Skinners' academy

Sixth Form Administrator Study Supervisor

Information for candidates

April 2025

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

Introduction from the Principal

Dear Applicant,

Our Vision: *"Be the best you can"*- this is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power of the curriculum and so intentionally have the following at the core of our practice:

- A pragmatic approach to pedagogical practice that reduces teacher workload.
- Teaching powerful knowledge rather than parroting the knowledge of the powerful.
- CPD which is rooted in the best educational research, often with a foundation in cognitive science.

The Academy is on a journey from Good to Great and this has been confirmed by Ofsted in May 2022; *"leaders and governors remain focused on doing the right things to improve the school further. They have developed an ambitious and clear long-term plan that outlines how they will reach their vision".*

About You

- You can motivate and inspire pupils to build on their current achievements.
- You have excellent interpersonal skills and a commitment to collaborative working.
- You are committed to working in an inner-city school and believe that such schools should provide the best possible environment for academic success and personal development.
- You have an excellent track record of outstanding teaching across Key Stages 3 to 5.
- You are resilient and have a great sense of humour, as you never give up.

About Us

- Reconfirmed as a 'Good' school by Ofsted in May 2022.
- We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
- We have pupils who strive to maximise their achievement and are fully supported by parents who work with us in partnership.
- We have excellent transport links; 5-minute walk from the bus stop or 7-minute walk from Manor House tube station which serves the Piccadilly Line.
- We have high-quality teaching staff who are fully committed to supporting pupils' academic and personal development.
- We offer excellent opportunities for your own professional development.
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education.

Thank you for your interest in our Academy. I look forward to receiving your application.

Ms S Jacob
Principal
Skinners' Academy

Our Mission

Our Mission

The Principal and Governors at Skinners' Academy believe that all children will be the best they can by working in active partnership with the Academy to achieve excellence for themselves and the wider community. The Academy will provide the necessary prerequisite skills, knowledge and experiences for children to ensure they have the opportunities to succeed. Not only will our young people be successful and productive citizens, but they will also be a source of influence in the society that they live in, ensuring that they make sustainable and authentic contributions for future generations.

Our Values

- **Be Curious** - We will ask the right questions, learn from others and look for ways to work smarter.
- **Be Cooperative** - We will work in partnership with others to achieve our goals.
- **Be Determined -** We will see challenges as obstacles that we can overcome. We will not give up.
- **Be Kind -** We will be generous with our time and resources; we will show empathy.
- **Be Respectful** - We are committed to upholding the values of equality and inclusion. We will not tolerate prejudice in any form.
- **Be Outstanding** - Exceptionally good; this is what we strive for 100% of the time.

Our Specialism

In our commitment to ensuring that our young people are not only prepared for every step of their learning journey but that they also have the agency to influence their future, we believe that Enterprise forms a crucial role in realising this. As an Academy, we will ensure that students understand the skills of Enterprise and that they can use these effectively to carve out their desired futures.

"Enterprise is about motivating young people to learn and excel in their education and to see the relevance of their studies. It is more than the creation of entrepreneurs, it is about a can-do and positive attitude and equipping people with the confidence to develop ambitious career and vocational interests. Enterprise therefore supports the development of a wide range of work and professional skills and capabilities, including resilience, risk taking, creativity and innovation, as well as a self-belief that starting a business is a viable career choice and one of the most exciting and challenging things a person will ever do."

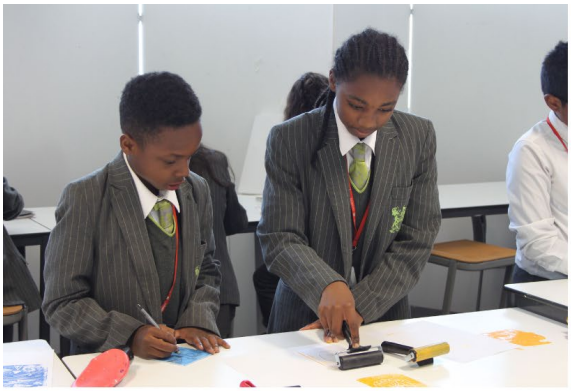
- Lord Young 2014

Skinners' Academies Trust

Skinners' Academies Trust is a new, collaborative Trust of five high-performing schools in Kent and London working together to improve outcomes for all our students. Launched in September 2023, the Trust educates a total of 4,500 students across primary and secondary phases and both comprehensive and selective schools.

