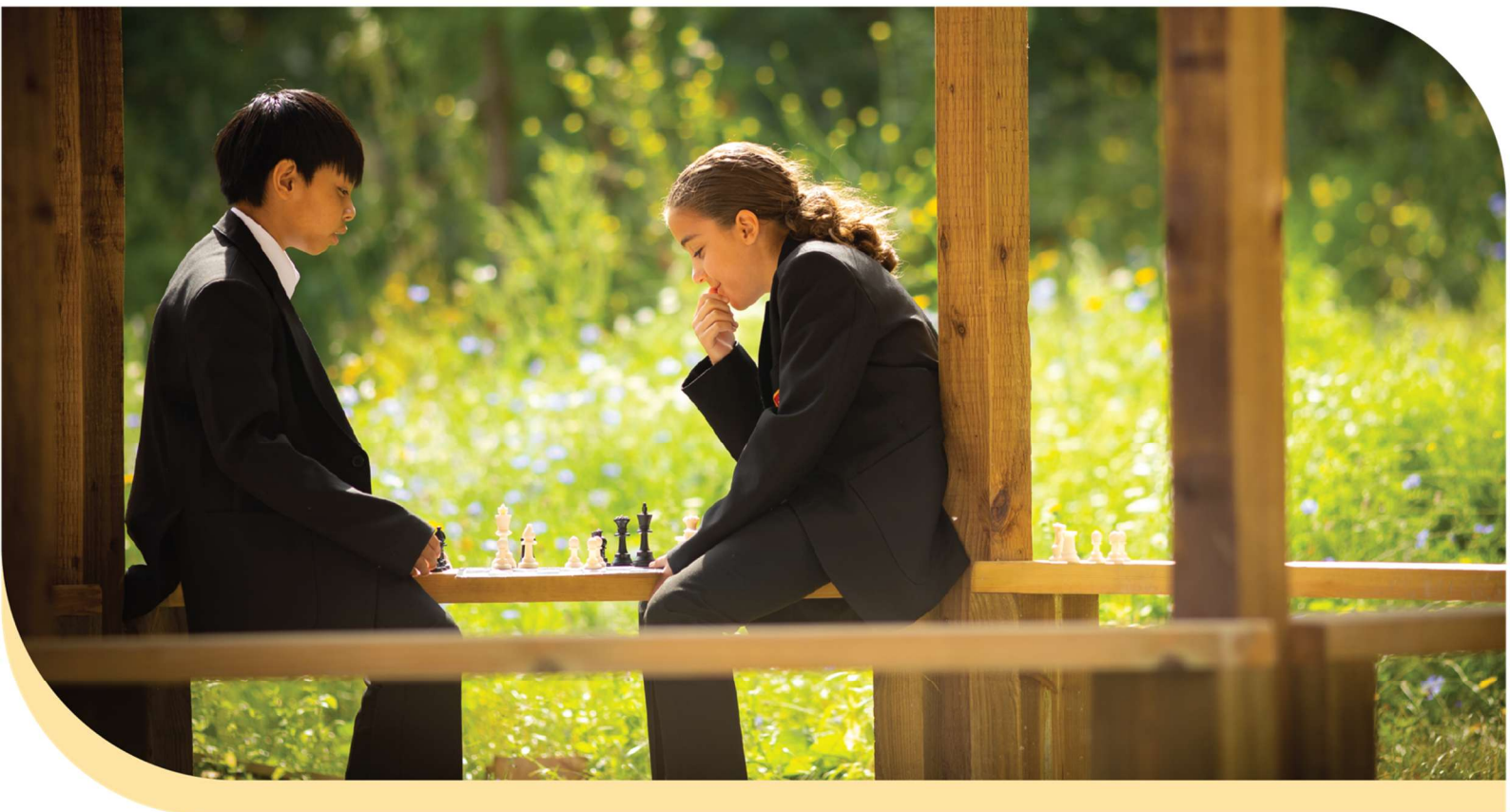
How to Apply



If you are excited by this role and believe you have the values, vision, and expertise to lead our school through this exciting period of development, then we would love to hear from you.

Jo Barker-Platt, Director of People and Culture
HR@aletheiastrust.org.uk
01474 533 082.

[To apply for this role, please visit MyNewTerm](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



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Contact Us

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