



Application pack for the post of:

Sixth Form Administrator

37 hours per week, term time only plus all INSET days, plus 2 weeks in the summer holidays to include GCSE and A Level exam results days. Permanent contract

Closing date: Tuesday 8 December 2020
Interviews: Tuesday 15 December 2020

"In Christ we flourish"

Saint Gregory's, Bath
Combe Hay Lane, Bath, BA2 8PA
T 01225 832873
www.st-gregorys.org.uk

Welcome

Dear Prospective Applicant

Thank you for your enquiry regarding the post of **Sixth Form Administrator** at Saint Gregory's, starting **January 2021**.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our most recent Ofsted and Diocesan inspections judged us to be outstanding in every area and we are committed to maintaining and developing that high standard. At Saint Gregory's we inspire and encourage our students to fulfil their potential and flourish.

The Sixth Form is open to all; our guiding mission is to provide our students with exciting sixth form experiences that promote academic excellence and spiritual guidance, ensuring Christian Values are at the centre of all that we do. The New Sixth combines exceptional teaching and learning with outstanding pastoral care, enabling students to thrive in an atmosphere that ensures everyone acquires the academic success, confidence and skills they need to continue their educational journey of choice.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. By working together as a team, we aim to provide the very best opportunities for all our students and staff.

We are recruiting for an administrative professional who can offer a wide range of skills including reporting skills, data interpretation and analytical skills, front of house reception and customer service skills; strong numeric and IT skills are essential. Based in our Learning Resource Centre, this role is situated in the hub of our sixth form life.

If you possess the necessary skills and experience and would like to apply for this post, please submit your application by midnight on **Tuesday 8 December**. Interviews will be held on Tuesday 15 December. If you have any further questions please do not hesitate to contact Mrs Staves, Assistant Head & Director of Sixth Form, by email at stavesl@st-gregorys.org.uk.

Yours faithfully

Ms A Cusack
Headteacher

Mission Statement

“As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment.

We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.”

Mission Statement, approved by the Governing Body

Sixth Form Administrator

Post: Sixth Form Administrator
Contract hours: 37 hours per week. Term time only plus all INSET days and two weeks in the summer holidays to include GCSE and A Level results days.
Contract type: Permanent
Salary: Grade 5 SCP 11-15, actual salary £19,436-21,038, full time equivalent salary £21,748-23,541
Closing date: Midnight, Tuesday 8 December 2020
Interview date: Tuesday 15 December 2020

This is an excellent opportunity for a talented and enthusiastic Administrator looking for a wide ranging, challenging and satisfying career supported by a professional and progressive team. We are seeking to appoint an inspiring colleague who is organised, able to balance a varied and busy workload with high attention to detail and who is comfortable inputting, analysing and reporting on data.

We encourage all candidates interested in applying for this post to submit their application as soon as possible and before the deadline of **Tuesday 8 December**.

Saint Gregory's is a popular 11-18 co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values are the foundation of learning for our students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

Our most recent Ofsted and Diocesan inspections judged us to be outstanding in every area and we are committed to maintaining and developing that high standard.

The successful candidate must be a team player as this role offers the opportunity to work closely with many members of the school staff. Confidence and a positive attitude are key attributes required to manage face to face queries from students and staff as well as an excellent telephone manner with a willingness to help. The successful applicant will be required to support exam results days and sixth form admissions for two weeks during the summer holidays.


Candidates must be able to demonstrate:

- Proven IT skills including MS Word and MS Excel
- A willingness to learn and utilise key programmes used to collect and store data
- Excellent organisational skills and attention to detail
- Resilience and a calm approach
- Initiative in undertaking tasks, ability to finish tasks and meet deadlines

In return the successful candidate can expect:

- Outstanding professional support to help you develop your career
- A vibrant and dynamic student body that deserves the very best in teaching and support
- A rewarding and dynamic job role making a real, lasting and positive impact on our school community
- A positive and innovative learning culture where well-being and workload are effectively managed
- Access to the Local Government Pension Scheme

For an open conversation about the role, please contact the Director of Sixth Form, Mrs Staves, by email stavesl@st-gregorys.org.uk to arrange a suitable time.



"Saint Gregory's is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy."