The Trust builds on the longstanding collaboration and shared values across the family of schools supported by The Skinners' Company, one of the Great Twelve Livery Companies of the City of London. The Company is a major not-for-profit organisation with a well-established reputation for philanthropy dating back some 700 years. Education is a core charitable purpose and its schools aspire to provide all their young people with the opportunity to make the most of their talents and fulfil their potential.

Skinners' Academies Trust's mission is to provide it's young people with the opportunity to make the most of their talents and fulfil their potential. To do that they ensure that each school has first-class teaching, management and leadership, and are supported and held to account by high-quality governing bodies.



Skinners' Academies Trust: Professional Development

Skinners' Academies Trust are committed to investing in our people and as such offer a high-quality suite of professional development opportunities for all our teachers. Everyone at the Trust is committed to being a reflective practitioner, open to learning and motivated to keep getting better.

We know that professional development for our people will lead to impact in our schools. The five pillars of our offer are designed to offer opportunities to all our staff, to support our vision for an excellent education in all our schools and to have a clear impact on outcomes for all our pupils.

Chartered College of Teaching membership: Open to all

All teaching staff are given full membership to the Chartered College of Teaching. This gives them access to a range of resources including research papers, articles, lesson videos and the quarterly journal, *Impact*; and opportunities to participate in CCT courses or become a Research Champion.

Research-led networking opportunities: Open to all

The Trust-wide book group meets online each half term to explore an education-based text and discuss the implications on classroom practice. Copies of the book are free to members.

Our Research Enthusiasts group similarly meets each half term. It offers teachers from across the Trust, with a passion for evidence-informed practice, the opportunity to debate a range of research and its implications for classroom practice and student outcomes.

Development for middle leaders: Open to aspiring and existing middle leaders

Our bespoke Middle Leadership Programme is a 10-month course designed and delivered internally for those at the start of their leadership journey. Throughout the course we explore evidence and good practice around effective leadership, use of data, managing teams and how to implement improvement. All participants are allocated a mentor who supports them throughout the course, and get to visit each Trust school over the course of the year.

Subject-specific collaboration: Open to subject leads and subject based TLR holders

We have established Subject Communities for English, Maths, Science and MFL, enabling improvement at subject level the Trust through collaboration between subject leads and shared good practice. This gives heads of department an exciting chance to experience and learn from a range of practice across all our schools.

SLT Community of Practice: Open to senior leaders

All senior leaders across the Trust are members of our SLT Community of Practice, giving them the opportunity to share good practice in school improvement. Leaders participate in visits to Trust schools, hear from external experts and provide professional and supportive critique to one another.

NEW for 24/25: Purposeful Practice Programme: Open to all

Rooted in the best available evidence, this programme provides an opportunity for teachers at all levels to refine and hone their craft. Focusing on granular, high impact teaching strategies, participants will observe these in action before engaging in analysis and review and then planning to incorporate them into their own practice. This is a unique programme to SAT and an exciting opportunity for all practitioners.

Staff Rewards and Benefits

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Cyclescheme

Skinners' Academy is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

CycleScheme has also launched the UK's first Cycle to Work scheme for City Bike Hire, which is perfect if you can't have a bike of your own or if you want a multi-modal commute.

City Bike Hire enables staff to save 32-42% on the cost of bike hire membership. Cyclescheme has partnered with Santander and Brompton, with more exciting partnerships coming soon.

