

SIXTH FORM/IB ADMINISTRATOR
Maternity Cover up to 12 months
Full-Time
Sixth Form Centre/School Office

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1550 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

We are seeking to appoint a Sixth Form/IB Administrator. The successful applicant will play a major role in the day-to-day life of the Sixth Form Team and also the School Office. They will need to be highly motivated, show a significant degree of initiative and be able to work efficiently and calmly, even at times of particular pressure. Experience of working in an office and the ability to prioritise workloads and manage multiple deadlines is essential. Interpersonal and literacy skills of a high order will be required. Applicants must possess excellent customer care skills, be welcoming, efficient and have a diplomatic approach when dealing with difficult/sensitive situations. The post requires a positive person of a cheerful and co-operative disposition, who has excellent timekeeping, attention to detail and a flexible approach. First class keyboard skills and proficiency in MS Office packages (in particular Word and Excel) are essential. Experience of iSAMS and Wisepay or similar is desirable.

OUTLINE OF POST:

To assist the Director of Sixth Form, the Assistant Head (Student Futures), the Head of EPQ, the Director of the International Baccalaureate and other members of the Sixth Form Year Group Team, to run an effective, efficient department through the provision of secretarial and administrative support. Duties may also be allocated by the Office Manager, Senior Leadership Team, and Headmaster.

MAIN DUTIES AND RESPONSIBILITIES:

- **Provide administrative support for the Director of Sixth Form and Year Group Teams**
Duties include:
 - Managing budgets
 - Organising Internal mock exams both for A Level and IB
 - Booking General Studies visiting speakers, liaising with AV and facilities for setting up
 - Administrative support for parents' evenings for Years 12 and 13,
 - Organising diaries, arranging meetings with students and parents
 - Organising 'Achievement and Reward' lunches and assisting with the running of Sixth Form Detentions
 - Sending 'school posts' out from Head of Year, Director of IB, Head of EPQ, Head of Higher Education
 - Assisting with arrangements for Graduation and the Leavers' Ball

- **Provide administrative support for the Assistant Head (Student Futures), Head of Higher Education and Higher Education Team**
Duties include:
 - Organising an annual Careers Convention and assisting with other careers events throughout the year
 - Compiling a database of work experience opportunities and communicating them with students as they emerge

- Administration for various events and processes related to Oxbridge applications and preparations
 - Proofreading UCAS forms and giving feedback to students
 - Producing transcripts for US/International applications
 - Administration for the 'After Whitgift' week
 - Producing Academic Talks and Academic Competitions documents
- **Provide administrative support to the Head of IB.**
Duties include:
 - Assisting in all aspects of the delivery of IB exams and the issue of results in July and arrange for re-marks.
 - Organising all internal IB mock exams
 - Booking staff on IB training courses, arranging accommodation and travel
 - Input data into IBIS and other IBO net systems, including the registration of candidates.
- **Provide Administrative Support to the Head of EPQ**
Duties include:
 - Sending comms to students and parents on behalf of Head of EPQ
 - Adding and removing EPQ in student timetables
 - Chasing projects, updating spreadsheets as asked by the Head of EPQ
 - Scanning projects for assessment

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the school's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION:

Essential

- Educated to 'A' Level or equivalent with GCSE English and Mathematics
- Proven administrative/secretarial skills
- Good customer care skills and diplomatic approach when dealing with difficult or sensitive situations
- Excellent verbal and communication skills
- Excellent interpersonal skills
- Significant degree of initiative
- Ability to prioritise varying workloads and manage deadlines
- Ability to work efficiently and calmly, even at times of particular pressure
- Positive, cheerful and co-operative disposition
- Ability to pay attention to detail
- Proficiency in Microsoft Office suite (in particular Word and Excel) with accurate keyboard skills

Desirable

- Previous experience of working in a school or education establishment
- Experience in a client facing or customer service role
- Experience of iSAMS or similar database package
- Experience of Wisepay (electronic payment system) or similar

FURTHER INFORMATION

All of our staff benefit from a competitive remuneration package, including:

- 25 days' holiday to be taken during school holiday periods
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Discounted school fees for permanent staff working at, or for, the Foundation Schools
- Access to our onsite Sport facilities including gym
- Membership of the Bupa Health Cash Plan Scheme, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24 hour advice line for all staff
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Season ticket loan
- Onsite parking
- Lunch is available onsite during term time

CONDITIONS OF SERVICE

This position is offered as a fixed-term contract, full-time.

The Sixth Form/IB Administrator will work 5 days per week, Monday to Friday. The hours are 8.00am to 5.00pm (40 hours per week) with a one-hour unpaid lunch break. There will be an occasional requirement for flexibility with start and finishing times to meet the needs of the department or for school events throughout the year – this includes some Saturdays and evenings. Any changes will be mutually agreed in advance with your line manager.

The salary range for this post will be Point 21 - 25 on the John Whitgift Foundation Support Staff Salary Scale, dependent on qualifications and relevant experience. This is currently £29,562 - £33,107.00 per annum.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8688 9222 or email the Human Resources Department at SchoolHR@whitgift.co.uk.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening including checks with past employers, the Disclosure & Barring Service and on-line media checks (including personal, professional and other online activities).

March 2023