



Information for candidates applying for the role of:

KS5 administrator

Full time 36 hours x 38 weeks + 1 (during summer) p.a.

Salary: NJC scale 4 (actual salary range £26,053 - £27,586)

Required: 19th August 2026



Highlands
School & Sixth Form



Dear candidate,

I am delighted that you are considering applying for the position of KS5 administrator at Highlands School. Highlands is a very successful and popular school with a thriving sixth form. Our students come from a range of socio-economic and cultural backgrounds and we are proud to be one of the most popular and high achieving schools in London.

Our stated goal is “To provide a world class educational experience for our students. In whatever we do, to be held as an example of best practice to other schools.” This is an aspirational goal, but one we judge ourselves against at all times. If you are successful in your application you will play a key role in improving Highlands towards achieving this.

We are judged ‘Outstanding’ in all areas by Ofsted. When we were recently inspected in November 2024, [the Ofsted report](#) highlighted the excellent curriculum, behaviour, safeguarding and personal development the school offers. The report said that students “thrive in this diverse and inclusive school”. Academic achievement is excellent at Highlands and we are featured in the Times ‘Parent Power’ lists of the top schools in England.

I am committed to developing staff and supporting their wellbeing. We have two hours of CPD every Wednesday; no other meetings are held during the week. We use centralised collaborative resources to support planning. Pastoral leaders oversee centralised detentions to free up other teaching staff. We have a two week October half term break. Teaching staff can have their PPA time blocked together and work from home.

Our approach to curriculum and teaching is influenced by the writings of theorists such as Christine Counsell and the principles of Rosenshine - yours should be too. We want to recruit a hard working and driven colleague with very high standards, someone who wants to make a real difference at Highlands.

Before reading on, I recommend you watch this [video](#), which will introduce you to our school. I look forward to receiving your application and meeting you in person,

Vincent McInerney, Headteacher



History, ethos and values

Highlands was opened by Sir Tony Blair in 2000, the first PFI school in the country. Recently the school has successfully transitioned to our direct management and we couldn't be more proud. It is set in beautiful grounds and has a modern building in excellent condition. Mr McInerney is the third headteacher at Highlands. The previous head, Mr Goddard, led the school on a successful journey from 'Satisfactory' in 2007 to 'Outstanding' twice. The school's Outstanding status was confirmed in the November 2024 Ofsted inspection. The school has a strong reputation in the area for high academic standards and high standards of behaviour.

Our stated goal is "To provide a world class educational experience for our students. In whatever we do, to be held as an example of best practice to other schools." We take this very seriously and we have very high expectations of ourselves and each other. We are outward facing and research focused. We look at what the very best schools are doing nationally and internationally and then try to do it better.

Our values are determination, aspiration, respect and equality (DARE). These values underpin all of our work, and are our guiding principles. They summarise what we expect from students and staff. Our motto is 'Dare to flourish'. We chose this very carefully. The word 'dare' was chosen as it links to our values. The word 'flourish' was also carefully selected. The origin of the idea of flourishing dates back to Aristotle, who believed that the human purpose is to try and flourish, or live well. The modern spelling of the word is derived from the Latin, *flos*, which means flower. We like this word because we want all of our school community to grow and to develop. We know not everyone will grow and develop in the same way, but we will support them and be proud of them regardless.

Curriculum

Our curriculum has been carefully sequenced by highly skilled heads of department and faculty with the support, where appropriate, of nationally recognised experts such as Christine Counsell and David Didau. Our curriculum intent statements will give you a good sense of our philosophy towards the curriculum:

The Highlands School curriculum is highly ambitious and designed to educate students in the best that has been thought and said in each subject and to build cultural capital. At Key Stage 3 the curriculum goes beyond the requirements of the National Curriculum, introducing students to carefully sequenced core knowledge and ideas that will allow them to participate in the community of educated citizens.

The Highlands School curriculum supports a culture of reading. Reading and literacy open the doorway into the other subjects in the curriculum and to future success. The curriculum at Highlands encourages reading for pleasure and ensures students can access texts across the curriculum.

The wider curriculum at Highlands is an entitlement, not a privilege. All students take part in 28 days of carefully selected trips and visits over their seven years at Highlands to support the learning in lessons, build cultural capital and broaden their horizons to a world of opportunities.

The taught and wider curriculum, particularly through PSHE, teaches students about diversity, equality, inclusion and British values.



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Teaching, Learning and CPD

Our approach to teaching is underpinned by Rosenshine and the principles of direct instruction so, before applying, we advise potential candidates to be familiar with the principles and comfortable using them in the classroom. We value the teacher as the subject expert and we expect key knowledge to be delivered to students in a scaffolded and 'chunked' manner. We expect understanding to be checked throughout the lesson with the use of hinge questions, no hands up questioning and mini whiteboards. We buy all students mini whiteboards at the start of the year so they can all participate. Paired discussion is encouraged as a carefully planned part of the learning process. All departments have shared resources that are collaboratively developed and which staff are expected to use. This significantly reduces planning time for staff and means that every class has access to the same high quality resources.

