



Sutton Coldfield Grammar School for Girls

Application Pack for Sixth Form Administrator

Start date: **October / November 2023**

Closing date for applications: **9.30 am on Monday 25th September 2023**

Interviews to be held: **Thursday 28th September 2023**

Permanent Post, 37.5 hours/week

8.00am - 4.00 pm, Monday to Friday

Term-time only plus 3 days

Expressions of interest in part-time hours / job share are welcome

Full time equivalent salary range: £23,194 – £29,439 (Pay Award Pending)

Prorated annual salary range: £19,826 - £25,743

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

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Dear colleague,

Thank you for your interest in our post of Sixth Form Administrator. We are looking for a positive, proactive and skilled administrator, with strong organisational and time management skills and a caring and supportive nature, to become a vital part of the Sixth Form team. This is an exciting role, pivotal to the smooth running of the Sixth Form and providing key pastoral student support. The post is 37.5 hours per week, term-time only plus 3 days in August to support GCSE results day: results day itself, the day before and the day after. We also welcome applications from applicants wishing to work part-time and fulfil the role through a job share. If you would like to be considered for part-time hours, please indicate your preference on the application form (mornings only, afternoons only or specific days).

At Sutton Girls, we provide high quality teaching and learning, strong pastoral support, and a wide range of extra-curricular opportunities within a caring environment that values character development and wellbeing. Students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-level results, we provide students with so much more than mastery of examination syllabuses. Our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community. Each individual will be encouraged to be aspirational, prepared for their future and inspired to make a difference.

Our culture is one which celebrates the diversity of the school's intake and through the assembly, tutor time and Personal Development programme we build an understanding, kind, and respectful ethos. Our wide variety of extra-curricular activities enable students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DoF, STEM, various student led clubs and many residential trips, including CERN, World Challenge visits to Tanzania and China, ski trips to Italy and Canada. Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls. There are over 1200 students in the school, including 307 students in our Sixth Form. We continue to be oversubscribed at Year 7 with six form entry throughout Years 7 to 11; many students also choose to join the school in Year 12.

These are exciting times for the school; we have fantastic results (in August 2023: 82% of GCSE grades were 7-9 and 61% were grades 8/9, at A-level 83% of grades were A*/B and 55% A*/A). We are embedding a culture of development across the whole staff with a wide variety of CPD that colleagues can opt into. Growth mindset strategies and character development are central to our day-to-day activities whilst maintaining staff and student well-being.

This link (<https://www.suttcold.bham.sch.uk/newsletters>) is to our most recent newsletter to give you a flavour of what has been happening in school; previous editions describe the School in more normal times. Having joined the school in September 2017, I can testify to the strength of the Sutton Girls community and the fantastic support offered to new staff both in terms of the formal induction programme and the daily informal help readily offered by colleagues.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls, we look forward to receiving your application.

Yours sincerely,



Dr B. Minards
Headteacher



Job Description

Responsible to: Deputy Headteacher – Curriculum and Data

Job Purpose:

- To provide administrative support for the Sixth Form team.
- To manage student attendance for the Sixth Form and maintain an attendance register in line with government school attendance legislation.
- To provide an efficient and effective administrative support for the Year 12 admissions process.

Attendance:

- Support the Attendance Officer and Senior Administrator in administering the attendance registers and manage attendance data on the school management system (SIMS) for Sixth Form.
- Liaise with the pastoral support team to follow up any concerns with parents or carers regarding a student's absence.
- Use the electronic system (InVentry) to check attendance and to ensure students are signing in correctly.
- Assist the Attendance Officer and Senior Administrator in producing attendance reports for Form Tutors and Heads of Year/Student Support, including SLT and Governors across all year groups.
- Monitor attendance and punctuality throughout Sixth Form and liaise with the pastoral team to address issues.

Sixth Form Applications:

- Manage the processing of student applications to the Sixth Form, including on GCSE results day.
- Liaise with parents and sixth form applicants, to provide advice in relation to admission policy and procedure.
- Provide 3 days support on the day before, the day of and the day after GCSE results.

Sixth Form Administration and Events with Student Support

- Provide a comprehensive and confidential administrative support service for the UCAS (university application) process.
- Liaise with form tutors and support staff to maintain records/information in relation to student absence, punctuality, disciplinary and other issues, in line with school policies.
- Update individual student information, e.g. medical, management plans and distribute as appropriate, ensuring that student logs are also maintained.
- Promote student wellbeing during their time in Sixth Form.
- Support and monitor students who receive the 16-19 bursary, including administering claims.
- Develop Pupil Profiles (PPs) for identified students.
- Provide pastoral support to students, under their own referral or referred by a HoY.
- Liaise with external agencies to book meetings, facilitating the sharing of information with the pastoral team.
- Schedule appointments with students and parents as required.
- Complete general filing and administrative tasks appropriate to the role.
- Observe and enforce the school behavioural code, applying the rewards and sanctions system.
- Maintain regular contact with families/carers of those students in need of support to keep them informed of the students' needs and progress, and to secure positive family support and involvement.
- Support the Heads of Year to ensure feedback from parents regarding progress concerns and multiple referrals from staff, for example, is promptly shared with staff.