Discounted Mortgages for Teachers

Endorsed by the NEU, Teachers Building Society was established specifically to help teachers with smaller deposits buy their very first home. As the only building society dedicated to teacher lending, they not only reserve their best (cheapest) mortgage deals especially for teachers, but they also use their expert understanding of the education industry to make the home buying process as smooth and simple for teachers as possible. Buying a property with someone else? No problem, only one applicant needs to be a teacher.

Electric Car Salary Sacrifice Scheme

Skinners' Academy has partnered with a leading company in the field, WeVee, who provide a scheme designed to save Academy staff money on the cost of a brand new car, whilst simultaneously cleaning up the air in the community and leading to a reduction in the carbon footprint, by helping you switch to electric.

By lowering your Income Tax and National Insurance payments, you can save you up to half your motoring costs and a designated Account Manager is available to provide answers to any bespoke queries you may have.

Employee Assistance Programme

Our Employee Assistance Programme (EAP) is a package of emotional and practical support that provides the following:

- A range of counselling options including telephone, online or face-to-face sessions, and a mindfulness module.
- A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations.
- Financial, legal and practical support from qualified professionals on a range of personal issues.
- Access to online health and wellbeing resources and a specialist information service.
- This free service is confidential and can be used to support staff with any personal or work-related issues that may be affecting their wellbeing.

Local Café Discount

One of our local cafés, 215 Hackney kindly offers all Skinners' Academy staff a 15% discount on food and drinks upon presentation of their staff ID card.
They are a casual café and restaurant serving Middle Eastern breakfast, brunch/lunch and dinner with an East London Twist.

London Borough of Hackney School Staff Offers

All employees of London Borough of Hackney schools can register for the borough's savings and discounts scheme where employees can enjoy 100's of offers on big name brands such as BT Broadband and supermarket digital gift cards. Employees can register for free using their school email address and Scheme ID Number.

Staff Rewards and Benefits

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for Teaching Staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Running Club

Skinners' Running Club gives staff the opportunity to get active and join other runners within the Academy along a route which passes a climbing castle and sailing club, with beautiful views. All staff are welcome to join in, every Tuesday after the Academy day.

Social Events

The Skinners' Social Committee helps to connect staff during this challenging time by organising lively staff social events to ensure that staff get the opportunity to unwind and enjoy a well-deserved break from work.

Staff Wellbeing

Regular guided mindfulness meditation takes place remotely via the Skinners' Academy All Staff Wellbeing Channel in MS Teams.

Regular Wellbeing Audits occur throughout the year, followed by a Wellbeing Action Plan, giving opportunities for staff, students and parents to suggest strategies that would positively impact wellbeing.

We encourage a culture of celebrating each other. 'Staff Shout Outs' can be sent via a link for members of staff to nominate a colleague they particularly want to celebrate each week.

Home & Tech

Home & Tech, previously known as the Techscheme, is the smart way to buy and save on home and tech products. Powered by Apple and Currys, this benefit lets staff members choose from over 5,000 tech products from tablets and televisions, fitness trackers and phones, to games consoles and kitchen appliances. More recently, the home furnishings retailer, Ikea, has also been added as a redemption partner. Staff can spread the cost of purchases from their salary via a salary sacrifice across 12 months and make a National Insurance saving of up to 12%. Further details of the scheme can be found by visiting: https://www.techscheme.co.uk/68147f9

Job Profile

POST: Sixth Form Administrator and Study Supervisor

GRADE: Scale 4 (Spine Point 18 - 21)
£28,126 - £30,023 (FTE)
£25,746 - £27,482 (pro rata)

HOURS: Full time, term time plus 2 weeks (41 weeks per year) (by agreement with the Principal)

RESPONISBLE TO: Assistant Principal of Key Stage 5 and Heads of Year 12 and Year 13

JOB SUMMARY: To support the Head of Sixth Form to provide our students with the very best opportunities to succeed academically. This will involve the provision of a high-quality administrative service for the Academy Sixth Form, the supervision of students during their study periods and working alongside the Sixth Form team to ensure that students are maximising their opportunities for academic success by using their study periods effectively.

