



WILBERFORCE
sixth form college



JOB PACK

Administration Assistant

CLOSING DATE: Monday 12 May 2025, at 9.00am





OUR COLLEGE

Wilberforce Sixth Form College is located on the East side of the City of Hull, and our students come from both Hull and the East Riding of Yorkshire. The College is recognised for its success in serving the needs of the local community, which is a fundamental commitment of the College's governing body.

Wilberforce is not a typical sixth form college. We have a wide-ranging and dynamic curriculum offer at Levels 2 and 3 that supports students' progression. Coupled with our staff's commitment to high quality teaching, support and student experience, students achieve and progress to some fantastic destinations.

The College has extended its work beyond the East of Hull in recent years. We are system leaders, having worked with educational and employment partners both nationally and regionally to improve the quality of education and student experience.

FOR OUR STUDENTS...

Wilberforce Sixth Form College inspires its students to develop a passion for knowledge and a love for learning. Our students receive a truly holistic education that extends beyond the classroom.

In addition to high-quality teaching, they have access to a broad upskilling enrichment programme, employability and workplace links, national and international trips and visits, and an excellence pathway programme.

OUR CAMPUS

We have made significant investment over the last few years, creating first-class facilities for staff, students and the local community.

Our campus is reflective of the wide-ranging curriculum that we offer; it boasts professional standard Engineering, Health & Caring, Hair & Beauty and IT facilities, as well as fully equipped classrooms and teaching spaces.

FOR OUR STAFF...

Wilberforce Sixth Form College is a great place to work. You will join a focussed and driven team, committed to delivering a broad and balanced education for all.

Collaboration is at the heart of our approach and together we work hard to change the life chances for our students.

We invest heavily in staff development and wellbeing support to ensure that staff are equipped to contribute to making Wilberforce College great.

Access a range of benefits including:

- Membership of the Local Government Pension Scheme (LGPS)
- Employee Assistance Programme
- Cycle to Work scheme
- Optional Health Cash Plan
- Staff development opportunities
- Staff wellbeing events
- IT Products

OUR VISION

The College's aim is to be an outstanding College, with an innovative curriculum that supports all students to achieve the best possible life chances.



The three core strategic priorities are:

➤ 1. OUTSTANDING EXPERIENCES

Students have access to a wide, rich set of experiences through the curriculum, tutorial, and upskilling programme.

High expectations of behaviours and attitudes ensure all students develop a strong work ethic, resilience, and determination.

Sustainable growth in student numbers that maintains a vibrant, interactive learning environment, in which students are highly challenged.

A College environment with first class facilities, welcoming, accessible and a place everyone enjoys being in.

➤ 2. OUTSTANDING PROGRESSION

A curriculum that is aligned to local and national priorities that enables all students to progress to their chosen destinations.

Students are equipped with the skills, knowledge and behaviours needed to progress in education and employment – including proficiency in English and Mathematics.

Students are educated and supported to make decisions that ensures their long-term health and well-being.

➤ 3. OUTSTANDING OUTCOMES

A fully ambitious, challenging curriculum that provides students with first rate qualifications.

Aspirational and stimulating teaching and learning that engages all students at all levels.

Stretch and challenge of all groups of students to ensure that all reach their potential, and there are no significant gaps.

A student support framework that proactively removes barriers to learning.

CORE VALUES



WE CONDUCT OURSELVES WITH INTEGRITY AND RESPECT FOR ALL.



WE MAKE STUDENTS' EXPERIENCE CENTRAL.



WE VALUE INDIVIDUALS AND PROMOTE SELF-ESTEEM.



WE WORK AS A TEAM.



WE ENCOURAGE INNOVATION, CREATIVITY AND ENJOYMENT.



WE AIM FOR EXCELLENCE IN EVERYTHING WE DO.