Job Description

- Support the Heads of Year to ensure updated pastoral student information regarding bereavement, vulnerability, injury, and requests to leave lessons early, for example, is promptly shared with the relevant staff, often before registration.
- Support the DSL team where necessary, to ensure students receive timely and effective one to one therapeutic support with their mental health when needed.
- Manage Independent Study period allocation and dropped subjects.
- Maintain a record of all Year 13 leavers' destinations.
- Attend and support the Sixth Form Open Evening, lead the Higher Education Evening and co-ordinate the GCSE and A-Level Presentation Evenings (for which additional hours will be paid).
- Coordinate and contribute to the planning and evaluation of relevant events and trips (e.g. A-Level Presentation Evening and annual trips to London and Nottingham).

Other

- Provide administrative support for MyConcern reporting.
- Provide timetable administration support to the Timetable Coordinator.
- Support the production of Progress Reviews and annual reports as appropriate.
- Produce relevant letters to be sent to parents/carers and lead on Progress Evening parental feedback and communications.
- Provide support for the input of student curriculum allocations in SIMS.
- Provide administrative support for the school student survey.





Person Specification

Experience	<ul style="list-style-type: none"> • Proven track record of prioritising administrative workload and managing conflicting deadlines. • Experience of management information/database systems; knowledge of SIMS is desirable but not essential.
Skills and Abilities	<ul style="list-style-type: none"> • The ability to build effective working relationships with students, parents/ carers, and staff. • Strong interpersonal skills and the ability to treat people with respect and diplomacy by being supportive, empathetic, and understanding. • The ability to work under pressure and meet deadlines. • The ability to work as part of a team and have the initiative to work alone. • Personal integrity, honesty, and sound judgement. • Highly organised with strong attention to detail. • Excellent interpersonal and written communication skills. • Flexible approach to work, with a keenness to participate in all aspects of supporting the Sixth Form.
Qualifications and Knowledge	<ul style="list-style-type: none"> • Applicants should have a good standard of general education, ideally qualified to at least A level standard (or equivalent). • IT competent, particularly in Microsoft Office Software. • Knowledge of spreadsheets with the ability to integrate a management information system, following training where necessary. • A sound understanding of the principles of confidentiality, safeguarding and child protection.



Sutton Coldfield Grammar School for Girls is a vibrant school where there are endless opportunities for you to get involved in a range of activities and where you will be well supported in taking any initiatives of your own. It is a place where you should always feel confident to try something new to enhance the learning environment.

As a member of support staff you can expect:

- The initial support of a mentor.
- Full access to an induction programme.
- The support of your line manager.
- Guidance in your career development through appraisal and other opportunities.
- To be kept informed of issues relating to your job.
- To have an annual review of your overall performance.

What Sutton Coldfield Grammar School for Girls expects from its staff?

- That you act in accordance with safeguarding and child protection procedures.
- That you observe a smart, business-like code of dress.
- That you follow the school rules and codes of practice, including the staff code of conduct.
- That your public attitude and behaviour gives positive messages to those around you.
- That you provide effective support for your colleagues.
- That, where appropriate, you support students' learning activities.
- That you promote positive behaviour.
- That you develop and promote positive relationships.
- That you support the development and effectiveness of work teams.
- That you attend any meetings as required.
- That you reflect on and develop your own practice.
- That, where appropriate, you support teaching and learning in a curriculum area.

At Sutton Coldfield Grammar School for Girls our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community.

Each individual student will be encouraged to be aspirational, prepared for their future and inspired to make a difference.

How to apply

In order to apply for this post, please complete the Application Form, Equal Opportunities Monitoring Form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post;
2. Outline the experiences that you believe have prepared you for this post;
3. Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. You are welcome to telephone or e-mail the school to ask for clarification on any matters regarding this vacancy. Informal visits to the school can be arranged before the deadline for applications, though applicants will have a tour of the school on the day of interview. Completed applications should be emailed to **recruitment@suttcold.bham.sch.uk**, and addressed to, Dr Barbara Minards, Headteacher.

Completed applications should be emailed to recruitment@suttcold.bham.sch.uk

Deadline for Applications: 9.30 am on Monday 25th September 2023.

Interviews will be held on Thursday 28th September 2023. Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.



Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to all necessary pre-employment checks. This includes enhanced DBS, barred list clearance, medical fitness, identity and right to work; and where applicable prohibition check, qualifications, certificate of good conduct and letter of professional standing from the regulating authority in the country in which the applicant has worked. An online search will also be carried out as part of due diligence on all shortlisted candidates.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people.
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- emotional resilience in working with challenging behaviours.
- attitudes to the use of authority and maintaining discipline.
- any relevant issues arising from references.
- any gaps in time not covered by details in the application form.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Please refer to our policy statement on the recruitment of ex-offenders.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.
- If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mr Neil Eaton.

If this person is not available please contact

Deputy DSL/SPOC: Mrs Samantha Hart
Mrs Lisa Neal
Mr Mark Charles
Mrs Meg Mahoney
Dr Barbara Minards

Headteacher: Dr Barbara Minards

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

If anything worries you or concerns you, report it straight away. The main office will direct you to the appropriate member of staff to report your concerns. The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.