PRINCIPAL ACCOUNTABILITIES:
The duties outlined in this job may be modified by the Principal, in discussion with you, to reflect or anticipate changes in the role, commensurate with the salary and job title.

MAIN ACTIVITIES AND RESPONSIBILITES:
The postholder will be expected to support the delivery of all aspects of sixth form administration and study supervision and be willing to be flexible about the detail of what they are expected to do. Key aspects of the role include but are not limited to:

KEY RESPONSIBILITES:
Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

Student Supervision and Support

- Act a Study Supervisor in the Sixth Form Study area to include:
    - ensuring appropriate and productive use of the study area;
    - addressing any inappropriate student behaviour in the Sixth Form Study Area in line with the behaviour policy.
    - ensuring that the study spaces are kept in good order throughout the day
- Support with the administration and supervision of sixth form detentions
- Assist students with the UCAS application process or applications for jobs or apprenticeships
- Provision of targeted 1:1 academic mentoring for students
- Support students to develop good study and revision skills and habits
- Maintain a calm, orderly and friendly Sixth Form environment
- Support students to engage with enrichment, careers and other relevant activities outside of lessons
- Liaison with the Sixth Form team regularly to discuss arising student welfare concerns, needs or issues
- When appropriate, support students with general queries including initial support with welfare issues, making appropriate referrals where necessary
- Accompany sixth form trips in a supervisory capacity if required
- Supervise the reception area during lunch to ensure that Sixth Form students return to the Academy on time.

Student Admissions

- Support with the organisation and delivery of recruitment events, including the Sixth Form Open Evening and Taster Day.
- Managing student applications to Sixth Form from internal and external students
- To maintain the computerised details of applications to the sixth form
- To be pro-active in ensuring that all admissions functions are fulfilled legally and in a timely fashion
- To be the first point of contact for Post-16 applicants
- To process applications, ensuring accurate recording of data
- To organise and administer the admissions meetings process
- To ensure that accurate information is available for all concerned, including agencies external to the Academy

Job Profile

- Assist with results and enrolment days, including providing information to and communicating with students, parents/carers and/or directing to other staff as appropriate

Student Data, Record-Keeping and Reporting

- To maintain accurate records of students, using the school's computerised systems and paper-based records
- Administrative support for staff and production of regular extracts and reports as requested and provide accurate data for statistical returns for monitoring purposes e.g. Supporting the collation of census and destination data;
- Ensure registers are always taken and are accurate, working collaboratively with form tutors, teachers and other colleagues to ensure that presence, lateness, unauthorised or authorised absences are recorded accurately and reliably in a manner that support the Academy's Attendance Policy.
- Establish, maintain and manage all procedures and records with relating to student bursary funding.
- To produce statistical returns when necessary, ensuring the accuracy and timely production of these, including those to external agencies
- Provide administrative support for College and UCAS applications including Student Finance Applications.
- Provide administrative support for the Student Bursary Scheme.

Standards/ Quality Assurance and Additional Responsibilities

- Ensure that an enterprising approach is adopted by all across the Academy.
- Promote the Academy ethos in which the highest achievements are expected from all members of the Academy community.
- Support extended day activities to enhance pupils' learning experiences.
- Adhere, at all times, to professional business standards of dress, courtesy and efficiency, in line with the ethos and specialism of the Academy.
- Attend department and staff meetings.
- Attend and participate in open evenings and parents' evenings.
- Uphold the Academy's behaviour code and uniform regulations
- Be responsible for ensuring subject knowledge and pedagogy is developed and participate in staff training and development.
- Develop links with Governors, LEAs and neighbouring schools.