Staff have CPD every Wednesday and this is built into the school day. This is a valuable opportunity for staff to share best practice, and work on curriculum development.

Highlands staff have unique access to a range of professional development opportunities, delivered by the school. These include middle and senior leadership programmes. Uptake on these programmes is high amongst our staff. For ECTs, the school offers the early career framework.

For more details of our benefits package and tailored CPD programme you can read our [people offer](#) here.



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Enrichment

At Highlands we think about more than exam results. The extracurricular provision at the school is excellent. In recent years Highlands students have travelled to Berlin, Morocco and New York. Last year students studying physics visited Cern in Switzerland, language students visited Madrid and there were international trips to Italy and Eswatini planned. Our students take part in the Duke of Edinburgh programme and other visits locally and nationally.

The performing arts are a strength at the school and the shows and performances are very popular. Last year students performed in the school show, Chicago, at the Millfield Theatre. This year they will be performing Annie. Sports are another area of success at the school; girls' football at Highlands is amongst the strongest in the region.

At Highlands students leave with excellent results but also with experiences and an appreciation for the world beyond school that will stay with them forever.

All students at Highlands participate in 'DARE days'. These are four days each year when all lessons are suspended and students and staff participate in a range of trips and activities designed to enrich their learning experience and broaden their horizons.

When school finishes early on Wednesdays for staff CPD, we run compulsory Ed-Extra for year 7. These range from rugby to fashion, from dance to judo. It is a good example of an area in which the school does something that other schools look to as an example of best practice and innovation. We believe our extracurricular programme at Highlands should rival that of any other secondary school in London.



The Sixth Form

Highlands has an Ofsted 'Outstanding', high performing and oversubscribed sixth form. In February 2024, the Department for Education value added performance tables put Highlands Sixth Form 106th out of 4,362 schools in England and 47th out of all state school sixth forms. Watch our 2025 sixth form video [here](#).

Students go on to a range of destinations including top universities (Oxford, Cambridge, UCL, King's College London), others have gone on to do degree apprenticeships at companies like Deloitte, Blackrock and law firms such as Allen and Overy. Whether it be A levels or BTECs we support students to the next stage of their life.

At Highlands it is not just what students achieve academically that matters, but what type of young people they become and what they choose to do when they leave.

It is for this reason that we have built a diverse and challenging curriculum, along with excellent enrichment opportunities for our students. Students participate in a thriving FemSoc, a debating society and other sporting events. We are an inclusive sixth form, with a welcoming, diverse and grounded community in which our students feel cared for and supported.

Supporting students to make the right university or career choices is a priority at Highlands. We have a dedicated team of staff who bring outside speakers into the school to develop students' understanding of the world of work. We have a flourishing enrichment programme which encourages sixth form students to take up leadership opportunities. We have a special pathway for students wishing to enter careers such as law or medicine, study at Russell Group universities or who wish to study at Oxford or Cambridge. We are committed to supporting each student into the career or university of their choice. Learn more about the sixth form on our [sixth form website area](#).

School priorities

Our goal is to provide a world class educational experience for our students. In whatever we do, to be held as an example of best practice to other schools.

To achieve that the school has three strategic priorities:

1. Achieve academic excellence, underpinned by a curriculum that meets the needs of all learners.
2. Create a culture that celebrates diversity and equality and that supports inclusivity and excellent behaviour.
3. Promote a culture of leadership, self-reflection and professional development across all staff.



Admin Department

Highlands has a vibrant and cohesive admin team who play a crucial role providing a wide range of administrative support to ensure the efficient running of the school.

There are 20 members of the team providing exceptional admin support for the school teaching staff and leadership team and a welcoming and supportive environment for students and visitors. The main office is open from 7:45 am to 4:45 pm, Monday to Friday and is the first port of call for all queries from visitors, students, parents and the wider community.

The Role:

Job Purpose

To support the Deputy Headteacher, Director of Sixth Form and wider sixth form team by managing and coordinating all aspects of administration relating to the sixth form.

Job Details

The position is permanent and full time - 36 hours x 38 + 1 (during summer) weeks per annum.

The successful candidate will report to the Deputy headteacher for sixth form

The salary is NJC scale 4 (actual salary range £26,053 - £27,586)

The post starts on 19th August 2026.