Parent

About Saint Gregory's

Saint Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. We are a popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of our students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

In 2019 we were recognised once again as an 'Outstanding' secondary school in our Section 48 Diocesan Inspection, highlighting our school as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our GCSE and A Level results are excellent and not just in raw terms but also in the context of value-added. Such measures seek to identify the progress that every child makes during his or her time with us and show that our students make outstanding progress.

The achievement of our students consistently places our school as one of the top achieving state schools in the country. Students leaving Saint Gregory's progress to some of the very best academic institutions including Oxford, Cambridge and the Russell Group but, more than this, they leave having acquired the academic success, confidence and skills they need to continue their educational or career journey of choice.

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In 2017 Bath was named as the safest place to live in the UK. It is also a regular feature of the Sunday Times and Telegraph lists for best places to live in the UK, offering a very high quality of life. In 2018, it was named as the best UK city to raise a family by Money Supermarket.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

Job Description

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

Key Areas of Responsibility

1. Core Purpose

- 1.1 To be responsible for the smooth running of the sixth form administrative service.
- 1.2 To support the Assistant Headteacher: Director of Sixth Form, as required, in the provision of sixth form services.
- 1.3 To provide practical and pastoral support to sixth form students.
- 1.4 To contribute to the promotion and progress of the sixth form within the school community.

2. Administrative Duties and Responsibilities

- 2.1 To be a source of information and the first point of contact for sixth form students, parents/carers and staff.
- 2.2 To provide confidential administrative support to the Director of Sixth Form and to be a communication link between the Director of Sixth Form, outside agencies and all staff.
- 2.3 To assist the Director of Sixth Form in maintaining diaries, arranging and supporting meetings, co-ordinating agenda items and taking minutes.
- 2.4 To collect student payments and work in accordance with the financial practices of the school in liaison with the school finance team
- 2.5 To assist with the organisation and coordination of sixth form activities and events as required so that efficient arrangements and procedures are in place.
- 2.6 To assist staff and students with the preparation for UCAS using the Unifrog online platform.
- 2.7 To ensure supervision of the sixth form students in the LRC during the lunchtime and private study periods; setting high standards and expectations and in line with the school Behaviour Policy.
- 2.8 To administer the work experience process and visits for sixth form students.
- 2.9 To be responsible for displays of information for students e.g. Further and Higher Education information, 16-19 Bursary, clubs and activities and ensure the study areas are well kept and conducive to a positive and professional learning environment.
- 2.10 To undertake a range of clerical and general office duties including filing, duplicating, photocopying, maintenance of both paper and electronic filing and record systems and other clerical support to assist in the efficient operation of the school.
- 2.11 To assist as required in the receipt, despatch and circulation of post and in the monitoring of appointment and visitor record systems.
- 2.12 To generally assist in the administrative arrangements of school events as required and the provision of efficient support service to the Headteacher, governors and staff of the school.

3. Reporting and Data

- 3.1 To be responsible for creating, producing and distributing sixth form student reports and data tracking information in liaison with the Director of Sixth Form, the sixth form teaching staff and the Data Manager.

- 3.2 To use 4Matrix and SIMS to produce sixth form reports, as required, and to liaise with the Data Manager to ensure consistency across the school.
- 3.3 To work with the Data Manager to ensure the accuracy of the sixth form data for the external school census returns.
- 3.4 To facilitate and upload all data required for the ALPS reports.
- 3.5 To accurately update the SIMS database with the details of the new sixth form students, liaising with the students as required.
- 3.6 To update the appropriate systems with information and perform regular checks on accuracy, liaising with the Exams Officer and Heads of Department for updated information.
- 3.7 To input the new timetable information into SIMS and update changes regularly.
- 3.8 To ensure that sixth form specific information is kept up to date on the school website.

4. Attendance

- 4.1 To update and maintain the SIMS database in relation to sixth form students, entering information onto student records including attendance, progress and behaviour data and providing weekly unauthorised absence lists for the Director of Sixth Form.
- 4.2 To manage and maintain administration in relation to attendance, including reports, student timetables, detentions and letters.
- 4.3 To analyse attendance records and liaise with appropriate staff so that anomalies are investigated and resolved.
- 4.4 Liaise with students and their parents/carers in relation to absence.

5. Admissions and Bursaries

- 5.1 To be an ambassador for prospective sixth form students and their first point of contact, advising them of the admissions procedure, organising visits and showing prospective students around the school.
- 5.2 To oversee the induction process of students, liaising with students, staff, parents and outside bodies to ensure a smooth transition into the sixth form.
- 5.3 To administer the 16-19 Bursary Scheme and be accountable for all delegated financial tasks in relation to the sixth form bursary and in line with school policy.

