



**WILMINGTON**  
GRAMMAR SCHOOL FOR BOYS

## Job Description

<b>Role:</b>	Sixth Form Administrator for WG6 Start Date: July 2024 / Aug 2024
<b>Grade/Salary:</b>	G4 Point 11 - 15, Actual Salary (FTE £8,668pa - £8,957pa).
<b>Responsible to:</b>	Head of WG6
<b>Working Hours:</b>	14.5 hours per week – All Year Round Wednesday – 8am – 3:30pm Friday – 8am – 4pm Both days include ½ hour lunch break Holiday entitlement will be pro-rata and confirmed at interview

### Job Purpose

To provide confidential management and administrative support for day-to-day operation and strategic planning for WG6 (Wilmington Grammar Sixth Form) as directed by Head of WG6. You will provide a welcoming and supportive atmosphere for students, staff and parents.

You will work alongside the equivalent administrator at WGSB and WGSG and support WG6 as one Sixth Form operating across a split site. Additional responsibilities to include supporting the main office reception during school holidays.

### Main Duties and responsibilities:

- Manage, plan and co-ordinate administration of the Sixth Form.
- Support the WG6 team based at WGSB with all administration related to Sixth Form including but not limited to effective communication with students, parents, staff, admissions, UCAS, Careers, pastoral support and attendance.
- Act as Sixth Form receptionist for students based at WGSB.
- Sending In Touch messages to sixth form parents, maintaining accurate school records including course changes, retention and destinations. Support census and enrolment of new students.
- Produce reports and statistics as required e.g. attendance and behaviour reports, leavers, retention and student destinations.
- Manage all associated filing including overseeing, archiving and retention of WG6 student records for WGSB.
- Liaise and assist Work Experience Co-ordinator to communicate and track student placements for students based at WGSB.
- Administer WG6 admissions process (via Applica) for existing WGSB students and for external Year 11 students. Organise timely distribution of offer letters, summer induction days and summer enrolment process.
- Manage the compilation of the WG6 Curriculum Booklet and update WG6 website.
- Assist in organisation of WG6 events including open evenings and parent evenings.
- Assist with planning and administration of WG6 speakers and trips.
- Administer 16+ travel card/bursary, liaising with Finance office.
- Assist in the monitoring of students working in the study room.
- Cover the Main office when needed during school holidays.

## Person Specification

		Essential	Desirable
<b>Knowledge &amp; Experience</b>	Expertise of IT including Microsoft office (Excel, Word and PowerPoint)	X	
	Confident user of SIMS		X
	Experience in an educational environment		X
	Able to work on tasks simultaneously.		X
<b>Qualifications &amp; Experience</b>	Educated to A Level standard or equivalent as a minimum. English and Maths GCSE (or equivalent) at Grade C or above (or equivalent)		X
<b>Skills &amp; Ability</b>	Accuracy, attention to detail and ability to meet deadlines.	X	
	An ability to work under pressure with strong time management skills.	X	
	Excellent organisation and ability to plan ahead.	X	
	Able to work on tasks simultaneously.	X	
<b>Personal Characteristics</b>	Excellent organiser	X	
	Effective communicator	X	
	Flexible	X	
	Diplomatic	X	
	Professional	X	
	Enjoy working with young adults	X	
	Team Player	X	
<b>Special Requirements</b>	Some Evening events e.g. Parents Evenings, Open Evenings (Time in Lieu given)	X	

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Head of WG6 to carry out appropriate duties within the context of the job, skills and grade.

### Application process:

Applications will be processed as they arrive, with interviews following shortly after. We reserve the right to close the application process early.

***As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.***