Wilberforce Sixth Form College has a culture of high aspiration and we are committed to providing an outstanding educational experience for all of our students. All aspects of College life are focused on providing students with every opportunity to become independent, motivated and successful individuals who will contribute on an international stage. Success is central to our aims. We have adopted a core values statement. It is our intention that by applying these values and behaviours the College will become outstanding in every area of work.

WHY WILBERFORCE?

By joining Wilberforce Sixth Form College, you will be working for a progressive learning organisation driven by core values and collective mission. You will be joining colleagues to work within a supportive, collaborative, and dynamic team which consistently strives to achieve the best outcomes for our students.

At Wilberforce we believe in providing opportunities for all - both staff and students. Our expectations are high for everyone and we recognise the fact that only through this teamwork can we all achieve our aspirational goals.

If you are looking for a College that will challenge you whilst supporting you, then our CPD package will ensure you develop your skills, whether it be supporting students, teaching in the classroom or as a leader influencing colleagues.

We feel listening to the views of both staff and students is key and therefore we regularly conduct staff surveys to establish individuals views on working at the College and use this as a catalyst for making improvements.

BENEFITS AND ADDITIONAL INFO

We recognise the hard work and dedication of our staff in their commitment to improving the life chances of young people in the community we serve. The employee benefits on offer at the College are reflective of a culture which recognises talent and rewards outstanding commitment to our aims and objectives.

We are proud to offer our staff members the following benefits:

- **Staff Induction:** All employees joining the College are provided with a fully supported induction period
- **Generous Pension Scheme:** Employees can join the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme. Both schemes offer generous employer contribution rates
- **Employee Assistance Programme:** The College provides an independent free helpline which is available to all staff and their families which provides confidential advice on a wider range of issues including personal, relationships, medical, financial, legal etc. In addition, the College has in house counsellors who will meet staff face to face where requested
- **Cycle To Work Scheme:** Our salary sacrifice scheme enables employees to pay for a bicycle through payroll and save on tax in the process
- **BHSF Health Care Cash Plan:** Through a salary deduction cash plan, employees are able to access health care treatment and claim back money from their bills. The cash plan includes 24/7 GP and counselling telephone services and cover for up to four children (under the age of 18) on the policy
- **Gym Memberships:** The College has an open access gym that staff can use before and after the College day. Employees at the College can also access discounted membership at the local Hull City Council gyms
- **Parking:** Access to free on-site car parking
- **IT Products:** Employees can access the full suite of Microsoft software free of charge to use on personal devices
- **Equality, Diversity & Inclusion:** The College is inclusive and embraces diversity
- **Staff Development:** We have a strong commitment to providing training and development in and beyond your current role. We invest substantial time and money in our staff development provisions
- **Family Friendly Policies:** The College adopts occupational Maternity, Paternity and Adoption pay policies from the Sixth Form College's Association

Administration Assistant

Part time, 25 hours per week Monday to Friday, term time only, plus 5 additional days.

The Administration Assistant will work alongside both the Examinations and Central Admin teams to provide high quality administrative support. The successful candidate will be line managed by the Examinations Officer and will work under the direction of the Exams, MIS and Central Admin Manager for Central Admin duties.

Within the examination team the successful candidate will be responsible for providing support in the successful running of college examination processes for Internal and External assessments. The successful post holder will support the Examinations Officer to carry out duties relating to the organisation and distribution of examination materials, exam day arrangements, timetabling, seating, exam access arrangements and Invigilation staffing. Duties will also include supporting in the distribution of examination results and certificates as well as overseeing queries relating to appeals and re-sits.

The successful post holder will also contribute to wider college admin processes within the Central Admin team. Duties will include admin for the quality assurance processes, data input and checking, information gathering for students past and present, maintaining and updating student records, document sorting/filing, assisting in the LRC. Duties will also include supporting college processes linked to student applications, interviews and enrolment.

