



Dane Court Grammar School

Application Pack

Sixth Form Administrator (Maternity cover)

Required as soon as possible





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Welcome from the Headteacher

Thank you for your interest in the position of Sixth Form Administrator (maternity cover) at Dane Court Grammar School.

Dane Court is a mixed selective school of about 1,200 students. We are the most popular and academically successful grammar school in Thanet. Our students are polite, kind and keen to learn. Dane Court is a happy, welcoming and inclusive community and a great place to work. We like to describe our school as a 'place of belonging'; a place where our students and staff feel at home.

As an IB World School, our students follow a broad, internationally-minded and academically challenging curriculum. We are the only school in Kent to offer both the International Baccalaureate Diploma (IBDP) and the Careers-related Programmes (IBCP) in our Sixth Form. We are fully committed to the philosophy and approach of the IB.

We are proud to be part of the Coastal Academies Trust, a local MAT consisting of four secondary schools and one primary school. At all levels, we work very closely with colleagues from across the Trust.

Once again, thank you for your interest in this position. We look forward to meeting you.

Yours faithfully



Martin Jones
Headteacher



School Vision and Values

At Dane Court Grammar School we develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

We encourage our students to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Specifically, we:

- Create responsible independent learners
- Provide an excellent academic education
- Foster a respectful, caring, supportive school community
- Provide an excellent education in life skills
- Develop respectful and confident international citizens



The Post

The Sixth Form Office

The Sixth Form team at Dane Court consists of a Head of Sixth Form, deputy head of Sixth Form, Head of Year 12 and administrator located within the Sixth Form Office. As a team we work together to ensure that students are safe and happy, they achieve academic success and they have a supportive environment to turn to.

The administrator's role is a crucial one which ensures that student safety is guaranteed through registers and student attendance can be effectively monitored. They are usually the first point of contact during the course of the day for our students who will approach the administrator with timetable queries, guidance on the bursary and administering absence requests. The administrator is a core part of the student's experience at the sixth form and becomes an important figure in ensuring they have a smooth and enjoyable time with us.

The Sixth Form Office is exciting, varied and extremely rewarding. The tasks within the role are wide ranging so flexibility and organisation are key skills necessary. If you are hardworking and professional as well as friendly and calm and you would like to join our team this could be the position for you.



Job Description

Sixth Form Administrator

Reports to: Head of Sixth Form

Main duties and responsibilities

- Enrolment into the Sixth Form
- Support for Open Evening
- The roll out of the online application system
- Interview letters and schedules for internal and external applicants to the sixth form
- Induction support
- Parents' evenings
- Administration of the Bursary Scheme
- Letters to parents and universities
- Responsibility for inputting changes to sims to include course management, pupil details, timetable processing
- Daily inputting and monitoring of attendance to include a daily late gate with reporting responsibilities
- House captain interviews
- Leavers' destinations board
- Sixth form noticeboards
- Administer and distribute bus passes
- All booking arrangements for IB staff training courses
- Updating of the IB information systems
- Scanning of all IB coursework samples
- Preparation of the weekly Sixth Form newsletter
- Preparation and circulation of any correspondence required to support the SFO
- Organising the Y12 trip to a careers fair
- Administration of the House T Shirt system
- Raising profile of SF by submitting articles for school website

The job description, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job.

Dane Court is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

Person Specification

Sixth Form Administrator

	Essential	Desirable
Education & qualifications	<ul style="list-style-type: none"> • Good standard of general education including English and Maths 	<ul style="list-style-type: none"> • First Aid qualification
Experience & knowledge	<ul style="list-style-type: none"> • Experience of working successfully and co-operating as a member of a team • Experience of undertaking a range of administrative tasks • Experience of a range of IT packages including Microsoft Office and Google Drive. 	<ul style="list-style-type: none"> • School office experience. • Knowledge of SIMS
Personal attributes & skills	<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written • Good organisational skills, ability to deal with changing priorities and meeting tight deadlines • Ability to work with minimum supervision and willingness to undertake personal development and training to update knowledge and skills • Discreet, professional and sensitive 	
Additional requirements	<ul style="list-style-type: none"> • Have high professional standards and expectations • Ability to deal appropriately with confidential information • A commitment to safeguarding and promoting the welfare and development of young people • A commitment to Dane Court's ethos and aims 	

What we can offer you

A popular and successful school with a high profile in the local community.

Well-motivated students who are excited about learning.

Bright, modern buildings with excellent facilities.

At the heart of the Coastal Academies Trust, with strong links to teachers and students in other local schools.

Located in Broadstairs, on the Kent coast, with a sunny climate and affordable housing, yet only 80 minutes by train from central London.

Forward-thinking curriculum: we are an International Baccalaureate World School, offering academic and vocational courses.

Friendly staff, working together and supporting each other.

Excellent induction programme.

Opportunities for high quality professional development.

Application Process

Closing date for applications is **Monday 21st June**

Interviews will be held during w/b 21st June

To apply please complete the online application form on Kent Teach and submit a covering letter.

We are currently unable to organise pre-application visits but if you would like to discuss the role further please feel free to contact Mr Pleasant, Head of Sixth Form on 01843 864941.