Job description

The specific areas of responsibility will depend on the candidate's experience. But the successful candidate should be able to do the following, if required:

KEY ACCOUNTABILITIES

- Carry out administrative tasks for director of sixth form
- Maintain 6th form statistical databases - Bromcom and Applica
- ID lanyards
- Process track and record 6th form applications
- Collegiate students
- Administer Bursary Fund
- Provide support to organise sixth form events, recruitment, retention and destinations
- General admin/deadlines as and when required
- Supervise sixth form students in study area

SPECIFIC TASKS

Admin Tasks

- Provide first point of contact for internal and external queries relating to sixth form
- Provide secretarial support to the director of sixth form by and head of year
- Provide reports as required for statutory returns, Ofsted and funding agencies
- Provide support for the organisation of sixth form events eg. information evenings and celebration events such as trips, work experience and DARE days
- Provide support for the organisation of recruitment events such as open evenings, subject information evening's and pathways transitions
- Provide support for the organisation of UCAS and destinations
- Maintain records both manually and on Bromcom - including data checks and updating as required
- Keep sixth form notice boards up to date
- Liaise with the website coordinator to ensure the sixth form area is kept up-to-date
- Maintain the stationary stock to support the sixth form leadership and order new stock as required

Reporting and assessment

- Support examinations officer in relation to sixth form entries and results
- Administer the reporting and assessment procedure for KS5 students
- Coordinate internal sixth form exam timetables including seating plans and allocations

Attendance

- Maintain the sixth form registration system, ensuring that agreed patterns of home study and off site provision are reflected

Sixth Form Application process

- Oversee the running of our MIS system - Applica
- Administer the sixth form application process for internal and external students, including the logging of subject choices and calling references for external students
- Provide the first level of filter of applications against entry requirements
- Arrange guidance meetings for internal students
- Provide admin support proceeding, and at, sixth form enrolment in August
- Generate student timetables and maintain the curriculum assignment database including distribution of study periods
- Administer arrangement for sixth form transition and induction in July and September
- Administer student ID cards and lanyards

Job description continued

Collegiate arrangements across LA school

- Ensure that arrangements are made for a smooth transfer of students between local schools as required
- Provide and collect data for collegiate students
- Provide reports to LA schools and secure reports for Highland students

Supervising and working with students

- Give pastoral support to students in relation to the duties in this post
- Arrange the programme of supervised study for Y12 and Y13 students as directed by the Assistant Director of Sixth Form
- Provide the equivalent of 1 day of direct supervision of students in the study area ensuring that study is purposeful.
- To ensure confidentiality is maintained at all times

Bursary fund

- Manage and promote the 16-19 Bursary Scheme
- Use data to identify students who are eligible for school bursary awards and inform them of their entitlements
- Administer the payment systems in consultation with the finance office and Assistant Director of Sixth Form

Other Duties

- Such other duties as may be required by the Director of Sixth Form
- Work collaboratively within the office admin team and perform other duties as may be required
- Attend admin staff team meetings as required

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school.

Equal opportunities

To work within and encourage the school's Equal Opportunities Policy and contribute to diversity policies and programmes in relation to discriminatory behavior. Click [here](#) for our equal opportunities statement.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the headteacher will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment as and when required.

Person specification

The following outlines the key knowledge, skills and experience required for this position. As part of the shortlisting process, the selection panel will assess each candidate against the criteria listed below.

Knowledge, skills and experience:

- Excellent communication skills (written, oral and utilising I.T.)
- Ability to work independently, under minimum supervision, or as part of a team as required
- Ability to assimilate and present data with accuracy and attention to detail
- High level of literacy and numeracy
- Excellent minute taking skills
- Willing to participate in training and professional development programmes appropriate to the needs of the post
- Ability to work under pressure with strict deadlines
- Good organisational skills and ability to balance competing pressures, deadlines and demands
- Good sense of humour
- Excellent interpersonal skills
- Good time-management and prioritising skills
- Calm and friendly manner
- Knowledge of school based management systems and school environments

Personal qualities

- Rigour.
- Integrity.
- Commitment.
- A high level of emotional intelligence.
- Ability to work well under pressure and prioritise and meet deadlines.
- Excellent communication, interpersonal, and presentation skills.
- A belief in the importance of systems in schools.
- A willingness to hold oneself to account and to receive respectful and candid feedback on the quality of work.

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The application process

Please apply by visiting the [vacancies page](#) on our website and complete an application form via MyNewTerm in full with a personal statement of no more than two sides of A4 outlining how you meet the person spec. This can be typed in the space on the application form or as a separate document.

Closing date: 9am on Wednesday 17th June 2026. Interviews will be held shortly afterwards.

If you have any questions, please contact Kavita Tailor, HR Officer, at hsjobapp@highlearn.uk or **020 8370 1166**.

The Governing Body are committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.



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School & Sixth Form

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