Office Administration

- The delivery of general administrative functions, such as distribution of correspondence, including general academy emails;
- Ordering and cataloguing of office stock;
- Processing changes for students to eg: subjects, form groups, production/replacement of lanyards/ID cards
- Using SIMS for maintenance of student records, monitoring attendance and punctuality, and to track academic progress and produce reports (as required)
- Contact parents/carers of absent students to report absence and to ascertain the reason for student absence
- To train in provision of First Aid
- To manage Post-16 attendance systems and returns
- To distribute incoming correspondence to the appropriate people
- To monitor the Post 16 administrative email account and respond messages as appropriate
- To provide administrative support to Post 16 teaching staff, including word processing and parental contact, as appropriate
- To carry out other reasonable and relevant administrative duties as directed by the Head of Sixth Form

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. They may be required to do other duties appropriate to the level of the role, as directed by the Principal.

Job Profile

Standards / Quality Assurance and Additional Responsibilities

- Adhere at all times to professional business standards of dress, courtesy and efficiency, in line with the ethos and specialism of the Academy.
- Attend pupil evening events
- Uphold the Academy's behaviour code and uniform regulations
- Participate in staff training and development
- Attend team and staff meetings
- Develop links with Governors, LEAs and neighbouring schools/Academies.

Key Organisational Objectives

The Postholder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the Academy's Equalities policies, demonstrating commitment and contribution to improving standards of attainment
- Fulfilling the role of Student Personal Adviser and/or mentor if required
- Contributing to the maintenance of a caring and stimulating environment for young people

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governing Body.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children, candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Academy to ascertain details from the Disclosure and Barring Service (DBS) regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Person Specification

Qualifications	Essential	Desirable
Educated to degree level or equivalent	✓	
Experience	**Essential**	**Desirable**
Experience of the UCAS system		x
Experience of using Microsoft Office Suite	x	
Experience of using SIMS databases		x
Experience of using ApplicaaOne to manage admissions & enrolment processes		x
General office-based administrative experience	x	
Problem-solving	x	
Working without supervision	x	
Experience of dealing effectively with a varied range of stakeholders and external organisations and agencies	x	
Experience of working with a range of administrative systems	x	
Skills	**Essential**	**Desirable**
Must be well organised	x	
Must be well presented	x	
Excellent oral and written communication and organisational skills	x	
Ability to work hard under pressure while maintaining a positive, professional attitude	x	
Ability to work as part of a team	x	
Ability to organise and prioritise workload and work on own initiative	x	
Ability to field correspondence with internal and external stakeholders and follow up where necessary	x	
Ability to communicate effectively with staff, students and external agencies and maintain good working relationships	x	
Accurate data entry and data management skills	x	
Flexible and willing to contribute to the success of the team	x	
Willingness to undergo any training requirements	x	
Qualifications	**Essential**	**Desirable**
Understanding of different social backgrounds of pupils	x	
Understanding the needs of pupils and the appropriate policies and strategies to support them	x	
Understand the needs of bilingual pupils	x	

Application and candidate selection process: our candidate charter

We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.

In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

Our commitment to you:

- **Transparency** We will treat you with respect, honesty and fairness
- **Protecting your privacy** We will ensure your information is secure and handled sensitively
- **Understanding You** will be given everything you need to make informed decisions
- **Showcasing talent** We will provide a good
- opportunity for you to share your skills, experience and potential
- **Feedback** We will provide constructive feedback professionally and promptly
- **Listening** We welcome feedback and we'll act on what you have to share
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse workforce.

Safer recruitment in education: information for applicants

Skinners' Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- Skinners' Academy application form

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

References

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare
- of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.

If the referee has any reservations, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

We will also carry out online searches for all shortlisted candidates to identify any incidents or issues, related to suitability to work with children.

Pre-employment checks

- an enhanced DBS check is required for all successful applicants;
- prohibition and overseas checks will also be completed if necessary.

How to Apply

The closing date for applications is **Monday 5th May 2025 at 9am** with interviews commencing in the week beginning **Monday 12th May 2025.**

- Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification
- Further information about the role and an application form can be found on our TES page.

For more information about this position, or to have a confidential discussion about the role, please contact recruitment@skinnersacademy.org.uk.

We look forward to hearing from you.

Skinners' Academy
Woodberry Grove
London N4 1SY

020 8800 7411
enquiries@skinnersacademy.org.uk
www.skinnersacademy.org.uk