Herne Bay High School are seeking an energetic and motivated Deputy 6th Form Manager to join a successful 6th Form Leadership Team. We are looking for a candidate who is broad-minded, approachable and supportive to our students as they navigate 6th Form life and make decisions regarding their future beyond School.

The successful candidate will be an organised individual who is part of the 6th Form leadership Team and support the Head of 6th Form in developing an aspirational and high achieving culture. We also expect the successful candidate to become first aid and fire marshall trained to assist in the smooth running of the department.

Previous 6th Form Experience would be beneficial with a focus on attendance. academic progress, pastoral welfare, UCAS and the operation of the 6th form centre.

This is a full time, permanent position, 37 hours per week, term time only + 5 days, start dated 1st September 2020. Salary will be within the HBHS Pay Scheme Band 6 - 7, £20,483 to £25,564 pro rata, with approximate salary £17,280 to £21,550 per annum. Actual salary to be confirmed at interview depending upon experience.

**Closing date: 10th July 2020, with interviews being held virtually or in person on 13th July 2020. To apply, please submit a completed application form to Mrs K Eagle,** [**k.eagle@hernebayhigh.org**](mailto:k.eagle@hernebayhigh.org)

***Please do not apply for this position unless you are as committed to safeguarding, the prevention of extremism and radicalisation; and promoting the welfare of children as we are at Herne Bay High School.  Applicants must be willing to undergo comprehensive child protection screening including checks with past employers and the Disclosure & Barring Service. The above position includes membership of the Local Government Pension Scheme.***