6. Post Dimensions

- 6.1 Number of staff managed: None
- 6.2 Departmental budget: None
- 6.3 Section budget: None

7. Supervision Received

- 7.1 Supervision received from the Director of Sixth Form

8. Contacts

- 8.1 Appropriate staff within the school, parents and carers, the Local Authority and outside agencies as and when necessary.

9. Physical Effort and Working Environment

- 9.1 The postholder may be expected to undertake some bending, lifting and stretching in the course of their duties, e.g. carrying books, unpacking boxes of books and placing books on shelves.
- 9.2 The postholder will not be exposed to dirt and dust in the course of their duties.

10. Additional Responsibilities

- 10.1 This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
- 10.2 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.

11. Safeguarding

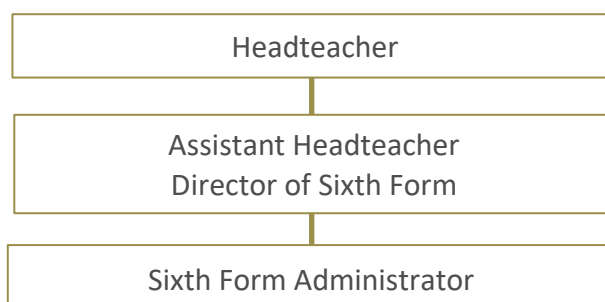
- 11.1 The Governors of Saint Gregory's are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

12. Special Notes and Conditions

- 12.1 All employees of Saint Gregory's are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.
- 12.2 The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- 12.3 The postholder will be required to promote, monitor and maintain health, safety and security in the work place.

13. Organisational Management Chart

- 13.1 This job description will be reviewed annually or more frequently if necessary by the Headteacher in consultation with the post holder.



Person Specification

Sixth Form Administrator	Essential	Desirable
Qualifications and professional development		
Minimum of five GCSE passes at Grade C or equivalent including literacy and numeracy	✓	
Relevant professional qualification or equivalent		✓
Track record of professional success	✓	
Experience of working with outside agencies	✓	
Experience/Knowledge		
Experience of working in a busy office environment	✓	
Advanced knowledge and experience in using MS Word and MS Excel	✓	
Experience of working in a school setting		✓
Experience of working with young people		✓
Skills and attributes		
Excellent IT skills	✓	
Excellent communication skills	✓	
Excellent organisation skills	✓	
Flexible attitude to work	✓	
Good communicator	✓	
Resilience and calmness	✓	
Initiative in undertaking tasks, ability to finish tasks and meet deadlines	✓	
Personal Attributes		
A positive role model for students and staff	✓	
Willingness to listen to, reflect and act on feedback	✓	
Supportive of Catholic (Christian) ethos of school	✓	
Emotionally intelligent	✓	
Motivated	✓	
Enthusiastic and positive	✓	
Willing to contribute to the wider life of the school	✓	
Safeguarding Children		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline.	✓	



“Sporting, artistic and dramatic opportunities are outstanding and all students take full advantage of the range of opportunities to develop clear, personal values and to make an impact on school life.”

Ofsted

Applications

Closing date: Tuesday 8 December 2020

Interviews: Tuesday 15 December 2020

Please note that due to the current situation with regard to COVID-19 interviews may have to take place remotely. Full details will be given in the invite to interview letter for shortlisted candidates.

Applicants are asked to submit their application to the HR Department by email to hr@st-gregorys.org.uk or online at www.TES.com

We are not currently able to accept postal applications at this time.

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

To discuss the role further with our Director of Sixth Form, Mrs Staves, please contact her by email stavesl@st-gregorys.org.uk

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. A copy of the Safer Recruitment Policy and our CP Policy can be found on our website at www.st-gregorys.org.uk/useful-information/key-documents.

Student Creed

“ At St. Greg’s, we are a family.
We walk together in the footsteps of Jesus.
We are all equal in the sight of God
So everybody deserves dignity and respect.
We believe that we are all blessed with gifts
And called by God
So let’s do something special,
Let’s work together for a better future.

In Christ we Flourish.”

Written by the students of Saint Gregory’s, Bath



Saint GREGORY'S
Bath

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