The post holder will need to demonstrate excellent levels of English and Maths along with strong IT Skills. Experience working in a similar role would be desirable but not essential as full training will be provided. Staff development opportunities are supported through in-house training and external training providers where relevant.

This is an exciting opportunity to join a college with a fantastic reputation and contribute to our ongoing success



JOB DESCRIPTION

Job title:	Administration Assistant
Responsible to:	Examinations Officer
Purpose of the post:	To provide high quality admin support for the examinations and central administrations teams in the College.

Main Tasks:

1. Effectively deliver College Exams processes for both written and online assessments, in accordance with JCQ regulations, Exam Board policies and College procedures
2. Assist with registration of candidates, examination entries, timetable production and seating processes
3. Facilitate exam access arrangements
4. Plan and coordinate the Exam Invigilation staff to assist in internal and external examinations
5. Work with College staff to gather examination entry lists ensuring deadlines are met
6. Assist with results entry and release
7. Carry out the filing and tracking of examination certificates and coordinate distribution
8. Take delivery of and maintain records relation to secure exam materials in line with JCQ regulations
9. Support in the coordination of internal assessments and mock examinations processes across the College
10. Undertake admin duties linked to Quality Assurance processes for internal assessments and external vocational moderation sampling
11. Carry out the role of Examination Invigilator and support with LRC cover as required
12. Assist the central admin team with data entry and checking processes, updating Student Records and filing
13. Support the central admin team with processes linked to data reporting, student applications, interviews and enrolment
14. Undertake Internal and external training and stay up to date with role specific regulations
15. Perform other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING		
Educated to Level 2 (5 GCSEs at grades 9 to 4 or equivalent, including Maths and English Language)	✓	
Educated to Level 3 (A Level or equivalent)		✓
EXPERIENCE AND KNOWLEDGE		
Experience of working in a fast-paced professional environment	✓	
Experience and proficiency in the use of Microsoft Office Suite (Word, Excel, Power-Point, Outlook)	✓	
An understanding of Examinations processes and JCQ Regulations		✓
Experience of coordinating key processes within assigned deadlines and working within set regulations and procedures	✓	
Experience of accurate data input	✓	
Experience of working with a variety of external agencies		✓
SKILLS AND ABILITIES		
Ability to master new processes, procedures and systems quickly	✓	
Excellent interpersonal and customer service skills	✓	
Ability to work as part of a team	✓	
Excellent organisational and prioritisation skills	✓	
Ability to work to deadlines	✓	
Excellent verbal and written communication skills	✓	
Adaptive and flexible attitude	✓	
High level of accuracy and attention to detail	✓	
Ability to maintain confidentiality	✓	
Interest and enthusiasm for working in a 16-19 educational setting	✓	

HOW TO APPLY

Thank you for enquiring about the post of Administration Assistant at Wilberforce Sixth Form College. I hope the information in this pack encourages you to apply.

After reading through the details in the attached pack, please:

1. Complete an application form
2. Include a statement in support of application in the space provided on the application form. This should outline why you feel you are suitable for this role. Please limit your statement to two sides of A4.
3. Complete the Safeguarding and Equal Opportunities forms.

Completed applications can be sent by:

- Post (or deliver) to:
HR Office
Wilberforce Sixth Form College
Saltshouse Road
Hull
HU8 9HD
- Email to: personnel@wilberforce.ac.uk

You may send in a CV to support your application but you must still complete the application form in full.

The closing date for applications is at 9.00 am on Monday 12 May 2025.

If you have any questions or queries, please contact the HR Office on 01482 711688 or personnel@wilberforce.ac.uk.

PLEASE NOTE:

Due to the large number of applications we receive it is not possible to contact unsuccessful applicants prior to interviews being held. If we haven't contacted you within 28 days of the closing date you can assume that this time your application has been unsuccessful. We are unable to give feedback to those applicants who have not been shortlisted.



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Email: enquiries@wilberforce.ac.uk Tel: 01482 711688

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